

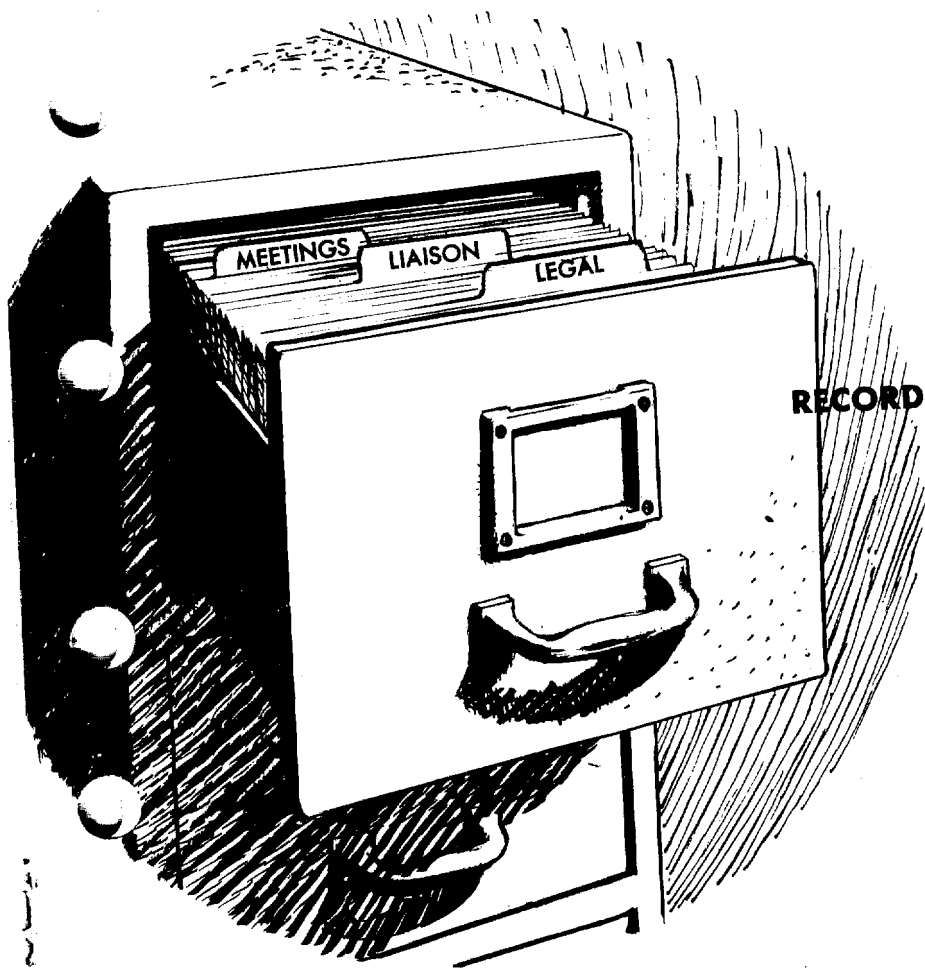
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16 DECEMBER 1954

RECORDS MANAGEMENT PROGRAM HANDBOOK FOR SUBJECT FILING



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FOREWORD

This Handbook has been prepared to serve as a guide for installing and maintaining the "Subject Numeric System of Filing" in the Agency. Its purpose is to provide a standard system for the orderly arrangement and maintenance of records. The use of this standard system in the Agency will increase the administrative usefulness of records; expedite the disposition of records when they are no longer needed; facilitate the preservation of records having permanent value; and simplify the training of employees.

The subjects appearing in the "Subject List" of this Handbook are predominantly administrative in nature. This has been done deliberately in the belief that the Handbook can be used "as is" for administrative or nontechnical files.

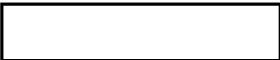
For those elements in the Agency having use, or need for a more technical "Subject List" than is provided in this Handbook the Records Management Division, Management Staff, is prepared to assist in adapting or modifying the procedures or "Subject List" outlined to fit the specific requirements of such elements.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

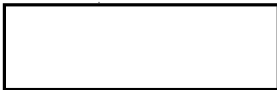
L. K. WHITE
Deputy Director
(Administration)

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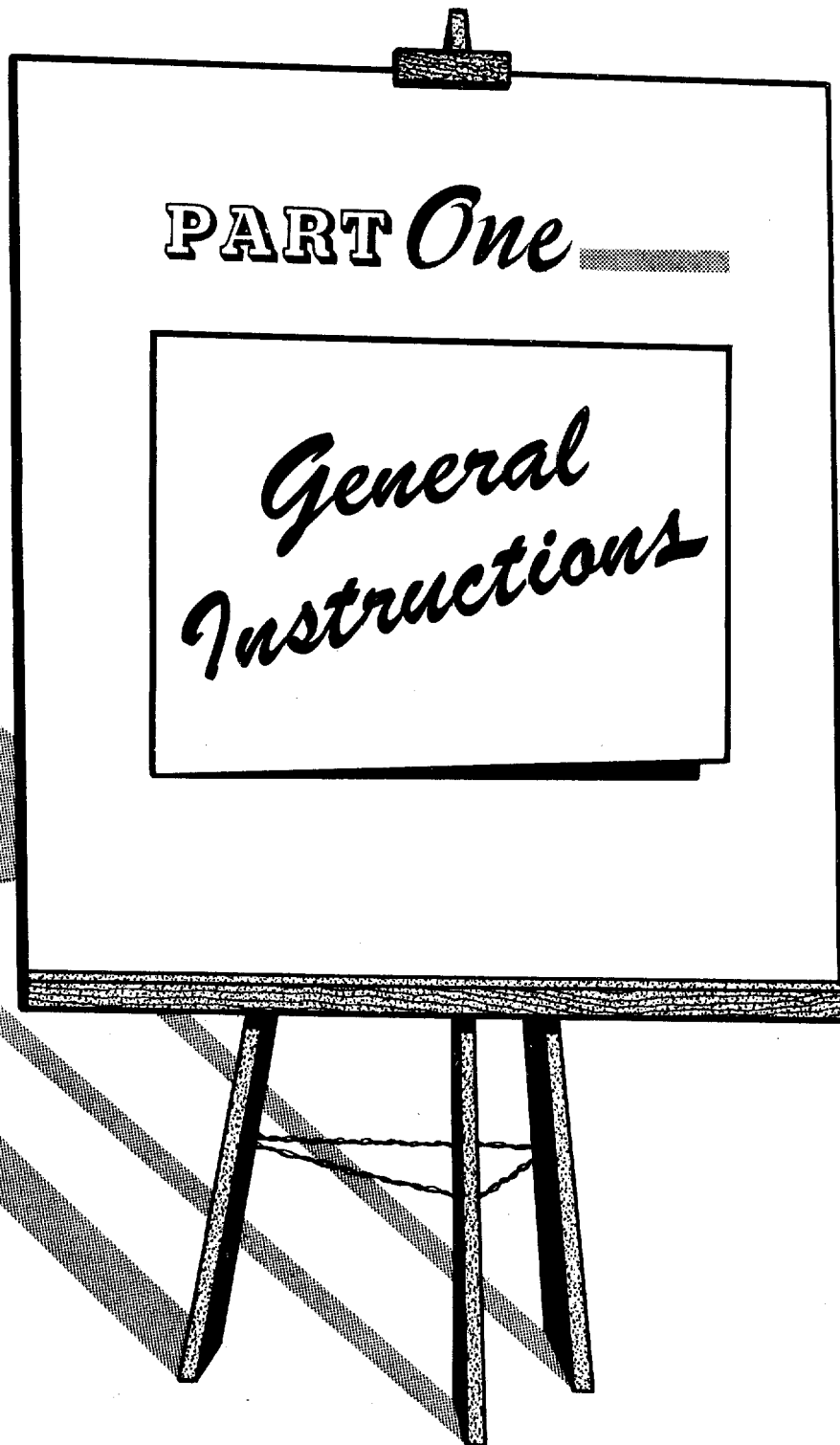
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HANDBOOK FOR SUBJECT FILING

SECTION I

INTRODUCTION

1. SCOPE

The Standard File Classification System and the attendant procedures described herein are prescribed for use in filing and maintaining correspondence records of the Central Intelligence Agency. Although the system is designed to permit a certain amount of flexibility to meet the specific requirements of various offices, it is essential that the basic pattern provided herein be followed carefully if an adequate degree of standardization is to be maintained. Further subdivision of any of the subjects listed is permissible to provide for the necessary detail which may be required by some offices. "Case" or "project" files may be established under any subject as required. In addition, the Clandestine Services is exempt from the provisions of this Handbook to the extent dictated by its internal special requirements.

2. RESPONSIBILITIES

The Records Management Division, Management Staff and designated Area Records Officers throughout the Agency have technical custody and responsibility for the proper maintenance and disposition of official records of the Agency. The Records Management Division will furnish to offices maintaining official records all assistance possible in the establishment of their files, including procedures for maintenance, servicing, and retirement of the records.

3. DEFINITIONS

a. OFFICIAL RECORD COPY

The original or copy of a letter, document, report, etc., which is maintained in a designated "Official File Station" for documentation purposes and which is distinguished from other copies of the same document, in the same organizational element, by the fact that such other copies merely serve as temporary working papers, "convenience" files, etc.

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b. OFFICIAL FILE

Each file containing official record copies shall constitute an "official file" and should include the original incoming communication and the initialed yellow copies of outgoing and interoffice correspondence; original, or action copies of reports, executed forms, maps, photographs, and other documentary material. The official record copies shall not be maintained in any organizational unit not specifically designated as an Official File Station.

