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20 MAR 1972

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MEMORANDUM FOR: Chief, Support Services Staff, DDS
SUBJECT : Records Retirement Estimates, 1972 -
30 June 1977

1. A survey of Intelligence Directorate components provided estimates of the total cubic footage of records to be retired to Archives and Record Center during the next five years and estimates of inactive records now at A.&R.C., which will be destroyed during the next five years.

2. Attention is invited to the attached charts on which retirement estimates and destruction estimates for each DDI component are listed yearly and cumulatively from 1972 through 30 June 1977. The figures listed in chart entitled "Records Destroyed by A.&R.C." represent records which are now in retirement at A.&R.C. There is no attempt to predict destruction of records which have not yet been retired, or indeed, yet created.

3. The predicted net gain is 7,814 cubic feet which is 2,564 cubic feet over our quota for the period.


Records Administration Officer
DDI

25X1A

Attachment

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RECORDS RETIREMENT ESTIMATES - 1972 TO 30 JUNE 1977

RETIREMENT TO A. & R. C.

	1972	1973	1974	1975	1976	1977	Office Total
ODDI	8	15	10	10	10	10	63
OBTI	--	550	445	300	300	300	1,895
CRS	295	497	478	509	488	467	2,734
OCI	20	30	30	30	30	30	170
DCS	188	188	188	188	188	160	1,100
OER	40	96	96	96	96	96	520
[REDACTED]	20	25	26	25	26	25	147
IRS	--	10	13	--	20	21	64
NPIC	600	600	600	600	1,449	634	4,483
OSR	50	50	50	50	50	50 ?	300
Directorate Yearly Total	1,221	2,061	1,936	1,808	2,657	1,793	11,476

Estimated Destroyed by 1977

estimated destroyed by 1977

50%

50%

RECORDS DESTROYED BY A. & R. C.

	1972	1973	1974	1975	1976	1977	Office Total	Net Gain
	--	2	--	--	--	--	2	61
	13	28	--	--	--	--	41	1,854
	848	246	307	189	201	35	1,826	908
	17	2	--	--	1	--	20	150
	113	69	38	24	95	17	1,356	-256
	93	97	17	9	8	4	228	292
	15	4	3	2	1	3	28	119
	2	4	2	1	4	--	13	51
	5	82	--	33	22	--	142	4,341
	4	2	--	--	--	--	6	294
Yearly Total	1,110	536	367	258	332	59	3,662	7,814

currently destroyed

1,000 cubic feet to be destroyed by 1977, representing microfilmed Source Jackets.

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