

7 July 1967

MEMORANDUM FOR: Acting Director, FBIS

SUBJECT: Retention of Recordings

REFERENCE: Memorandum 12 October 1966, subject as above

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1. On 14 October 1966 Bureau Chiefs were requested to keep track of how many times belt checks of retained recordings were made and asked to inform Headquarters by June 1967 whether the new belt retention periods of 30 days for noncommunist and 60 days for communist recordings were sufficient. They were also requested to inform the Administrative Staff how many excess belts were on hand in light of this revised 30-60 day retention period.

2. Although not all bureaus have responded, enough have replied to give an indication of the results. Almost all bureaus feel that the new retention period is sufficient for operational purposes, and, if anything, could be further reduced. The following chart indicates the suggested retention periods following a six-month check:

<u>BUREAU</u>	<u>NON-COMMUNIST RECORDINGS</u>	<u>COMMUNIST RECORDINGS</u>
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	15 days	60 days
	NA	90 days
	30 days	30 days
	14 days	30 days
	21 days	45 days
	30 days	30 days
	30 or less days	60 or less days

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Additional bureau comments are attached.

3. The Liaison and Requirements Office, during the period November 1966- June 1967, asked bureaus to check belts on nine occasions. Two of the requests could not be fulfilled because the belts had been erased, but this would have been true even with the previous retention policy.

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It should be noted that [redacted] has belts available only for 28 days, except for [redacted] regional belts which are kept three months. One request was filled by [redacted] Bureau because that bureau continued to retain communist belts for 90 days. Of other requests fulfilled, all were within the first four weeks except for two requests to [redacted] for communist belt checks, both of which were beyond the 30-day period.

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4. One of the arguments advanced for the 30-60 retention period, and for even a shorter period, in lieu of the 60-90 period provided for in [redacted] has been that economies could thus be realized in the purchase of magnetic belts. There is no doubt that the adoption of the 30-60 retention period in October 1966 has brought about a significant economy, and perhaps at some future time a further reduction in retention time would similarly be profitable. Nevertheless, with the reduction of last fall, and even with the allocation of several thousand belts for such contingency use as transportable monitoring units and emergency sites such as Accra, we probably have enough belts on hand so as not to have to make any further purchases of belts for several years, and thus can afford the 30-60 retention period at this time.

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5. The experience of the past six months indicates that we have really very few requirements for checking belts, but we must nevertheless keep belts a reasonable time to enable us to meet those few requirements that do occur. The present 30-60 retention period seems appropriate except for the [redacted] Bureau, where we have a slow distribution of economic abstracts.

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6. I therefore recommend we revise [redacted] to provide for the amendment made last fall, 30 days for noncommunist and 60 days for communist belts, with the exception that [redacted] Bureau should keep communist belts for 90 days. The retention period should be reviewed again several years hence before any further purchases of belts are made.

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[redacted]
Acting Chief, Executive Staff
Foreign Broadcast Information Service

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Attachment: Bureau Comments

ATTACHMENT

BUREAU COMMENT ON THE NEW RECORDING RETENTION PERIOD (30-DAY NONCOMMUNIST,
60-DAY COMMUNIST)

[redacted] Only three belt checks were made during the period, received within one, two, and six days after date of original recording. Several checks required by internal bureau needs were made within one week after the original recording. [redacted] maintains both communist and non-communist materials 60 days on magnetic tape reels. "Believe that for all practical purposes a 30-day retention period for both communist and noncommunist material would be ample for German Bureau."

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[redacted] "For our purposes, retention period of communist material considered adequate, but could be reduced to 15 days for non-communist material."

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[redacted] Four requests were received for rechecks of items sent as USSR E-T-G Abstracts. Because Bureau retained USSR recordings for 90 days, it was able to answer three of these requests. Otherwise only one could have been answered. "For the [redacted] it would appear that 90 days would be the ideal time to retain communist recordings," at least for those recordings which contain abstract material.

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[redacted] No checks were required beyond one week of broadcasting. "Consensus here is that retention periods could safely be restricted to 30 days for both communist and noncommunist materials."

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[redacted] For non-communist recordings, no requests for checks or processing were received and for Communist recordings 11 requests for checks or processing, all within less than two weeks from the time of broadcast date. "This survey indicates that WCB belt retention periods could be reduced to 14 days for noncommunist broadcasts and 30 days for routine communist recordings."

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[redacted] received no requests for checks. Suggest retention period be further reduced to six weeks for communist and three weeks for noncommunist belts.

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[redacted] Revised retention period fully meets ECB operational requirements. Retention period might even be shorter.

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