Reference material consisting of printed or duplicated copies of publications, extra copies of communications used as reading files, and other material considered as temporary working papers is not included in the definition of official records. Such nonrecord material shall not be interfiled with official records.

c. OFFICIAL FILE STATIONS

The term "Official File Station" shall be construed to mean any specifically designated organizational element of the Central Intelligence Agency where the official record copies of correspondence and other documents are maintained. The physical location of an Official File Station shall be determined by the head of such organizational element, with technical advice from Records Management Division.

d. CLASSIFY, CLASSIFIED, AND CLASSIFICATION

As used in this Handbook and in filing operations, these terms refer to the subject or file designation of records and not to defense classifications: "TOP SECRET," "SECRET," or "CONFIDENTIAL."

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SECTION II

TYPES OF FILES

4. SUBJECT FILES

Subject Files are considered to be those types of paper records which ordinarily include correspondence, reports, and other documents which may be classified and filed under all or many of the subject categories included in the File Classification Guide. The general subject material is distinguished from that which is ordinarily identified as "case" or "project" files as described in the next paragraph.

5. CASE OR PROJECT FILES

A case or project file is described as a file comprised of material relating to a specific action, transaction, person, organization, location or thing, yet may cover one or many subjects pertaining to the specific case or project. Types of case or project files may include voucher files, contracts, loan cases, construction projects, leases, litigation cases, and many others. Case or project files may be included as a part of the subject files or they may be located physically apart from such files. As a general rule the volume of these records and the use made of them should dictate their arrangement.

6. ALPHABETICAL NAME INDEX

The Alphabetical Name Index is a finding medium through which correspondence and other documents filed by subject may be located when the available information is the name of the correspondent, the name of the author of a document, or the name of an individual or organization referred to in correspondence or documents. It is not always necessary or advisable to establish a name index to the subject file. Therefore, careful consideration should be given to the actual need for such an index before establishing one. In other words, the Alphabetical Name Index should not be established at any Official File Station if:

- a. The quantity of material filed by subject is so small that no difficulty will be encountered in locating it by subject;

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- b. The type of records filed is susceptible to an alphabetical arrangement by names within the subject files; or
- c. The type of material can be located easily by case or project symbol, number, or other means of identification, without the aid of an alphabetical index.

If the Alphabetical Name Index is used it should be composed of extra copies (normally pink tissues) of outgoing correspondence, and Forms No. 36-150 or 36-150A (to be redesignated as Forms No. 135 and 135a), "Correspondence Cross Reference." Paragraph 12c describes the arrangement of folders and guides for the Alphabetical Name Index.

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SECTION III

STANDARD FILE CLASSIFICATION SYSTEM

7. DESCRIPTION

The file classification system adopted for use in the Central Intelligence Agency is known as the "Subject-Numeric System of Classifying and Filing." This system is an adaptation of both the simple subject and numerical coding systems. It retains the simplicity of the alphabetical arrangement of subject titles, brings together related subjects, and provides file designations consisting of a combination of descriptive subject titles with related subjects organized as subdivisions of the primary subjects. The subdivisions of the primary subjects are assigned Arabic numerals to reduce time and effort in marking material for filing and to make it easy to memorize the filing designations.

8. FILE CLASSIFICATION GUIDE

The File Classification Guide contained in Part Two of this Handbook is divided into two parts, as follows:

- a. A Subject List consisting of a group of alphabetically arranged primary subject titles with their related secondary and suggested tertiary subdivisions.
- b. A Subject Index consisting of an alphabetical listing of all of the subject titles and other appropriate references. It serves the same purpose as an index to a book.

9. CLASSIFYING PAPERS FOR FILING

The process of classifying involves the analysis of correspondence or other documents to determine the subject by which they should be filed, and the placing of file designations on material to show where it should be placed in the file.

a. IMPORTANCE OF THE PROCESS

Papers received for classifying and filing may cover a wide variety of subjects. Also a number of papers involving one

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particular subject may be intermingled with those of other subjects. The file classification system is designed so that all of the papers on related subjects will be consistently and logically brought together in the files. However, sound judgment and careful attention must be given to the procedures which follow if the classification process is to be accomplished satisfactorily. THE ABILITY TO LOCATE PAPERS PROMPTLY AFTER THEY ARE FILED DEPENDS LARGELY UPON THE CARE USED WHEN CLASSIFYING MATERIAL BEFORE IT IS FILED.

b. METHOD OF CLASSIFYING

The following are the normal procedures to follow when classifying material for filing.

- (1) Read and analyze the correspondence or other material to determine the most outstanding or prominent subject; that is, the subject by which the papers will most likely be requested.
- (2) Select the proper file designation by referring directly to the Subject List or Index of the File Classification Guide, in the following manner: (a) determine the appropriate primary subject category, such as TRAVEL, PERSONNEL, etc., for example, a letter concerning recruitment of personnel would fall under the primary subject PERSONNEL; (b) select the appropriate subdivision, if any, under the primary subject, for example, a letter concerned with budget estimates would be classified by the secondary subject Budget Estimates, a subdivision of the primary subject APPROPRIATIONS. Similar reasoning is applicable for the selection of tertiary subjects.

If no appropriate subdivisions of the primary subject have been provided, the primary subject itself is used as the file designation.

- (3) Stamp or write the file designation in the upper right corner of the Subject File copy (yellow tissue), as shown in Exhibit A or in the same position on any incoming correspondence which did not require a reply. The file designation consists of the full primary subject title followed by the Arabic numeral or numerals

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representing the subdivision of the primary subject. For example: The file designation ACCOUNTING 1 denotes the proper file classification for material to be filed under the primary subject ACCOUNTING, and the secondary subdivision Accounts Current.

- (4) Mark the Alphabetical Name Index Copies (if the index is being employed) at the same time the file designation is placed on the Subject File copy, by placing the same file designation by which the subject copy is to be filed, in the upper right corner of the pink copy as shown in Exhibit B. This file designation will indicate where the material is located in the Subject File. Also after the file designations are placed on the file copies, the name, title, etc., under which the Name Index copies are to be filed should be underscored on such copies. The following are examples of how the papers should be marked:

- (a) Correspondence addressed to private individuals should be filed by the last name of the individual addressed. Example of marking:

Mrs. Mary Brown
1220 Ivy Street
Seattle 5, Washington

- (b) Correspondence addressed to officials of commercial concerns should be filed under the name of the company or organization. Example of marking:

X
Mr. John Doe, Manager
American Machine Corporation
Chicago 12, Illinois

- (c) Correspondence addressed to officials within the Agency should be filed under the name of the principal organizational unit addressed, disregarding such terms as "Office of." Example of marking:

MEMORANDUM FOR: Special Assistant, Deputy Director
(Administration)

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- (d) Correspondence addressed to individuals in other Federal agencies should be filed under the name of the agency. Example of marking:

X

Mr. Joseph Black
Chief, Aeronautics Office
Department of Commerce
Washington 25, D. C.

- (5) Indicate the cross references to be prepared in the following manner:

- (a) For the Subject Files. If the material being classified involves more than one subject by which it is likely to be requested, or a single subject with more than one interpretation, select the file designation for the additional subject(s) and stamp or write it immediately below the file designation already shown for the main, most prominent subject. In such instances, a cross mark "X" should be placed at the left of the file designation to indicate that a cross reference is required, as follows:

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- (b) For the Alphabetical Name Index. If the Alphabetical Name Index copy is to be filed in the Name Index by the name of an organization, indicate, by placing a cross mark "x" above the first letter of the last name of the individual addressed, that a cross reference is to be made for filing by the name of the individual. Likewise, indicate cross references to be prepared for any names of persons or organizations referred to in the body of the correspondence or document.
- (6) Note earlier material to be brought forward and consolidated with later correspondence. If an indication of earlier correspondence or documents is discovered, this fact should be noted on the correspondence to indicate that the earlier material should be removed from the

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file and consolidated with the material of the later date. See paragraph 10b for instructions regarding preparation of Form No. 36-151 (to be redesignated as Form No. 232), Correspondence Continuity Reference.

c. HELPFUL HINTS TO THE CLASSIFIER

- (1) While some analytical ability is desirable, the knack of noticing essential key phrases and ideas in correspondence helps to select correct file designations. However, if the subject cannot be easily determined, it is helpful to consider the correspondence in this light: "Why was it written?" or "What reason was there that prompted the writer to write it?" Usually it will be found that the purpose for writing suggests the subject under which it should be filed.
- (2) It is helpful at times to refer to previous correspondence already on file to verify a tentatively selected file designation.
- (3) In unusual cases the subject of correspondence is so vague that it is difficult to determine the proper file designation. In such cases, there need be no hesitancy in going to the dictator or other authoritative sources to obtain a sufficiently clearer conception of the subject matter, so that the material may be properly classified. This extra effort will permit more accurate filing and facilitate finding the material.
- (4) The subject line frequently appearing above the body of correspondence should not be relied on too heavily in determining the subject under which the correspondence should be filed. It may be vague, misleading, or even remote from the real subject of correspondence concerned.
- (5) Persons responsible for classifying and filing records should study the organizational and functional structure of the Agency and keep currently informed regarding policies, procedures, programs, and projects. Such knowledge is essential to the selection of correct file designations.

