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FILE *Records*
26 February 1970

MEMORANDUM FOR: Executive Director-Comptroller
THROUGH : Deputy Director for Support
SUBJECT : Quarterly Report -- October - December 1969

1. This Records Management Board report is for information only.

2. During the last quarter of 1969 the continuing review and purge of material from the Agency Archives and Records Center resulted in the removal of another 3,998 cubic feet. These disposals exceeded the new accessions for a net gain of 35 cubic feet of storage space. The Directorate dispositions during this period were as follows: DCI Area-29 cu. ft.; DDI-1,252; DDP-440; DDS-184; DDS&T-130; and Records Center-1,963.

3. Since this concentrated purge effort began in July 1968 we have removed a total of 27,347 cu. ft. of material from the Records Center for a net space gain of 4,590 cu. ft. On 1 January 1970 the cubic foot volume of records of each type in the Center and the net volume increase or decrease during the purge was as follows:

<u>Type of Material</u>	<u>On Hand</u>	<u>Changes</u>
Inactive Office Records	61,275	-5,491
Supplemental Distribution	16,630	-5,131
Agency Archives	12,677	+5,629
Emergency Vital Records	9,201	+ 403
Total --	99,783	-4,590

4. During this past quarter there was another significant action involving Agency Archival records. The NPIC/DDI transferred 3,456 cubic feet of its master negatives, reports, and maps from the Inactive Office Record collection into the Agency Archives collection. Although this does not change the net volume on hand at the Center the reclassifying of this material does more accurately reflect the types and volumes of documents the Agency is storing. This reclassifying distinguishes between those inactive office records to be held only temporarily and the volume believed to be in the category of records that must be retained permanently. The decision to retain all or a portion of this collection will depend upon professional evaluation to identify that portion which has true historical significance. At present no manpower is available to conduct this evaluation.

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5. Noteworthy developments favorably impacting on the records storage problem include:

- a. Members of the Board participated in the Agency-wide Survey of Microfilm Systems and Equipment conducted by the Office of Logistics. The Board has been charged with evaluating the overall findings of that Survey to recommend further action related to an Agency Microfilming Program.
- b. Meetings with representatives of the Office of Finance, General Counsel, Counterintelligence, the Records Staff, and National Archives concerning several thousand cubic feet of old disbursement slips resulted in a more precise definition of payroll documentation which will permit a considerable volume reduction within the requirements of Public Law and GAO. The Office of Finance now has a contract employee completing the disposition review of the records in storage.
- c. Two installations of motorized movable shelving were underway during this quarter and should be in full operation before the end of March. With these high density file systems RID increased its storage capacity 60% and the NPIC capacity was increased by 35% while surrendering 4,000 sq. ft. of file room floor space to the NPIC Computer Operation. The cost of these different installations is \$93,000 in RID for 13,600 cubic feet of motorized shelving and in NPIC \$177,000 for 20,000 cubic feet. These are the first two motorized movable shelves in the Federal Government and the largest in the country. The Director visited both installations and commented favorably.
- d. Non-motorized movable shelving units were installed in FMSAC, DDS&T. The cost was \$2,900 for shelving with a capacity of 430 cubic feet. This increased their storage capacity and released some 400 sq. ft. of floor space. Also 16 filing cabinets were returned to Logistics for reissue. This was the seventh installation of high density storage equipment during the last two years. These also served as the proving ground which led to the above-mentioned major motorized installations.
- e. Following a year of research by a team of three from the CS Records Staff, RID, and Systems Group, the CS Records Committee of Division and Staff Chiefs, chaired by Mr. Karamessines, reviewed and approved the projected use of microfiche for 201 files. Also a pilot microfiche project was approved [redacted] [redacted] Based upon the findings of these projects the possible use of microfiche for [redacted] [redacted] will be considered.

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f. In the DDI a duplicate collection of reference documents on microfilm stored for emergency use were reviewed and discontinued. The space involves only one safe, but the maintenance activity eliminated will save several manhours per month.

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6. The several major records problems being studied by members of the Board include:

- Federal Microfilming Policies and Procedures.
- Agency Microform Plans.
- Component Microform Applications.
- Use of Federal Records Centers for Intelligence Records.
- A Separate Archives Operation.
- Training of Agency Records Officers.
- Control of Agency Copy Equipment.
- Automating of Information to Manage Agency Records.
- Creation of Retention Plans for Permanent Records.
- Installation of Higher Density File Storage Equipment.
- Information Storage and Retrieval Systems.
- Review of Agency Vital Records System.



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Chairman
CIA Records Management Board