

R E T I R E D R E C O R D S
B Y
C O M P O N E N T S

PART I - - MAJOR RECORD GROUPS STORED AT
RECORDS CENTER

PART II - - SCHEDULED DISPOSAL OF RETIRED
OFFICE RECORDS

October 1967

GROUP 1
Excluded from automatic
downgrading and
declassification

PART I

HOLDINGS OF EACH COMPONENT BY CATEGORY OF RECORDS

EXPLANATION OF CATEGORIES OF RECORDS STORED AT THE ARCHIVES & RECORDS CENTER

INACTIVE OFFICE RECORDS

These are records created by all components of the Agency in the normal course of their operations. The records are retired to the Archives and Records Center when they become inactive and in accordance with approved Records Control Schedules.

VITAL RECORDS

These are records essential to the continuity of Agency operations during an emergency. This is to provide for operations at the relocation site and to back up certain daily operations at Headquarters. Since these are copies and duplicates of current active records in the offices, these Vital Records are stored and totaled separately from Archival and inactive Office Records Holdings.

SUPPLEMENTAL DISTRIBUTION
COPIES OF REPORTS & MAPS

This is the reserve stock of Agency produced finished intelligence reports and maps held at the Archives and Records Center for immediate release to Agency Components, other USIB Agencies and Foreign Governments as they are needed to supplement the initial distribution.

ARCHIVAL RECORDS

These are records of enduring value to the Agency as a whole and document the mission and function of the Agency. They are normally the records identified as Permanent in the Records Control Schedules and have been separated from the other inactive office records with the assistance of the component Records Management Office.

VOLUME OF RECORDS IN THE ARCHIVES AND RECORDS CENTER

1 October 1967

<u>AREA</u>	<u>OFFICE</u>	<u>INACTIVE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUP. DIST. REPORTS & MAPS</u>	<u>ARCHIVAL RECORDS</u>	<u>OFFICE TOTAL</u>
DCI	O/DCI	142	3			145
	CABLE SEC	544	133			677
	HS	15				15
	PA	49				49
	OPPB	18	4			22
	OLC	72		2		74
	OGC	52	2	2		56
	OIG	27				27
	ONE	69	14	93		176
	SAVA	4				4
	NSC	224	26			250
	DIA		5			5
TOTALS FOR DCI AREA		1,216	187	97		1,500

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VOLUME OF RECORDS IN THE ARCHIVES AND RECORDS CENTER

1 October 1967

<u>AREA</u>	<u>OFFICE</u>	<u>INACTIVE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUP. DIST. REPORTS & MAPS</u>	<u>ARCHIVAL RECORDS</u>	<u>OFFICE TOTAL</u>
DDI	O/DDI	115	1	17,653		17,769
	IRS	368	1			369
	DCS	2,327	42			2,369
	FBIS	589	4			593
	OER	309	68			377
	OBGI	438	3,402			3,840
	OCI	324	44			368
	CRS	10,092	1,192			11,284
	NPIC	1,938	3,964			5,902
TOTALS FOR DDI AREA		16,500	8,718	17,653		42,871

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 VOLUME OF RECORDS IN THE ARCHIVES AND RECORDS CENTER

AREA	OFFICE	1 October 1967				
		INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	ARCHIVAL RECORDS	OFFICE TOTAL
DDP	O/DDP					0
	AF		24			24
	BG		6			6
	CA		5	86		91
	CCS		14			14
	CI		18			18
	DOD		1			1
	EUR		39			39
	FE		47			47
	FI		15			15
	FI/D	1,117	1			1,118
	NE		12			12
	PC		2			2
	PSG		9			9
	RID	19,533	346			19,879
	SB		25			25
	SOD		5	21		26
	TSD	900	11			911
	WH		64			64
TOTALS FOR DDP AREA		21,550	644	107		22,301

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VOLUME OF RECORDS IN THE ARCHIVES AND RECORDS CENTER

1 October 1967

<u>AREA</u>	<u>OFFICE</u>	<u>INACTIVE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUP. DIST. REPORTS & MAPS</u>	<u>ARCHIVAL RECORDS</u>	<u>OFFICE TOTAL</u>
DDS	O/DDS	69	1			70
	O/SSS			224		224
	RAB	20	4			24
	OS	2,989	12			3,001
	OTR	592	103			695
	OP	2,402	34			2,436
	OL	3,088	41	3		3,129
	OC	550	14			564
	OMS	966				966
	OF	10,839	53			10,892
<hr/> TOTALS FOR DDS AREA		21,515	262	227		22,004

VOLUME OF RECORDS IN THE ARCHIVES AND RECORDS CENTER

1 October 1967

<u>AREA</u>	<u>OFFICE</u>	<u>INACTIVE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUP. DIST. REPORTS & MAPS</u>	<u>ARCHIVAL RECORDS</u>	<u>OFFICE TOTAL</u>
DD/S&T	O/DD/S&T	32		2,023		2,055
	FMSAC	841	10			851
	ORD	2				2
	OSA	409	18			427
	OSI	1,199	36			1,235
	OCS	9	8			17
	OEL	134	1			135
	SPINT	22	1			23
	OSP	45				45
TOTALS FOR DD/S&T AREA		2,693	74	2,023		4,790