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SECTION IV

CROSS REFERENCES

10. WHEN AND HOW TO PREPARE CROSS REFERENCES

The use of appropriate cross references in the file or index can be an invaluable aid in locating material quickly when needed. Care should be taken, however, to avoid making and filing unnecessary cross references which will consume time in preparation and space in the files. The following are normal conditions under which cross references should be made.

a. WHEN MORE THAN ONE SUBJECT IS INVOLVED

For those documents which cover more than one subject as indicated in paragraph 9b(5) an extra copy of the document, if available, should be used or Form No. 36-150 or 36-150A, Correspondence Cross Reference, should be prepared, as shown in Exhibit C.

b. TO CONSOLIDATE RELATED MATERIAL

When it is necessary to bring forward earlier correspondence or documents and consolidate it with subsequent material as explained in paragraph 9b(6) Form No. 36-151, Correspondence Continuity Reference, as shown in Exhibit D, should be prepared.

c. TO PROVIDE ALPHABETICAL NAME REFERENCES

When incoming letters are filed without replies, or extra copies of correspondence are not available for filing in the Alphabetical Name Index, name references should be made on Form No. 36-150 or 36-150A. Also, such references may be prepared for names of individuals or organizations referred to in the body of the correspondence.

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SECTION V

FILING THE RECORDS

11. ASSEMBLING THE PAPERS FOR FILING

After correspondence and documents are marked with the correct filing designation, they should be properly assembled preparatory to filing. Each unit of material consisting of two or more papers relating to a particular transaction should be arranged in chronological order with the latest date on top. Such papers should be fastened together with staples in both upper corners of the assembly, or with prong fasteners if the unit of material is too thick for staples.

12. FOLDERS AND GUIDE ARRANGEMENT

The orderly appearance and efficiency of any file depends to a large extent upon the careful preparation, use, and arrangement of folders and guides in the file drawer. Folders are necessary to keep related papers together and in order. Guides serve as "sign posts" to help speed up filing and finding operations. The incorrect use of either folders or guides will retard, rather than aid, these operations. To provide for uniformity as to types of folders and guides and their arrangement, the following standards should be adhered to, as far as practicable:

a. GENERAL SUBJECT FILE

(1) Folders and File Designations

Kraft folders, 11-point weight, square-cut, with reinforced tabs meet requirements for the Subject Files. Such folders should be prepared for only those subject titles for which there is a definite current or anticipated need. If there is little or no need for the use of subdivisions of some of the primary subjects, folders for those subdivisions should not be placed in the files. If an occasional piece of correspondence is classified under a secondary or tertiary subject, the material should be placed in the primary subject folder.

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When a primary subject folder contains ten or more file units with the same secondary or tertiary designation, a separate folder should be prepared for the material.

File designations may be typed directly on the folder tabs if a long-carriage typewriter is available. If such a typewriter is not available, gummed labels may be used. In either case the file designations (whether typed directly on folders or labels) for any primary or secondary subjects contained in the File Classification Guide should be placed uniformly on the folder tab beginning one-half inch from the left. Labels or file designations for case or project files established within the Subject File, should be placed in the center of the folder. See Exhibit E, for an illustration of the correct method of preparing and placing file designations on folders.

(2) Guides

Pressboard Guides, with metal angular tabs, one-third cut, should be used in the Subject Files. Tabs will be used in the following manner: SECOND position for all primary subjects; and THIRD position for secondary subjects. See Exhibit E, for illustration of proper arrangement of guides and the correct method of writing file designations on guide inserts.

(3) Arrangement Within the File Cabinets

Folders and guides should be arranged in the file drawer in the exact sequence in which the primary and secondary subjects appear in the File Classification Guide, starting from the front of the drawer, with the guides preceding the related folders. The sequence of the drawers should be from top to bottom of the cabinet.

b. CASE OR PROJECT FILES

Kraft folders, 11-point weight, square-cut, reinforced tabs, with fasteners may be used for case or project files, but their arrangement may vary according to types. Case or project files may be established within the Subject Files

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or physically separated depending upon the type and specific reference needs of the organizational element.

c. ALPHABETICAL NAME INDEX

(1) Folders and Guides

The same type of folder and guide described for use in the Subject Files should be used for the Alphabetical Name Index. Alphabetical captions may be typed directly on the folders, or labels may be used if a suitable typewriter with large type is not available for typing on the folder. If it is difficult to determine in advance how large the index will be, it is advisable to start first with a folder for each letter of the alphabet and make folders for subdivisions of these letters as the file grows. Special folders for common names, such as "Smith," "Brown," "Adams," etc., and names of organizations or individuals with which the organization has frequent correspondence may be made as required.

(2) Rules for Alphabetic Filing

Exhibit F, is a complete set of rules for alphabetic filing. All persons having the responsibility for filing records should thoroughly familiarize themselves with these rules, so that, regardless of who does the filing there will be consistency in the arrangement of the index reference.

13. PLACING MATERIAL IN THE FILES

After material to be filed has been classified and marked for filing, the papers should be segregated as to types of files preparatory to actually placing them in the files. For example, Subject File material should be arranged alphabetically by the primary subject categories appearing on the documents. Index references for the Alphabetical Name Index should be arranged in alphabetical order before proceeding with the filing operation.

a. ARRANGEMENT WITHIN THE FOLDER

When filing the material, place each assembly within the

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proper folder with the left edge of the papers down. Units of material for filing should be arranged in the folder in chronological order with the latest date forward, unless a different arrangement will facilitate its use. All material should be filed loose in the folders except for case or project material which should be fastened to the folder.

Folders should not be overfilled. Three-quarters of an inch is the normal capacity of a folder. When the capacity of the folder has been reached, additional material on the same subject or case should be placed in another folder and arranged with the folder containing the more current records in front. The inclusive dates of the material should be shown on the tab of each of the earlier folders in this manner:

1 January 1954 - 31 March 1954

When the new folder is started, the beginning date should be indicated on the tab in this manner:

1 April 54 -

b. BREAKING DOWN VOLUMINOUS CASE OR PROJECT FILES

The amount of material accumulating in connection with a single case or project may become too voluminous for filing in one folder. Rather than file the papers pertaining to the project or case in two or more folders, chronologically, the reference use of the material comprising the complete case may be facilitated by dividing the material into several action phases of the case and filing it in separate folders under the project or case designation. A voluminous single project requires too many individual folders to afford easy reference to the material if filed in straight chronological order from the date of the first document to the latest.

14. FILE "CUT-OFF" PERIODS AND RETIREMENT

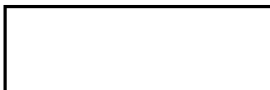
The periodic termination of filing in a series of records at a predetermined time and the starting of a new series of records of the same type with current material is termed a "cut-off" procedure. The purpose of applying a cut-off procedure is to

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facilitate retirement of the older records. To identify the cut-off period the filing year should be entered on the right side of the folder tab. (See Exhibit D.)

Cut-off periods, such as "1 year of accumulation," "Remove from current file upon completion of transaction," should be established for each file series in order to prevent the accumulation of files beyond the actual current needs. The cut-off files may then be retained for an established holding period before retirement to the Records Center. During this holding period, material from the cut-off file(s) which becomes necessary for current operations may be brought forward and interfiled with the material in the current file.

After expiration of the established holding period, the remaining cut-off portion of the file should be transferred to the Records Center. When material is withdrawn from the cut-off portion of a file for continued action, Form No. 36-151, Correspondence Continuity Reference, should be placed in the cut-off file. This will identify the material brought forward and indicate the filing location in the current file.

The above cut-off and retirement procedure is prescribed in order that office space and equipment requirements will be held to a minimum.

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SECTION VI

FINDING AND CHARGING-OUT THE RECORDS

15. GENERAL

The primary purpose of any filing system is to provide an orderly method of arranging and putting documents away so that they may be produced quickly when needed. Therefore, the successful operation of any system depends upon the ability to locate records promptly. In this connection, the following procedures and techniques are given, which if followed by the searcher, will contribute to the efficient operation of the file system.

16. FINDING THE RECORDS

a. RECEIVING THE REQUEST

The person receiving the request for the file should endeavor to obtain as much information as possible from the requester to enable the searcher to identify the needed record. The amount of information required to locate a specific file will depend upon the type of file requested. For most general correspondence files the subject matter and date of the material is most important. However, the name of any individuals, companies, organizations, agencies, etc., identified with the correspondence will assist in making the search.

b. MAKING THE SEARCH

As a general rule, material in the Subject File may be located by going directly to that file, if the requester has supplied adequate information regarding the subject of the material. If the searcher is not sure of the file designation by which the records may be found, he should consult the File Classification Guide before going to the file. If only name references are given, or if the subject information is not adequate, the searcher should refer to the Alphabetical Name Index (if one is being used) to determine the location of the record in the subject file.

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Because of the numerous types of project or case files, and since they are more easily identified and located than general subject material, no specific suggestions are given concerning the searching for such records.

If the material requested cannot be found in the files, a search should be made of any unfiled records.

17. CHARGING-OUT THE RECORDS

To ensure proper use of records, to prevent their loss and misplacement and to keep informed at all times of the location of records, it is necessary to maintain control of all material withdrawn from the files. This control is accomplished through a charge-out system. Individuals to whom records have been charged should be held responsible for their custody and prompt return after the records have served their purpose.

a. REMOVING INDIVIDUAL RECORDS FROM THE SUBJECT FILE

Form No. 36-271 (to be redesignated as Form No. 225), File Backing Sheet, should be attached to records removed from this file. These File Backing Sheets will provide a substantial base, protect the record(s) and distinguish the material from other papers. This form has a distinctive blue color and measures 8" x 11½". (See Exhibit I.)

Form No. 36-270 (to be redesignated as Form No. 224), Correspondence Charge-Out (see Exhibit G), should be filled in and placed in the folder in an upright position in the exact location from which the record(s) were removed.

