

C-O-N-F-I-D-E-N-T-I-A-L

*File Logistics  
Case Folder -*

INSTRUCTION NO.  
LI 70-5

LI 70-5  
RECORDS AND CORRESPONDENCE  
3 January 1963

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SUBJECT: Vital Records Program

REFERENCE: HR 70-1 dated 27 July 1961

RESCISSION: LI 43-100-2 dated 30 October 1958

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1. GENERAL

- a. The purpose of this instruction is to provide for an active Vital Records Program; to maintain a schedule of documents of a recurring or continuing nature considered vital to the operations of the Office of Logistics; and to provide for the orderly processing of all vital records to the Repository provided under the Disaster Program.
- b. The schedule will serve as a guide to Logistics personnel in identifying documents to be sent to the Repository. In addition to items listed in the attached schedule, documents of a one-time or nonrecurring nature considered vital to the operations of the Office of Logistics shall also be deposited as prescribed.
- c. In addition to the vital records deposited by the Office of Logistics, items deposited by other Agency components will be made available for OL use as required.

2. DEFINITION

Vital Records are those specific documents, records, or reference material in the possession of the Agency which are essential to its continued operation in an emergency and which, in the event of destruction, would constitute an irreplaceable loss.

3. RESPONSIBILITY

- a. It is the responsibility of each staff and division chief to provide for review of the schedule of records to be deposited; to coordinate with the Administrative Staff/Records & Services Branch appropriate additions, deletions or changes to the schedule; and to ensure that records designated are currently forwarded to the Administrative Staff/Records & Services Branch for deposit.

GROUP 1 Excluded from automatic downgrading and declassification
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- b. It is the responsibility of the Administrative Staff/Records & Services Branch to provide for the prompt deposit of Office of Logistics vital records in the Repository; to arrange for any necessary microfilming; and to review periodically the schedule and the records on deposit.

4. PROCEDURE

- a. Available vital records will be forwarded to the Administrative Staff/Records and Services Branch on Monday of each week. Indication should be made if material forwarded is a replacement of material previously sent, in order that outdated documents or microfilm may be withdrawn.
- b. Form No. 620, "Vital Materials Transfer Slip," will be prepared and signed by the Area Records Officer.
- c. Periodic microfilming of vital records may be arranged upon request to the Area Records Officer.



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Attachments:

- 1. Vital Material Deposit Schedule
- 2. Library Subscriptions
- 3. Orders to be Initiated by OL/Reference Library and Deposited in VR by CIA Library

OL/AS/R&SI  pk

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