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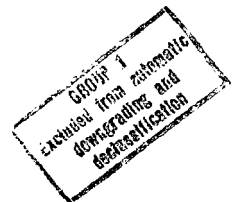
CIA ARCHIVES AND RECORDS CENTER

21 October 1969

MEMORANDUM FOR: Chief, Records Administration Officer

SUBJECT : Records Administration Problems

1. From time to time you have asked me for ideas that would help solve our problems. I do not have any new ideas; however, I do have some observations that I will pass on for what they are worth.
2. During the past 18 months there have been many papers written on Records Administration in CIA. This interest and concern is the direct result of the space problem at the A&RC. One of the main points brought out in all of these papers is the need for a "total" program. This total program needs to be a centralized program for the entire Agency. A "total centralized" program will be a giant step forward and have a direct effect on the space problem at the A&RC.
3. In the same papers there are proposals to decentralize and to physically separate the storage functions. To me there is an inconsistency here. In the past 15 years the trend has been to centralize all of the Agency's records storage functions into one organization in one building. The logical organization for the storage of records: Inactive, Vital, Archival or Supplemental Distribution, was the Records Center organization - storage and service is our business. The logical building for the storage of records was the Records Center building - it was constructed for the sole purpose of storing records and has been the most economical space available.
4. There is more to the history of the Records Center growth than mere statistics. The Records Center building was completed in March 1955. The volume in the Center at that time was only 18,816 cu. ft.; 8,797 cu. ft. Inactive Records and 10,019 cu. ft. Supplemental Distribution. In addition to this volume in the Center, there were many accumulations of records throughout the Agency. DDP maintained its own Archives and Records; Communications stored its inactive records in the DDP Center; CRS maintained all Top Secret records, except those of DDP, and large collections of reference records; OCI maintained all codeword records; Personnel maintained the inactive personnel files; Security maintained the inactive Security

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files; OBGI maintained the extra copies of maps, and Supplemental Distribution copies of reports were maintained by CRS, OER, OSI and ONE. By the end of 1956 all of the above components were retiring their records to the Records Center. With the transfer of these records that were not planned for, the Records Center in 1957 had its first space problem. However, the Agency had saved valuable space, equipment and personnel in the Headquarters area.

5. To accommodate this increased use of the Records Center, the DCI approved an addition to the building in 1957. Since 1957 the trend to consolidate the records storage functions has continued. The Supplemental Distribution copies of Agency produced maps formerly maintained by OBGI were transferred to the Center in 1958; the Vital Record Repository was transferred to the Center in 1959, primarily because the Repository was out of space; and space was available in the Center. The Top Secret Archives was discontinued in CRS, and the records were transferred to the Center. These actions coupled with new programs and new organization established in the Agency, such as NPIC and DDS&T, created another space problem for the A&RC in 1967; however, at the same time equipment and space as well as manpower was made available for the Agency.

6. The point I have been trying to make is that the accumulation of records in the A&RC has not been caused solely by the rapid growth of CIA records or the indiscriminate retirement of useless records to the A&RC. In short the A&RC has grown from a storage facility for selected Agency Records classified through Secret to a facility for the storage and servicing of all the Agency's Inactive Office Records, Vital Records, Archives and Intelligence Reports of all classifications. If the Records Center still operated on the same basis it did in 1955, there would not be a space problem now; however, there would be an additional 50,000 cu. ft. of records in active office space requiring equipment and personnel.

7. The Archives is an asset to the space problem rather than a liability. Since the Archival work began in 1963, more than 5,000 cu. ft. of duplicate documents have been destroyed. Although no official Archives has been established and no additional T/O has been approved to conduct Archival activities, we have been able to divert manpower to this program. This has been possible only because all the records storage functions are under one roof and serviced by the same staff of professional Records Center employees.

8. Storing Vital Records in a records center building is not usually done or recommended; however, GSA does, when it is expedient, store Vital Records in the Federal Record Centers and will give the

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Vital Records special protection and special handling. One of the main reasons the Agency Vital Records were moved to the Records Center was that the Repository was out of space. By moving these records to the Records Center building, the cost to add on to the Repository was saved. Even if the proposed addition to the Repository had been constructed in 1959, the Repository would have had another space problem in 1967, and another addition would have been needed. In addition to this cost avoidance the following savings were realized: 1. Space was turned over to Communications for other use, 2. One GS-12 position was eliminated and reassigned to Headquarters, and 3. Equipment valued at \$44,100, including 73 safes, was released. Still other savings have been realized by storing the Vital Records as a part of an integrated records storage system. Approximately 2,000 cu. ft. have been eliminated by using the "Built in Dispersal" concept, that is designating the Archival copy of certain documents to also serve as the Vital Record copy.

9. Supplemental Distribution (S.D.) is not a normal Records Center function; in fact, GSA will not accept Supplemental Distribution in the Federal Record Centers. It is a function to be conducted by the publishing Agency. As a publishing Agency, CIA is taking care of its Supplemental Distribution. Since CIA maintains its own Records Center, the logical place to store the Supplemental Distribution has been the Records Center. These publications are stored in standard cardboard Records Center containers on standard Records Center shelving, and the Center has applied Records Center procedures in managing these publications. Over the years the Center has worked with the various publishing components to establish stock levels and to prepare disposition schedules that permit the orderly disposal of the publications. The same savings that are realized from storing inactive records in the Records Center are realized from storing Supplemental Distribution in the Center; and like the Vital Record activity, Supplemental Distribution requires less personnel when it is stored in the same building as the rest of the Agency records. When a part of the S. D. was moved to another location, additional personnel were required.

10. The consolidating of all four categories of records in a single storage facility has been both practical and economical. This policy has over the years saved the Agency a tremendous amount of time, space and money, not only by removing the burden of storage functions from the components but by eliminating duplication of records and procedures. The A&RC has merged the four records storage functions into a single system and has been able to absorb the storage functions from the components without an increase in personnel. By having all the records under one roof, we are able to service them

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with a small staff of trained Records Center personnel who are interchangeable between these functions. To reverse this policy would increase the overall volume of records in storage and require additional personnel.

11. It is certain that microminuturization and electronic storage of data will play a much larger roll in the storage of records in the near future; however, it is obvious that additional space will be needed now. The moveable shelving, if installed, will provide additional space so that we can continue to operate a centralized storage facility. On the other hand, if additional space is needed, it is my opinion that this space would be added to the present A&RC building so that we can continue to offer the Agency an economical centralized storage facility as a part of an overall "total" Records Management program.



Deputy Chief

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