Upon return of the charged record(s), Form No. 36-270, Correspondence Charge-Out, should be removed and canceled and the record together with Form No. 36-271, File Backing Sheet, attached should be placed in the file.

b. REMOVING CASE FILES

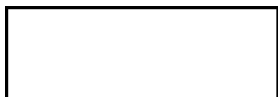
Case files are always charged out in their entirety. Entire folders are removed and delivered to the requester. Upon such removal, fill in Form No. 36-152 (to be redesignated as Form No. 119), Case File Charge-Out Card,

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16 December 1954

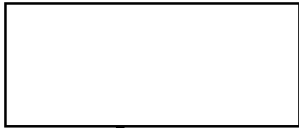
as shown in Exhibit H, and file in an upright position in the exact place from which the folder was removed. When this charged folder is returned to the files, the Charge-Out Card is canceled and placed horizontally in the folder. This will eliminate the necessity of preparing a new Charge-Out Card each time the same case file is withdrawn.

c. CHECKING THE FILES FOR CHARGED RECORDS

The files should be inspected regularly to ensure the return of charged records. The charge-out forms when placed in an upright position are taller than other material in the files and can be distinguished readily by a casual inspection. When such inspections reveal that material has not been returned, assure that the material is still in use.

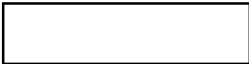
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SUBJECT FILE COPY
FILE DESIGNATION



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RECORDS
16 December 1954

Records 3

x Communications

10 December 1954

Mr. John Doe, Manager
American Machine Corporation
Chicago 12, Illinois

Dear Mr. Doe:

Exhibits A and B are included herein to represent copies of correspondence properly classified and marked for filing. Exhibit A shows the placement of the file designation in the upper right corner of the Subject File copy (yellow), including the correct method of indicating what cross references should be made.

Exhibit B shows where to place the file designation on the Alphabetical Name Index copy (pink) as well as how to underscore the appropriate name references for the Name Index.

You will find the detailed procedures for classifying and marking correspondence explained in paragraph 9 of the general instructions.

Very truly yours,

ROBERT R. BROWN
Deputy Director

Distribution:
Orig. - Addressee
1 - Comptroller
1 - OTR
1 - Official
1 - Name Index

MS/RMD/PKKelly:abc (9 December 1954)

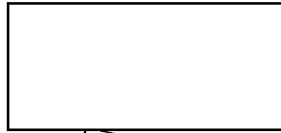
FILE DESIGNATION
FOR CROSS REFERENCE

EXHIBIT A

19

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FILE DESIGNATION INDICATING
LOCATION OF SUBJECT FILE COPY



25X1

RECORDS
16 December 1954

Records 4

CROSS REFERENCE
IS MADE FOR THIS NAME

10 December 1954

Mr. John Doe, Manager
American Machine Corporation
Chicago 12, Illinois

THIS COPY IS FILED BY THIS
NAME IN ALPHA. NAME INDEX

Dear Mr. Doe:

Exhibits A and B are included herein to represent copies of correspondence properly classified and marked for filing. Exhibit A shows the placement of the file designation in the upper right corner of the Subject File copy (yellow), including the correct method of indicating what cross references should be made.

Exhibit B shows where to place the file designation on the Alphabetical Name Index copy (pink) as well as how to underscore the appropriate name references for the Name Index.

You will find the detailed procedures for classifying and marking correspondence explained in paragraph 9 of the general instructions.

Very truly yours,

ROBERT R. BROWN
Deputy Director

- Distribution:
- Orig. - Addressee
 - 1 - Comptroller
 - 1 - OIR
 - 1 - Official
 - 1 - Name Index

MS/RMD/PKKelly:abc (9 December 1954)

EXHIBIT B

20

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RECORDS
16 December 1954

DATE: 1 July 53
INDEX: COMMUNICATIONS 2
~~Doe, John~~

TO: American Machine Corp., Chicago, Ill.
John Doe, Manager
FROM: Robert R. Brown, Deputy Director
SUMMARY: Procedure for classifying and marking correspondence for filing.

FILED: RECORDS 3
INDEXER: LMN
REMARKS:

FORM NO. 36-150
MAY 1953

CORRESPONDENCE CROSS REFERENCE

1393

CROSS REFERENCE TO BE FILED UNDER THIS SUBJECT

CROSS REFERENCE FOR ALPHABETICAL NAME INDEX

CORRESPONDENCE FILED UNDER THIS SUBJECT

EXHIBIT C

21

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RECORDS

16 December 1954

CLASSIFICATION:
 DATE:
 TO:
 FROM:
 SUMMARY:

USE THESE CAPTIONS TO IDENTIFY THE FILE THAT IS BEING BROUGHT FORWARD FOR CONSOLIDATION WITH MATERIAL OF A LATER DATE. FILE THIS FORM IN PLACE OF THE MATERIAL BEING BROUGHT FORWARD.

BROUGHT FORWARD TO

CLASSIFICATION:
 DATE:
 TO:
 FROM:

USE THESE CAPTIONS TO SHOW WHERE THE CONSOLIDATED PAPERS ARE NOW LOCATED IN THE FILE.

(39)

CORRESPONDENCE CONTINUITY REFERENCE

FORM NO. 34-181
 MAR 1953

EXHIBIT D

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RECORDS
16 December 1954

ARRANGEMENT OF FOLDERS, GUIDES AND LABELS

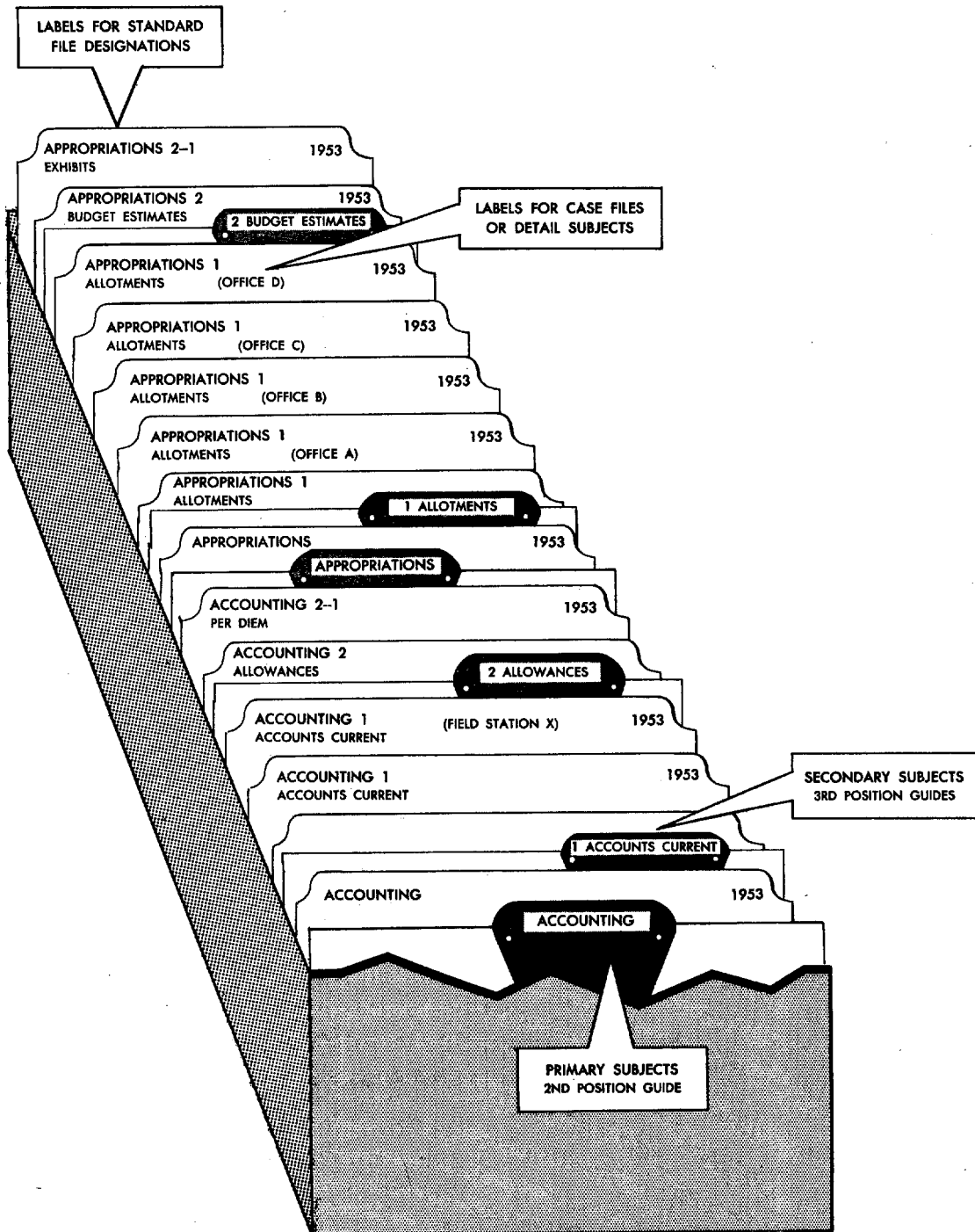


EXHIBIT E

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RECORDS
16 December 1954

RULES FOR ALPHABETIC FILING

There are three steps in alphabetic name filing:

1. Determine the indexing form of the name--files as written, surname transposed, articles to be disregarded, etc.
2. Determine the filing units in the name.
3. Consider the filing units in turn, determining the arrangement of the material in strict alphabetic order.

