

**SECRET**

25X1

OFFICE, DIVISION, BRANCH

SIGNATURE

CONCURRENCE

TITLE

DATE

25X1

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p><b>OFFICE OPERATIONS AND ADMINISTRATIVE FILE</b></p> <p>Consists of correspondence to and from Headquarters, reports, studies, and similar records reflecting office policy and procedures</p> <p>[REDACTED]</p> <p>reflects the internal administration of the Office such as training, travel, budget, personnel administration, communications, security and related functions. Filed by subject. (1948-1961)</p>	9.0	Temporary. Destroy when 3 years old. (Cut off active file at end of each year; destroy three years thereafter.)
2	<p><b>CONVENIENCE FILE (READING)</b></p> <p>Consists of extra copies of incoming and outgoing correspondence to Headquarters and to</p> <p>[REDACTED]</p>	2.0	Temporary. Destroy when 1 year old. (Maintain a one year level; thereafter destroy oldest month after filing current month.)
3	<p>[REDACTED] <b>FUNDS ACCOUNTING</b></p> <p>Consists of copies of vouchers, cancelled checks, reconciliation statements, memos covering official entertainment, and other papers relating</p> <p>[REDACTED]</p> <p>audit determinations. Filed by type of record, by fiscal year and chronologically thereunder.</p>	.2	Permanent. Disposal not authorized. File in inactive file when balances are reconciled. Retain for audit purposes.

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25X1 9	[Redacted]	<b>SECRET</b>	Temporary. Destroy when 3 years old. (Maintain a 3 year level; thereafter destroy oldest month after filing current month.)
25X1 10	<b>COMMUNICATIONS LOG FILE</b> A log record of the receipt and dispatch of reports, process sheets and correspondence [Redacted] (1953 - 1960)	6.0	Temporary. Destroy when 1 year old.
25X1 11	<b>WORKING FILES</b> The working papers, reports, notes, etc., [Redacted]	9.0	Temporary. Destroy when no longer needed for reference purposes.
25X1 12	<b>REFERENCE PUBLICATIONS</b> Publications maintained primarily for reference purposes. Included in the collection [Redacted]	86.0	Temporary. Destroy when obsolete or no longer needed for reference purposes.

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