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3 October 1968

MEMORANDUM FOR THE RECORD

SUBJECT: Records Ordered Destroyed and Held for Review

In four specific instances exception was taken to [REDACTED] findings and recommendations concerning records scheduled for destruction but deserving of retention as legal or historical records.

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- a. Research and Development Contract Files are required by law to be kept by the Case Officer. In past years they ordered them destroyed, because Logistics has copies, and the Center did so. Now the Office of Logistics has ordered the Contract Files destroyed and the law authorizes them to do so, because the Case Officers have the record copy. The Logistics Records Officer opposed [REDACTED] proposal to correct the original disposal by selecting and putting the R&D Cases from Logistics in the Archives collection. (This controversy was one that disturbed [REDACTED] My discussions with Mr. [REDACTED] the Responsible Purge Officer in Logistics has overcome the Records Officer's intransigence and I foresee an amicable solution within the next week or so.)

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- b. Case Files in the Contact Division, OO/DDI were not on the Government's General Disposal Schedule. Several years ago this Staff, for the Agency, requested a disposal arrangement developed with OO permitting selection of sample cases to be kept permanently and the others to be destroyed. Recently their Records Officer said they could all be destroyed. Mr. [REDACTED] identified several very unique contact cases with Archival value. (My several meetings with the Contacts RMO have not yet resolved this.)

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- c. The Office of Elint reviewed their list of deposits and have ordered several boxes destroyed. [REDACTED] found the contents of the box were not at all related to the clerical descriptions on the forms. The Purge Officer acknowledged this and took the boxes for review. He did indicate his indignation by reporting to the Records Management Board that the attitude of the Records Center Chief was contrary to the intent of the Purge because he refused to follow orders and destroy the records as requested. (I have not yet approached that Officer.)

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GROUP 1
Excluded from automatic
downgrading and
declassification

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25X1A d. Records from all DDP Area Divisions and Staffs with only two exceptions (CI and TSD) are sent to the Records Center through the DDP/RID. Both [redacted] of the CS Historical Program have requested [redacted] to screen DDP records before final destruction. [redacted] has called several boxes to the attention of DDP Offices. Frequently the response is that "Those records are not of CS interest and should be destroyed. They are administrative support documents." ([redacted])

25X1C [redacted] that was rejected as "Support" and to be destroyed that particularly incensed

25X1A [redacted] I explained to him that the DDP Representative on the Records Management Board has discussed this with me and we are to examine specifics in the near future to establish a procedure and responsibilities. A Handbook "Records Retention Plan" has been drafted by a team of 3 from DDP and 2 from my Staff and it details records of Permanent Value and "Offices of Record". [redacted] is now reviewing this handbook.)

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[redacted]
Chief
Records Administration Branch,
Support Services Staff

RECORDS MANAGEMENT BOARD

Areas for Consideration

Reduction in volume of records at the Records Center

Reduction of records held in active files

Promotion of the Records Administration Program

Control the creation of records

Identify records for permanent retention

Designate office of record

Study records control schedules and reevaluate all records series having no definite time limits.

Challenge the creation of records and the systems and procedures producing the records.

Review and refinement of records control schedules

Microminiaturization of records

Study and develop new records storage and retrieval methods

Examine the Vital Records Program

Improve the Supplemental Distribution function

Establish authority and define responsibilities for records officer positions

Training programs for records officers

Career service program and recognition

Keep abreast of new technologies in records management

Correspondence and Reports Management programs

Establish reporting systems

Evaluate new space saving filing equipment

Establish uniform filing systems

Control of copy machines and their use

*Some Rec Cls Repts
" Repts from various component*