Some of the rules for alphabetic filing, therefore, are concerned with determining the filing order of the name; some with the determination of filing units; and others with the alphabetic arrangement of those units.

1. In filing by names of individuals the surname is the first unit, the first name or initial is the second unit, the second name or initial is the third unit, and so on for any additional names or initials the person may have.

A fundamental rule of filing is "nothing comes before something." Thus a surname without given name or initial precedes the same surname with a given name or initial; also a surname with a given name precedes the same surname and same given name with an initial.

Name as Written	Indexing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
Richard Johnson Jones	Johnson Jones	Richard Jones		
J. Jones	Jones	J.		
J. A. Jones	Jones	J.	A.	
J. Allen Jones	Jones	J.	Allen	
James Jones	Jones	James		
James A. Jones	Jones	James	A.	
James Abbott Jones	Jones	James	Abbott	
James Allen K. Jones	Jones	James	Allen	K.
Ernest K. Jordan	Jordan	Ernest	K.	

This example illustrates the alphabetic arrangement considering first the first units, then when the first units are the same, the second units are considered; when the second units are also the same, the third unit is considered, etc. However, where it is known that the material is on the same individual whether written with initials or given names, it is filed together. Thus, if J. Jones, J. A. Jones, and James A. Jones is the same individual, material is filed together under his most common method of writing his name. The usual methods for writing the name is

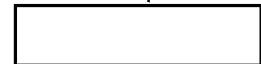
First given name
Middle initial
Surname

2. Prefixes such as d', D', de, De, De La, di, du, Fitz, La, Le, M', Mac, Mc, O', Van, Von, Van der, Von der, are considered as part of either the given name or surname to which they are prefixed, and are arranged in strict alphabetical order.

Name as Written	Filing Order	
	Unit 1	Unit 2
Alice Delaney	Delaney	Alice
Andrew De Laney	De Laney	Andrew
Michael D'Fao	D'Fao	Michael
John FitzSimmons	FitzSimmons	John
Robert MacAlister	MacAlister	Robert
Charles McCarthy	McCarthy	Charles
Hugh O'Neill	O'Neill	Hugh
FitzHugh Peters	Peters	FitzHugh
Susan St. John	St. John	Susan
Albert Vandegriff	Vandegriff	Albert
Ronald Van de Griff	Van de Griff	Ronald

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RECORDS
16 December 1954

RULES FOR ALPHABETIC FILING-Continued

3. Abbreviations of names are filed as though spelled in full.

Name as Written	Filing Order	
	Unit 1	Unit 2
Wm. Jones	Jones	William
Jas. Miller	Miller	James
Chas. Smith	Smith	Charles
Theo. Williams	Williams	Theodore
Jno. Young	Young	John

4. The abbreviation for Saint, St., is filed as though spelled out.

St. Louis Athletic Club	Filed	Saint Louis Athletic Club.
-------------------------	-------	----------------------------

5. Titles such as Dr., Mrs., Miss., Prof., Col., Director, Supt., and abbreviations, such as Jr., Sr., 2nd, may be placed in parentheses after the name, but are disregarded in filing. However, if there are two names in which the surname and given names are identical except that one is Jr., and the other Sr., these designations are considered in filing. Foreign and religious titles, such as, Duke of Argyll, Sister Mary, etc., are filed as written.

Example: Jones, J. A. (Dr.)

6. The legal name of a married woman, where known, is used for filing purposes rather than her husband's name. Mrs. is placed in parentheses after the name, but is not considered in filing.

Correct File		Incorrect File	
Mary Elizabeth Brown (Mrs.)		J. E. Brown (Mrs.)	
Mary J. Brown (Mrs.)	and not	John E. Brown (Mrs.)	
Mary Jones Brown (Mrs.)			

7. When the full names of two or more individuals are identical, they may be identified and arranged according to age, color, sex, etc. If these factors are unknown, they are arranged by the alphabetic order of the cities in the addresses.

8. Names of firms and institutions are filed alphabetically as written when they do not contain the full name of an individual.

Jones Foundry Company	Filing Order		
	Unit 1	Unit 2	Unit 3
	Jones	Foundry	Company

9. Firm names or titles of institutions containing the full name of an individual are filed in the following order:

- a. Surname
- b. Given names or initials
- c. Remainder of firm name or title

	Filing Order				
	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5
Marshall Field and Company	Field	Marshall	(and) Company		
James A. Jones Foundry Company	Jones	James	A.	Foundry	Company

When it is not clear whether the names are the given name and surname of a single individual or the surnames of two individuals, the material is filed as though the names were of two persons, and cross-referenced under the second name.

Barton Adams Advertising Agency

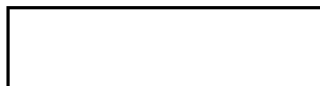
File: Barton Adams Advertising Agency
Cross reference: Adams, Barton, Advertising Agency.

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RECORDS
16 December 1954

RULES FOR ALPHABETIC FILING-Continued

10. Names of firms or titles of institutions containing numerals are filed as though the numbers were spelled out.

The 13 Club filed Thirteen Club (The).

11. Hyphenated names of individuals are treated as one unit in filing.

Name as Written	Filing Order	
	Unit 1	Unit 2
Sir Henry Campbell-Bannerman	Campbell-Bannerman	Henry (Sir)
David Lloyd-George	Lloyd-George	David

12. Hyphenated firm names and titles are treated as separate words.

	Filing Order		
	Unit 1	Unit 2	Unit 3
Henson-Hendrix Company	Henson	Hendrix	Company

13. Names which may be spelled as one word or two words are filed as one word.

	Filing Order		
	Unit 1	Unit 2	Unit 3
Interstate Insurance Co. Inter State Produce, Inc.	Interstate Inter State	Insurance Produce	Company Inc.

14. Apostrophe and s, indicating singular possessive, is not considered in filing. S and apostrophe, indicating plural possessive, is considered in filing.

Name as Written	Filing Order		
	Unit 1	Unit 2	Unit 3
Anderson's Candy Shop	Anderson's	Candy	Shop
Charles A. Anderson	Anderson	Charles	A.
The Boy's Companion	Boy's	Companion	(The)
Boys' Club	Boys'	Club	

15. Articles, prepositions, and conjunctions, such as and, for, in, of, and the, do not affect the order of filing. When the is included as part of the title it is placed in parentheses; if it is the initial word, it is placed at the end of the title.

Name as Written	Filing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
The Clark Company	Clark	Company	(The)	
The James B. Clark Company	Clark	James	B.	Company (The)
Edward Cole	Cole	Edward		
Cole and Sons Hardware Co.	Cole (and)	Sons	Hardware	Company
League of Nations	League (of)	Nations		
League of Women Voters	League (of)	Women	Voters	
Max the Hatter	Max (the)	Hatter		

16. The words brothers, company, incorporated, limited, son, and sons, and their abbreviations are considered in filing, and when abbreviated, are filed as though spelled out.

Jones Brothers
Jones Company
Jones, Incorporated
Jones, Limited

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RECORDS
16 December 1954

RULES FOR ALPHABETIC FILING--Continued

17. Compound geographic names are considered as two words; prefixes to geographic names are considered as one word.

Name as Written	Filing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
New York Publishing Company South Carolina Utilities	New South	York Carolina	Publishing Utilities	Company

18. When the names of two or more businesses are identical, they may be filed alphabetically by the names of the cities in which they are located, if such separation is desirable.

General Electric Company, Pittsburgh
General Electric Company, Schenectady

19. An abbreviation in a firm name is filed as if the name were written in full where name is known.

G. E. Co. filed General Electric Company

20. A foreign title or article in a firm name is considered as a separate filing unit.

Name as Written	Filing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
El Morocco La Parisienne Beauty Shop	El La	Morocco Parisienne	Beauty	Shop

21. When such phrases as association of, union of, organization of, society for, bureau of (Governmental bureaus excepted), department of (Governmental departments excepted) constitute the beginning of a name or title, they are considered and filed as part of the name.

Association for the Advancement)
of Management) Filed as written, first
Association of Mechanical Engineers) and second units indicated
Society for Prevention of Cruelty) by underscore
to Animals)

22. Names of churches, clubs and similar organizations are filed under the first "unit" word that is most important or that most clearly identifies the organization.

23. United States and Federal when preceding a department of the Government are not considered in indexing. These titles are considered in filing when they appear in the names of firms or institutions not connected with the Government.

Name as Written	Filing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
Federal Casualty Insurance Company	Federal	Casualty	Insurance	Company
United States Tariff Commission	Tariff	Commission		
Federal Trade Commission	Trade	Commission		
United States Steel Corporation	United	States	Steel	Corporation

EXHIBIT F (Page 4)

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RECORDS
16 December 1954

RULES FOR ALPHABETIC FILING-Continued

24. Departments and Bureaus of the Federal Government are filed in the following order:

- a. The principal words in the name of the department
- b. The principal words in the name of the bureau
- c. The principal words in the name of other units necessary for filing purposes.

Name as Written	Filing Order					
	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6
Civil Service Commission	Civil	Service	Commission			
Farmers Home Administration	Agriculture	Farmers	Home	Administration		
Forest Service	Agriculture	Forest	Service			
Public Health Service	Federal	Security	Agency	Public Health	Service	
General Accounting Office	General	Accounting Office				
Bureau of Mines	Interior	Mines (Bureau of)				
Bureau of Internal Revenue	Treasury	Internal	Revenue	(Bureau of)		

25. Frequently governmental units are referred to as "State of _____," "Commonwealth of _____," "County of _____," "City of _____," "Municipality of _____," "Township of _____," etc. These designations are not considered in filing. The actual name of the governmental unit is indexed and these designations, when necessary, are appended parenthetically.

