

ODP-0-073  
17 January 1980

MEMORANDUM FOR: Agency Records Management Officer,  
ISS/DDA

FROM: [REDACTED]  
Executive Officer, ODP

SUBJECT: Disposition of the CIA Cable Reference File

REFERENCE: Memorandum from the DDA, dated 26 Dec. 1979,  
same subject (DD/A 79-3980) (ISS 79-164)

The Office of Data Processing has no objections to the proposed reduction of the retention period of the Cable Reference File from its current 20 years to two years.

STATINTL  
[REDACTED]

cc: ODP/RMO

Distribution:  
Original - Addressee  
2 - ODP Registry  
② - O/D/ODP

O/D/ODP, [REDACTED]

(17 January 1980)

ODP # 9-1826

ISS Registry

79-164

DD/A Registry

79 3880

26 DEC 1979

MEMORANDUM FOR: See Distribution

FROM : Don I. Wortman  
Deputy Director for Administration

SUBJECT : Disposition of the CIA Cable Reference File

1. It has been proposed that the retention period of the Cable Reference File be reduced from its current 20 years to two years. This file is maintained and serviced by the Cable Secretariat, Office of Communications, and consists of microfilmed copies of all staff cables sent or received via the Cable Secretariat.

2. Reduction of the file's retention period would reduce the cost of servicing, eliminate copies of cables whose lives have exceeded the retention period prescribed by component records control schedules, and encourage the maintenance of more complete subject and project files.

3. We tentatively plan to accept this proposal subject to approval by the Archivist of the United States. Our experience with the previous reduction from 60 years to 20 has been good, and the further reduction is in line with the Archivist's and the Agency's policy to retain temporary records no longer than is essential for Agency operation.

4. The use of this file varies greatly throughout the Agency. A two month survey indicates that approximately 93 percent of all reference requests come from the DDO, 4 percent from the DDA, 2 percent from the DDS&T, 1 percent from NFAC, and less than 1 percent from the independent offices.

5. If, based on your experience, there is an overriding need to retain the file for more than two years, please notify the Agency Records Management Officer, ISS/DDA, 2D0117 Headquarters, by 18 January 1980, so that we may consider how that need might best be satisfied.

**DON WORTMAN**  
Don I. Wortman

Distribution:

- 1 - Director, National Foreign Assessment Center
- 1 - Deputy Director for Operations
- 1 - Deputy Director for Science and Technology

SUBJECT: Disposition of the CIA Cable Reference File

Distribution (cont'd):

- 1 - Comptroller
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- 1 - Office of Security
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**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)				
FROM: Don I. Wortman Deputy Director for Administration		EXTENSION	NO.	
			DATE	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Office of Data Processing 2D0105 Hqs. <i>rec'd file</i>		1/18/80	<i>CD</i>	<p>Info copies B2D&amp;C/AS with note <i>CD</i> Done <i>CD</i> 12/28/79 "Unless I hear from you to the contrary by 15 Jan 80, I will assume ODP concurs in this change." <i>G.D.</i></p>
2. <i>EO Action due</i>			<i>CD</i>	
3. <i>15 Jan 80</i>				
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