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25X1

23 October 1969

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MEMORANDUM FOR: DDP Records Management Staff

SUBJECT : Temporary Retirement of Material

1. Your request of 3 October 1969 is approved in order to permit RID to temporarily retire 20 cubic feet of CI-TSD records until the related CI Records Control Schedule can be prepared. I have notified the Chief, Archives and Records Center to accession, store and service this material via a Form 140 from RID as a routine records retirement job. I have asked him to hold them in suspense until 1 February 1970 by which time I hope you will have completed your negotiation with CI Staff on their Records Schedule.

2. You are well aware of our critical space shortage at the Records Center and our expected loss of the Suitland space. Consequently, the acceptance of these 20 cubic feet is truly temporary and depends upon the Scheduling of their disposition date. We also have another 263 cubic feet of similar CI records without any positive disposition schedule and have put them in the same February 1970 suspense. I have charged the Records Center personnel to aggressively pursue such groups of old records until firm disposition dates and instructions are established.

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CIA Records Administration Officer

DDS/SSS/RAB/ in (23 October 1969)

Copy to Chief, A+R C

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