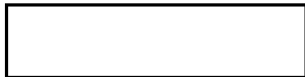
Name as Written	Name as Filed
County of Claiborne, Tennessee	Claiborne, Tennessee (County of)
State of Maine	Maine (State of)
Commonwealth of Massachusetts	Massachusetts (Commonwealth of)
City of Memphis, Tennessee	Memphis, Tennessee (City of)

26. Bureaus and Departments of Municipalities--The name of the city is written first, State second, name of department or bureau third:

Name as Written	Name as Filed
Cincinnati City Council	Cincinnati, Ohio, City Council
Cincinnati Bureau of Health	Cincinnati, Ohio, Health (Bureau of)
Office of the City Manager, Cincinnati	Cincinnati, Ohio, Manager
Office of the Mayor, Cincinnati	Cincinnati, Ohio, Mayor
Cincinnati Planning Commission	Cincinnati, Ohio, Planning Commission
Police Department, Cincinnati, Ohio	Cincinnati, Ohio, Police Department
Department of Safety, Cincinnati	Cincinnati, Ohio, Safety (Department of)

Where the volume of correspondence from a municipality or other government subdivision is small, all material may be filed chronologically under the name of the subdivision without further breakdown.

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RECORDS
16 December 1954

RULES FOR ALPHABETIC FILING-Continued

- 27. When the name of a city is part of the name of a firm or other organization, not a part of the city government, the name is filed as written.

Cincinnati Post
 Cincinnati Women's Club
 Knoxville Automobile Club
 Knoxville Glass Company
 Knoxville News-Sentinel
 New York Times

By use of rules 26 and 27 the State name affords the means of distinguishing between official municipal correspondence, correspondence with or about municipal departments or municipally owned and operated organizations and enterprises, and correspondence with commercial organizations or firms having municipal names.

In rare instances where there are two or more cities by the same name but in different States, material must be arranged in alphabetical order by States:

Bowling Green, Kentucky, Automobile Club
 Bowling Green, Ohio, Automobile Club

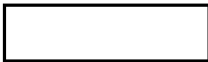
- 28. Material regarding banking institutions is filed first by the name of the city in which the bank is located, then by name of bank, with State at end of title in parentheses. If the city name is embodied in the name of the bank at the beginning, it is not repeated.

Bank of Knoxville, Knoxville, Tennessee	Knoxville, Bank of Knoxville (Tennessee)
Hamilton National Bank of Knoxville, Tennessee	Knoxville, Hamilton National Bank (Tennessee)
Knoxville Trust Company	Knoxville Trust Company (Tennessee)
Bank of Maryville, Tennessee	Maryville, Bank of Maryville (Tennessee)
First National Bank of Maryville, Tennessee	Maryville, First National Bank of (Tennessee)

- 29. Newspapers which do not have as part of their name the name of the city in which they are published are filed the same as other commercial organizations. For example, The Daily Mirror is filed under D, although it is a New York newspaper. The words New York are not carried as part of the name of this newspaper. Similarly, this applies to all other such newspapers where the name of the city is not actually a part of the newspaper's name.

Daily Mirror (The)
 Knoxville News-Sentinel
 Minneapolis Star-Journal
 New York Times
 Toledo Times

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RECORDS
16 December 1954

CORRESPONDENCE CHARGE-OUT	
1. DATE OF CORRESPONDENCE <i>16 Dec. 53</i>	1. DATE OF CORRESPONDENCE
2. FILE CLASSIFICATION <i>Records 5</i>	2. FILE CLASSIFICATION
3. TO <i>DDIA</i>	3. TO
4. FROM <i>GSO</i>	4. FROM
5. SUMMARY <i>OCD Microfilm Staff Study</i>	5. SUMMARY
6. CHARGED TO <i>Sanders</i>	6. CHARGED TO
7. DATE CHARGED OUT <i>26 Feb 54</i>	7. DATE CHARGED OUT
<p>THIS FORM IS USED TO ACCOUNT FOR INDIVIDUAL RECORDS REMOVED FROM THE SUBJECT FILE. IT IS PLACED UPRIGHT IN THE FOLDER IN THE EXACT POSITION FROM WHICH THE RECORD WAS REMOVED. IT IS CANCELED AND REMOVED WHEN THE RECORD IS RETURNED TO FILE. NOTE: ACTUAL SIZE 8" x 10 1/2"</p>	
7. DATE CHARGED OUT	7. DATE CHARGED OUT
6. CHARGED TO	6. CHARGED TO
5. SUMMARY	5. SUMMARY
4. FROM	4. FROM
3. TO	3. TO
2. FILE CLASSIFICATION	2. FILE CLASSIFICATION
1. DATE OF CORRESPONDENCE	1. DATE OF CORRESPONDENCE
CORRESPONDENCE CHARGE-OUT	

PLACE IN UPRIGHT POSITION IN FOLDER

PLACE IN UPRIGHT POSITION IN FOLDER

FORM NO. 36-270
1 NOV 53

(7)

EXHIBIT G

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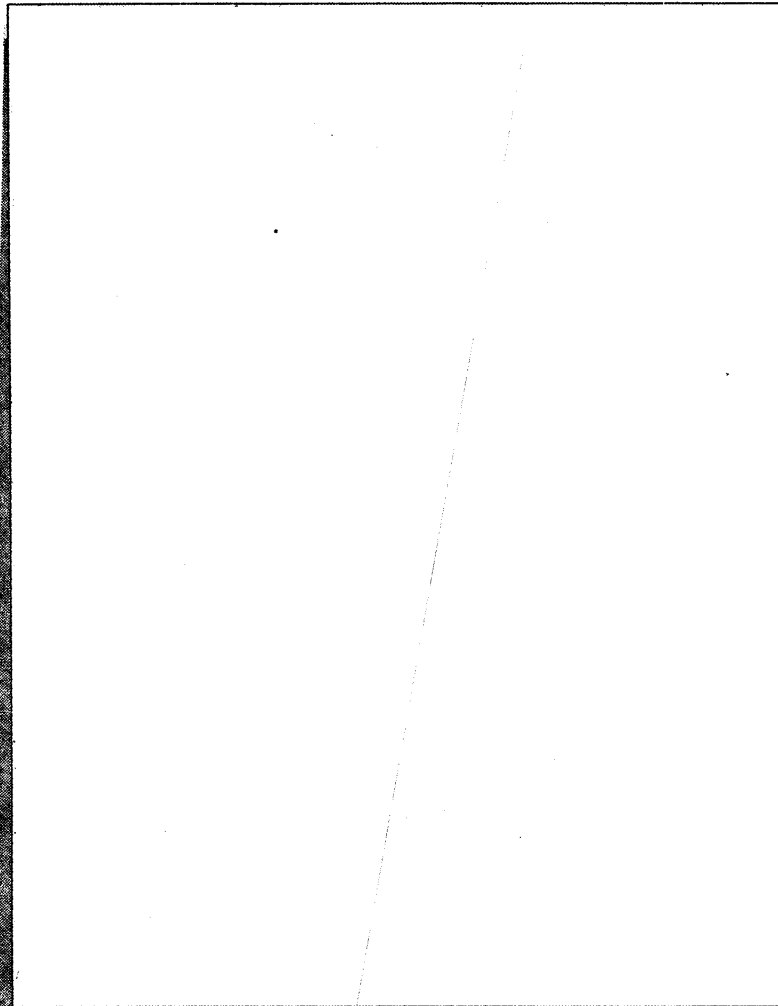


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RECORDS
16 December 1954



THIS FILE HAS BEEN
CHARGED TO YOU

IF FILE IS TRANSFERRED CALL EXT.

PLEASE RETURN WITHIN ONE WEEK TO:

FORM NO. 36-271
1 NOV 53

FILE BACKING SHEET

(7)

EXHIBIT I

32

~~CONFIDENTIAL~~



PART *Two*

*File
Classification
Guide*

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RECORDS
16 December 1954

FILE CLASSIFICATION GUIDE

The File Classification Guide has been prepared for maximum utilization in the maintenance of correspondence files in the Agency. The list of subjects has been developed to meet the needs of the Agency as it pertains to most business matters. However, it is recognized that the guide may not be sufficiently developed to meet the needs of offices responsible for specific programs.

In these cases additions or modifications should be discussed with the Area Records Officer concerned. The Area Records Officer and the Records Management Division will then assist in making any approved changes.

The following is a list of the primary subject titles contained in the File Classification Guide.

SUBJECT LIST

- | | |
|-------------------------|---------------------------|
| ACCOUNTING | MEETINGS |
| APPROPRIATIONS (BUDGET) | NATIONAL DEFENSE |
| AUTHORIZATIONS | ORGANIZATION & MANAGEMENT |
| BUILDINGS & GROUNDS | PERSONNEL |
| COLLECTION | PRINTING & REPRODUCTION |
| COMMITTEES | PRODUCTION |
| COMMUNICATIONS | PUBLIC RELATIONS |
| CONTRACTS | RECORDS |
| DISSEMINATION | REFERENCE LIBRARY |
| EQUIPMENT & SUPPLIES | REPORTS |
| FORMS | SECURITY |
| INVENTIONS | SHIPMENT |
| INVESTIGATIONS | TRAINING |
| LEGAL | TRAVEL |
| LIAISON | VEHICLES |
| MEDICAL | |

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RECORDS
16 December 1954

ACCOUNTING

This subject pertains to all accounting transactions involved in the receipt, disbursement, and other handling of appropriated funds.