VOLUME OF RECORDS IN THE ARCHIVES AND RECORDS CENTER

1 October 1967

<u>AREA</u>	<u>OFFICE</u>	<u>INACTIVE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUP. DIST. REPORTS & MAPS</u>	<u>ARCHIVAL RECORDS</u>	<u>OFFICE TOTAL</u>
	HCF	690				690
	ARCHIVES				5,984	5,984
<u>TOTAL ARCHIVAL RECORDS</u>		690			5,984	6,674
<u>GRAND TOTAL</u>		64,164	9,885	20,107	5,984	100,140

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PART II

HOLDINGS OF INACTIVE OFFICE RECORDS OF EACH COMPONENT LISTED BY TYPE OF DISPOSITION INSTRUCTION

EXPLANATION OF TYPES OF DISPOSITION INSTRUCTIONS

PERMANENT

These are records identified as records of enduring value by existing Records Control Schedules and will eventually be processed into the Agency's Archival Records.

TEMPORARY

These are records that have a definite disposition instruction in existing Records Control Schedules and will be pulled from the shelf and destroyed when the specified time has elapsed.

INDEFINITE

The disposition instructions for these does not provide for destruction but instead calls for some future action to be taken prior to destruction.

SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS

1 October 1967

<u>AREA</u>	<u>OFFICE</u>	<u>PERMANENT</u>	<u>TEMPORARY</u>	<u>INDEFINITE</u>	<u>TOTAL</u>
DCI	O/DCI	119	19	4	142
	CABLE SEC	55	486	3	544
	HS	15			15
	PA	12	37		49
	OPP	13	5		18
	OLC	62	10		72
	OGC	52			52
	OTC	17	9	1	27
		65	2	2	69
	SAV.		4		4
	NSC	191		33	224
TOTALS		601	572	43	1,216
PER CENT		49.4	47	3.6	100.0%

SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS

1 October 1967

<u>AREA</u>	<u>OFFICE</u>	<u>PERMANENT</u>	<u>TEMPORARY</u>	<u>INDEFINITE</u>	<u>TOTAL</u>
DDI	O/DDI	103	3	9	115
	IRS	324		44	368
	DCS	109	141	2,077	2,327
	FBIS	473	47	69	589
	OER	151	155	3	309
	OBTI	65	25	348	438
	OCI	262	58	4	324
	CRS	3,182	530	6,380	10,092
	NPIC	1,801	2	135	1,938
	TOTALS	6,470	961	9,069	16,500
	PER CENT	39.2	5.8	55	100.0%

SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS

1 October 1967

<u>AREA</u>	<u>OFFICE</u>	<u>PERMANENT</u>	<u>TEMPORARY</u>	<u>INDEFINITE</u>	<u>TOTAL</u>
DDP	FID	603	55	459	1,117
	RID	1,668	266	17,599	19,533
	TSD	4	20	876	900
<u>TOTALS</u>		2,275	341	18,934	21,550
<u>PER CENT</u>		10.5	1.6	87.9	100.0

SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS

1 October 1967

<u>AREA</u>	<u>OFFICE</u>	<u>PERMANENT</u>	<u>TEMPORARY</u>	<u>INDEFINITE</u>	<u>TOTAL</u>
DDS	O/DDS	65		4	69
	RAS	19	1		20
	OS	50	2,249	690	2,989
	OTR	250	119	223	592
	OP	145	2,033	224	2,402
	OL	138	2,903	47	3,088
	OC	188	358	4	550
	OMS	51	843	72	966
	OF	1,014	1,154	8,671	10,839
<u>TOTALS</u>		1,920	9,660	9,935	21,515
<u>PER CENT</u>		8.9	44.9	46.2	100%

SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS

1 October 1967

<u>AREA</u>	<u>OFFICE</u>	<u>PERMANENT</u>	<u>TEMPORARY</u>	<u>INDEFINITE</u>	<u>TOTAL</u>
DD/S&T	O/DD/S&T	26	6		32
	FMSAC	6	795	40	841
	ORD	2			2
	OSA	217	192		409
	OSI	328	864	7	1,199
	OCS	1	1	7	9
	OEL	2	53	79	134
	SPINT	21		1	22
	OSP	33	12		45
<u>TOTALS</u>		636	1,923	134	2,693
<u>PER CENT</u>		23.6	71.4	5	100%

SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS

1 October 1967

	<u>PERMANENT</u>	<u>TEMPORARY</u>	<u>INDEFINITE</u>	<u>TOTALS</u>
HCF			690	690
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AGENCY TOTALS	11,902	13,457	38,805	64,164
PER CENT	18.5	21	60.5	100%