

This chronology prepared for [REDACTED]  
briefing of the DDM&S on 2 June 1973.

STATINTL

Other documents given to Mr. D were

copy of current ARO's  
last years statistical reports on  
records volumes (by agency and by office)  
Vince's summary of accomplishments  
during his tenure as Chief RAB  
4 charts Mr. D had prepared for the  
Colby briefing last year.

RD  
6/1/73

Chronology of the Records Management Program in CIA

Public Law 754, approved 5 September 1950, amended Public Law 152 and others. Section 501 of PL 754, known as the Federal Records Act of 1950, requires each Federal Agency to establish and maintain an active Records Management Program. Legislative Counsel ruled on 2 October 1950 that CIA must comply with the Public Laws 152 and 754 to the extent possible. The Program is administered within the Agency under [REDACTED] on a decentralized basis.

The Program evolved thusly:

- March 21, 1946 - Message Center and Central Files established within the Administration Division of CIG. From this came a Central Records Section, for all except cables, under Communications Division.
- July 1947 - Central Records transferred to the Services Branch under [REDACTED]
- November 1947 - Deputy Chief, Central Records Division, Services Branch designated Records Administrator for CIA. Two file analyst positions were authorized, GS 5 and 7.
- December 1947 - Liaison with National Archives set up.
- May 1948 - a CIA Uniform Filing Manual published. Central Records Division transferred to Office of Collection and Dissemination. Central Top Secret Control established.
- July 1948 - Agencywide records program set up in OCD.
- February 1949 - Central Records became Archives Division in Library Branch, OCD.
- November 1949 - Admin. Instruction [REDACTED] established a Records Management Program for CIA with designated records officers in each staff and office. Archives Division became Records Management Branch and transferred to Services Office.
- May 1951 - Name changed to Records Management and Distribution Branch, General Services Division, Administrative Services Office.
- July 1951 - Regulation [REDACTED] reestablished a Records Management Program for CIA under Chief, Administrative Services.
- September 1953 - HB [REDACTED] outlined scope of the Agency Program.

- February 1954 - General Services Office abolished and Records Program transferred to Management Improvement Staff, O/Comptroller.
- April 1954 - Records Management Staff set up under the Management Staff, DD/Administration.
- April 1955 - Records Center moved [REDACTED]
- November 1955 - DDP granted special vault area within the Center
- January 1956 - Comptroller given special compartmented area for certain records.
- March 1956 - OCI acquired a special area for its records.
- March 1957 - an addition to the Records Center approved.
- April 1959 - Vital Materials repository combined with the Records Center. One GS-12 position abolished.
- December 1959 - DDP compartmentation at the Center removed.
- June 1961 - Management Staff abolished. Records Management Staff transferred to the office of the DD/Support. Staff reduced from 21 to 6 professionals and two clerks. Program was decentralized to the directorates.

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- Feb 1953 to Dec 1966 - [REDACTED] was in charge of the program in the Agency.
- June 1966 - [REDACTED] nominated for the Federal Paperwork Mgt. Award.

- Early 1966 - Program transferred to Support Services Staff [REDACTED] under DDSupport.

- January 1967 to June 1972 - [REDACTED] headed the Program. The Central Staff continued with 6 professionals and a cordon of records officers throughout all offices.

[REDACTED] was Chief of the Records & Archives Center. Annual Conferences [REDACTED] instituted.

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- August 1968 to May 1972 - a Records Management Board was established with Vince as the Chairman and representatives from each Directorate who served as the Senior Records Officer within his area. Vince transferred to Office of Training to establish a training program in records management. During FY 1973 over 1,000 persons have received training or briefings on records management.

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May 1972

- [REDACTED] became responsible for the Agency Records Program. [REDACTED] replaced Vince as Chief of the Records Administration Branch. The Program was transferred to the O/DCI.

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[REDACTED] was appointed by ExDirComptr (Colby) as Special Assistant for Information Control. (SAIC) An Agency Archives was established. A new Records Management Board was set up.

1 May 1973

- SAIC was transferred to the Deputy Director for Management and Services.  
Areas of concern for the SAIC  
Records Management Board  
Records Administration Staff  
Records Center  
Archives  
Classification/Declassification Program.

In addition, I am attaching pertinent documents which I feel contain significant and relevant information about the Agency Records Management Program.

STATINTL

[REDACTED]  
31 May 1973