ACCOUNTING

- 1 Accounts Current
(Depositories)
- 2 Allowances
(Cost of Living - Differential - Living Quarters -
Per Diem - Representational Allowances)
- 3 Audit
(Suspensions - Disallowances - GAO Exceptions -
Claims - Inquiries - Irregularities)
- 4 Bonding of Employees
- 5 Certifying Officers and Agent Cashiers
- 6 Collections and Receipts
(Adjustments - Checks, except salary - Money
Orders - Currency - Postage - Contributions -
Deposits - Fees - Interest - Refunds - Rents -
Royalties - Schedules - Summaries)
- 7 Discounts
- 8 Disbursements
(Adjustments - Advices - Expenditures - Refunds -
Schedules - Summaries)

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RECORDS
16 December 1954

ACCOUNTING (CONTINUED)

9 Payrolls and Salaries

(Bond Deductions - Checks, Salary - Power of Attorney - Retirement Deductions - Time and Attendance Reports, includes overtime and leave records - Vouchers - Withholding taxes)

10 Reports and Statements

11 Systems of Accounting

12 Vouchers and Invoices

(Except payroll vouchers - See ACCOUNTING 9)

13 Confidential Funds

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RECORDS
16 December 1954

APPROPRIATIONS (BUDGET)

This subject pertains to annual, deficiency, and supplemental estimates and appropriations; budget material; material regarding preliminary estimates; Bureau of the Budget and Congressional hearings; preparation of exhibits in support of estimates; copies of appropriation bills and committee reports; and material regarding allotments, apportionments, and transfer of funds.

Optional arrangement: Case file by organizational unit, program, fiscal year, as required.

Do not use this subject for filing material relating to fiscal accounting transactions involved in the receipt, disbursement, and other handling of appropriated funds - See ACCOUNTING.

APPROPRIATIONS (BUDGET)

- 1 Allocations, Allotments, Apportionments, Encumbrances, Transfers
- 2 Budget Estimates
(Exhibits - Justifications)
- 3 Hearings
- 4 Reports, Statements, and Statistics
- 5 Supplemental

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RECORDS

16 December 1954

AUTHORIZATIONS

This subject is for general use only. Do not use for material that can be classified under more specific subjects, such as:

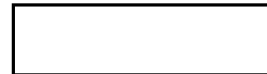
Travel Authorizations - See TRAVEL 2

AUTHORIZATIONS

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RECORDS
16 December 1954

BUILDINGS & GROUNDS

This subject pertains to the acquisition, construction, operation, and disposal of office buildings and other structures and the grounds necessary to maintain such installations, except:

See SECURITY 1 for material pertaining to the protection of buildings and grounds from vandalism or possible sabotage.

BUILDINGS & GROUNDS

- 1 Acquisition (Use BUILDINGS & GROUNDS 9 for space acquisition, etc.)
(Appraisal - Deeds - Titles - Mortgages - Recordings - Easements - Rights-of-Way - Permits - Licenses - Grants - Cessions - Leases - Loans - Purchase - Surveys - Transfer)
- 2 Damage and Protection
(Fire - Flood)
- 3 Design and Construction
(Alterations - Additions - Construction Authorization - Plans - Drawings - Specifications - Progress Reports - Project Proposals - Cost Estimates - Subprojects - Work Orders)
- 4 Directories, Signs, and Bulletin Boards
- 5 Disposition
(Abandonment - Deeds - Titles - Recordings - Demolition - Dismantling - Sale - Transfer)
- 6 Grading and Landscaping

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RECORDS

16 December 1954

BUILDINGS & GROUNDS (CONTINUED)

- 7 Maintenance and Preservation
(Painting - Repairing)
- 8 Reports and Data
- 9 Space (including office, storage, and parking space)
(Acquisition - Allocation - Assignment - Use and
release - Parking Permit)
- 10 Utilities and Services (Except Telephones - See
COMMUNICATIONS 4)

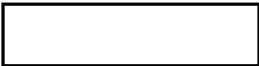
(Trash collection and disposal - Heating -
Lighting - Power - Refrigeration - Air-
Conditioning - Water - Sewerage - Hot Plates -
Vending Machines - Cafeteria)

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Approved For Release 2002/08/23 : CIA-RDP74-00005R000200020001-0

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RECORDS
16 December 1954

COLLECTION (CONTINUED)

10 Printed Matter

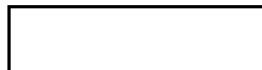
(Publications - Newspaper - Periodicals -
Documents - Maps - Charts)

11 Requirements

(Requests - Directives - Responsibilities)

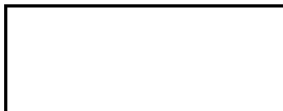
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RECORDS
16 December 1954

COMMITTEES

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

Boards of Survey - See EQUIPMENT & SUPPLIES

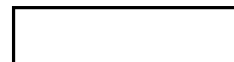
Optional Arrangement: Case file as required.

COMMITTEES

- 1 Memberships
- 2 Reports and minutes of committee meetings

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RECORDS
16 December 1954

COMMUNICATIONS

This subject pertains to material regarding all types of communication facilities and services, including procedures for handling mail, cables, and correspondence.

COMMUNICATIONS

- 1 Interoffice and Public Address Systems
- 2 Mail and Correspondence
(Addresses - Postage - Postal Laws and Regulations - Penalty Privileges - Procedure, includes preparation of correspondence - Referred letters - Registered Mail - Insured and Special Delivery)
3. Messenger Service (Includes U. S. Official Mail and Courier Service)
- 4 Telephones
(Installation and Use - Lists and Directories, including individual telephone numbers - Toll Calls)
- 5 Other Electrical Communications
(Radio - Wire - Television - Facsimile - Telegrams - Teletypes - Cablegrams)
- 6 Communications Security
(Codes - Ciphers)

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RECORDS
16 December 1954

CONTRACTS

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

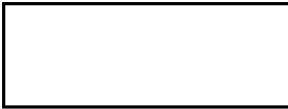
Material pertaining to contracts for the procurement of equipment and supplies - See EQUIPMENT & SUPPLIES 4

CONTRACTS

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RECORDS
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DISSEMINATION

This subject pertains to the request for, and/or distribution of, administrative issuances and intelligence information.

DISSEMINATION

1 Distribution and Mailing Lists

2 Materials

(Reports and Surveys - Exhibits - Graphics -
Recordings - Newspapers and periodicals - Maps -
Charts - Speeches and lectures - Books - Press
and Radio releases)

3 Planning and Coordination

4 Requests

5 Restrictions

(Censorship - Quantity Control)

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RECORDS
16 December 1954

EQUIPMENT & SUPPLIES

This subject pertains to procurement, utilization, management, and disposition of equipment and supplies except:

See **BUILDING & GROUNDS** for material pertaining to acquisition, management, or disposition of buildings and grounds.

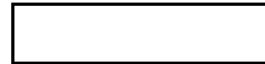
See **VEHICLES** for all matters pertaining to vehicles.

EQUIPMENT & SUPPLIES

- 1 Cataloging
(Classification - Identification)
- 2 Distribution
(Allocation - Assignment - Rationing)
- 3 Installation, Maintenance, and Preservation
(Repair - Painting - Servicing)
- 4 Procurement
(Authorization and justification - Bids - Bid and performance bonds - Catalogs, Price Lists and Schedules - Discounts - Inspection and Testing - Invitations - Justifications - Open market - Priorities and expediting - Purchase orders - Rental of equipment - Requisitions - Specifications, bids and contracts - Tax Exemptions - Requirements and related correspondence)
- 5 Property Accountability
(Damage - Inventories - Loans and Exchanges - Loss and Theft - Property Passes - Receiving Documents - Surveys)
- 6 Storage and Stockpiling

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RECORDS
16 December 1954

EQUIPMENT & SUPPLIES (CONTINUED)

7 Surplus, Salvage, and Conservation

(Acquisition - Boards of Survey - Declarations -
Disposals - Excess Lists - Sales authorization -
Transfer)

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RECORDS
16 December 1954

FORMS

This subject pertains to forms design, standardization, revision, clearance, and control. It is to be used for correspondence other than requisitions for forms from stock.

See EQUIPMENT & SUPPLIES 4 for requisitions from stock.

FORMS

1 Control or Management

(Design - Standardization - Revision - Clearance)

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RECORDS
16 December 1954

INVENTIONS

This subject pertains to discoveries and inventions; copy-
rights of articles or publications; applications for patents
and trademarks for devices or materials developed by Agency
employees and associates.

Also include agreements permitting use of patents.

Case files may be established, as required. Classify by
name of senior author or other appropriate classification.

INVENTIONS

- 1 Patents, Copyrights, and Trademarks

(Applications - Permission to use)

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RECORDS
16 December 1954

INVESTIGATIONS

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INVESTIGATIONS

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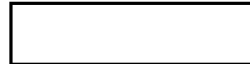
LEGAL

This subject pertains to legislative proposals, copies of Congressional bills and resolutions, committee reports, hearings, etc.

