

WARNING NOTICE

INTELLIGENCE SOURCES
AND METHODS INVOLVEDGENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICES~~CONFIDENTIAL~~

PAGE

INTRASERVICE MEMORANDUM AND ENDORSEMENT

1 OF 3 PAGES

SUBJECT OR TRANSACTION

NC1-263-85-1

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FROM

TO

DATE AND

RWK

GDR

March 5, 1985. The basic objective of this job is to consolidate and rationalize several earlier schedules to make them easier to apply within the agency. They were drafted and approved at different times and for different purposes and some slight inconsistencies developed in the process; moreover, each one was only of limited scope. Putting them together in this fashion produces a single disposition authority that covers a fairly comprehensive range of agency functions and activities (chiefly administrative rather than substantive, to be sure). The process of consolidation not only has made it possible to make slight adjustments to eliminate the inconsistencies but has also revealed some discrepancies with regard to applicable General Records Schedules; Where these have cropped up they too have been corrected; otherwise the reason for the need for a deviation from the GRS has been set forth for notice and approval by NARS. In the process of reworking, a small scattering of new items, similar to those already approved, have also been introduced, as the introduction to the job and annotations in columns 9 and 10 indicate. The agency has taken advantage of this opportunity also to present rates and overall amounts of accumulation of permanent series, which NIR's requirements now call for. Series descriptions are quite terse, as is customary in the agency's public versions of its schedules, but, as will be noted in the letter of transmittal, fuller and more elaborate descriptions appear in the agency's internal counterpart to this document.

The figures for volume included in the job provide some revelations. It seems especially disturbing to note that 8,000 cu. ft. of research and development records have already accumulated (see items 7a and b)

(Over)

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FROM JOB NO. NC1-263-85-1

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FROM	TO	DATE AND MESSAGE (Continuation) <i>Page 2 of 3</i>
		<p>and all are permanent. We will certainly not have to deal with these for a long time, but the quantity nevertheless seems excessive and I have asked Tagge to suggest to the agency that it try to refine this item with a view to reducing the proportion of permanent records.</p> <p>With regard to other specific items, the following clarifications have been obtained from the agency:</p> <p>5d: This is intended merely to be a "hold" instruction by the agency's general counsel to assure that any records involved in litigation or investigations are retained until that requirement ends, their regular disposition instructions notwithstanding.</p> <p>9i: These are personal copies (not originals) of official records that identify the individual employee and for obvious reasons cannot be taken with him on assignments. Apparently much of this material accumulates and it is desirable to have it covered by a formal disposition instruction.</p> <p>15a(1): This item was unclear as to final disposition. The agency has agreed to the revised wording.</p> <p>19: Four of the original jobs covering these records called for permanent retention, one did not; the consolidated item has been made permanent for consistency's sake.</p> <p>The terms of offer for the permanent records, "when national security considerations permit," may seem ambiguous and indefinite, but NLR indicates that they are consistent with the original standards previously approved in the basic jobs now in force. In response to a suggestion on my part that the agency consider making ^{them} it more precise, Tagge discussed the point with agency representatives. They raised a number of</p>

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GENERAL SERVICES ADMINISTRATION
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considerations which, in their opinion, made it difficult to do so, chief of which was that the need to protect names, sources and methods was paramount with them and when conditions would permit release of these was simply not predictable with any degree of accuracy at this early date. They also cited the fact that the agency was exempt from provisions of the Federal Records Act, with which it was complying voluntarily, and that its processing and transfer of the OSS records was an example of its good faith.

To make an issue of this point in this case can change nothing, since the old jobs, which we approved not long ago, will remain in force if this one is not acted upon. If we wish to press for a change, it would be better, I think, to wait until a fresh job comes up, unrelated to any previous action on our part.

Concurrence recommended.

Robert W. Krauskopf
Robert W. Krauskopf

GAR RK
RT

3-21-85. I concur but only because this job represents a consolidation of jobs agreed to by my predecessors. This consolidation should prove useful to both NARA & the CIA.

Garry R. Ryan

(Over)

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