LEGAL

- 1 Claims and Litigations
- 2 Decisions, Opinions, and Interpretations
(Attorney General - Comptroller General -
General Counsel)
- 3 Executive Orders
- 4 Laws and Regulations
(Code of Federal Regulations - Federal
Register - Foreign)
- 5 Legislation
(Federal, file by House or Senate Bill or
Resolution Number - State and Territorial -
Hearings)
- 6 Notaries

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RECORDS
16 December 1954

LIAISON

This subject pertains to policies, procedures, and agreements concerning liaison with States, foreign governments, Federal agencies or organizations. This subject is for general use only, do not use for material that can be classified under more specific subjects, such as:

Liaison regarding collection of intelligence information - See COLLECTION 9

Liaison regarding evaluation and utilization of intelligence information - See PRODUCTION

Liaison regarding the dissemination of intelligence information - See DISSEMINATION

LIAISON (Includes Agreements and Memorandums of Understanding)

- 1 IAC Agencies
- 2 International
(Foreign Governments - Organizations)
- 3 Intra-Agency
- 4 Other Federal Agencies
- 5 State Agencies or Institutions

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RECORDS

16 December 1954

MEDICAL

This subject pertains to the development, preparation, and execution of the Agency medical program and with providing medical service and support to Agency activities.

DO NOT use for any papers involving status or health record of an employee. Such papers should be included in the designation "Health Records Case Files" maintained in the Medical Office.

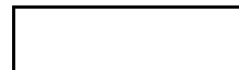
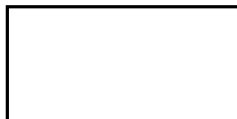
MEDICAL

- 1 Compensation and Claims (Use for Medical aspects only: See ACCOUNTING for payment)
- 2 General Medicine
(Diseases - Injuries - Rest and Rehabilitation - Hospital Facilities - Treatment)
- 3 Medical Specialities
(Dentistry - Psychiatry - Psychology)
- 4 Physical Examinations
(Physical Standards and Tests - Waivers - X-rays)
- 5 Plans and Coordination
- 6 Preventive Medicine
(Environmental Sanitation - Immunization)
- 7 Reports and Surveys

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RECORDS
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MEETINGS

This subject pertains to meetings, conferences, congresses, conventions, etc. Do not use for material that can be filed under more specific subjects.

See COMMITTEES for material pertaining to committee meetings.

MEETINGS

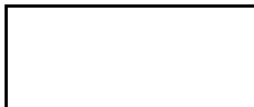
- 1 Engagements, Invitations
- 2 Inter-Agency
- 3 Intra-Agency (File by Area, Organization Unit, etc., as required)
- 4 International
- 5 Reports and minutes of meetings

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RECORDS
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NATIONAL DEFENSE

This subject pertains to the Agency's activities and contributions to the National Defense Program, except intelligence operations.

NATIONAL DEFENSE

- 1 Civil
- 2 Conservation of Resources
(Essential or Raw Materials)
- 3 Construction and Housing
- 4 Foreign Economic Cooperation
- 5 Industrial Mobilization
- 6 Manpower
- 7 Military
- 8 Price Control
- 9 Production
- 10 Wage Stabilization
- 11 Reports

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RECORDS
16 December 1954

ORGANIZATION AND MANAGEMENT

This subject pertains to the executive or administrative structure of an organization; distribution or delegation of duties and functions; establishment or discontinuance of offices or organizational units; planning; management policies; procedures; and all administrative or authoritative issuances of the Agency, except processed copies of Agency manuals which should be maintained separately.

ORGANIZATION AND MANAGEMENT

- 1 Administrative Issuances (Policy and Procedural Orders, Notices, and Memorandums)
- 2 Improvement Program
(Surveys - Studies - Employee Suggestion Program)
(See PERSONNEL 3 for Awards and Citations)
- 3 Inspections (Field)
- 4 Emergency Planning
(Decentralization and Dispersal)
- 5 Establishment, Reorganization, and Liquidation
(Internal (File by name of organizational unit, as required) - Other Federal Agencies)
- 6 Programs and Plans (General Only. Do not use this subject for material that can be classified under more specific subjects.)
- 7 Procedures and Methods
- 8 Functions and Delegation
(Assignment and Transfer of functions - Delegations of Authority)
- 9 Charts, Tables, and Ceilings
(Organization Charts - Tables of Organization - Personnel Ceilings)

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RECORDS
16 December 1954

PERSONNEL

This subject pertains to all phases of personnel administration, including policies, programs, procedures, regulations, etc., except security clearances, violations, etc.

PERSONNEL

1 Assignment Actions

(Appointments - Change to Lower Grade - Detail (Civilian Personnel) - Overseas Duty - Promotions - Reassignment - Transfer)

2 Attendance and Absence

(Annual Leave - Dismissal (Heat, snow, etc.) - Holidays - Hours of Duty - Jury Duty and Court Attendance - Leave Without Pay (LWOP) - Maternity Leave - Military Leave - Overtime (including authority to approve) - Sick Leave - Vacations)

3 Awards

(Citations and Commendations - Incentive - Honor - Longevity)

4 Boards and Panels

(Employment Review Board - Professional Selection Panel)

5 Career Service

6 Citizenship

7 Classification and Duties

(Position Analysis - Classification - Duties - Position Standards - Position Qualifications)

8 Conduct

(Debts - Disciplinary Actions - Political Activity, Hatch Act)

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RECORDS
16 December 1954

PERSONNEL (CONTINUED)

- 9 Contract Personnel
(Agents - Associates - Consultants - Experts)
- 10 Contributions
(Solicitation of Funds. File by title of campaign or organization, as required)
- 11 Employee Relations and Activities
(Army Enlisted Reserve Program - Blood Donors - Compensation (for injuries, illness and death) - Counseling - Clubs and Societies - Credit Union - Draft Deferment - Fair Employment Procedure - Grievances - Health - Hearings and Reviews - Hospitalization - Housing - Insurance - Military Reserve Training - Outside Activities - Recreation and Welfare)
- 12 Evaluation, Personnel
(Instructions - Reports)
- 13 Military Personnel
(Assignment to CIA - Pay and Allowances)
- 14 Records and Reports
(Except Personnel Evaluation - See PERSONNEL 12)
- 15 Recruitment
(Applications and Endorsements - Civilian Reserve - Examinations and Tests - Interviewing - Planning, Manpower - Qualifications (Analysis-Data-Records) - Requirements and Requisitions - Sources (Individuals-Schools - Colleges) - Selection)
- 16 Safety Program

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16 December 1954

PERSONNEL (CONTINUED)

17 Separations

(Death - Exit Interviews - Separation for Military
Service - Personnel Missing in Action - Reduction
in Force - Removal for cause - Resignations -
Retirements - Transfer to Other Agencies)

18 Supergrades

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PRINTING AND REPRODUCTION

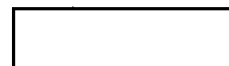
This subject pertains to printing and reproduction services.

PRINTING AND REPRODUCTION

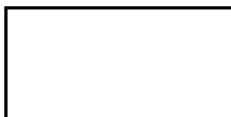
- 1 Policies and Procedures
- 2 Programs
- 3 Reports
- 4 Requests and Requisitions
- 5 Publications

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RECORDS
16 December 1954

PRODUCTION

This subject pertains to the evaluation, analysis, integration, and interpretation of intelligence information.

See COLLECTION for material pertaining to the collection of intelligence information.

See DISSEMINATION for material pertaining to the distribution of intelligence information.

PRODUCTION

- 1 Analyzing
- 2 Correlating and Evaluating
- 3 Estimating
- 4 Incorporating
- 5 Planning and Coordinating
(Policies - Responsibilities - Participants -
Product Improvement)
- 6 Post Mortems
- 7 Requirements
- 8 Status
- 9 Translating

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16 December 1954

PUBLIC RELATIONS

This subject pertains to general phases of public relations only.

See LIAISON for material involving relationships with organizations on a formal basis.

PUBLIC RELATIONS

- 1 Commendations, Congratulations, and Greetings
- 2 Criticisms and Complaints (General only. Do not use for material that can be classified under more specific subjects.)
- 3 Petitions and Resolutions
- 4 Introductions
- 5 Representatives and Visitors

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RECORDS

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RECORDS

This subject pertains to policies, procedures, and systems for handling, filing, and disposing of records.

See SECURITY 2 for the security of records.

RECORDS

1 Accessibility

(Request for access to records - Clearances)

2 Disposition

(Disposal, by destruction or transfer - Inventories - Reports - Transfer to Federal Records Center - Transfer to National Archives - Transfer between Federal Agencies-Inter-Agency Loans, temporary transfer, etc. - Schedules)

3 Filing Systems and Procedures

4 Management

(Surveys)

5 Microfilming

6 Vital Materials

(Inventories - Policies and Procedures - Progress and Status Reports)

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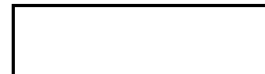
RECORDS
16 December 1954

REFERENCE LIBRARY

This subject is to provide for the filing of non-Record, REFERENCE material when such material is maintained in filing equipment. Library and museum material made or acquired and preserved solely for reference or exhibition purposes; extra copies of reports and documents preserved solely for convenience of reference; and stocks of publications and of processed documents fall into this category.

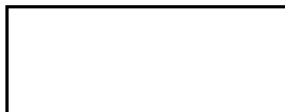
REFERENCE LIBRARY

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RECORDS
16 December 1954

REPORTS

This subject is for use in filing recurring reports, such as weekly and monthly activity or progress reports, and special reports which are too general to be filed under more specific subjects. Include policies, procedures, and methods for the preparation.

Optional Arrangement: Case file as required.

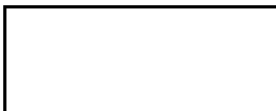
REPORTS

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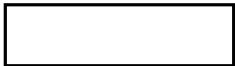
SECURITY

This subject pertains to the safeguarding of information and material, which, in the best interests of national defense and safety should not be disclosed to unauthorized persons.

SECURITY

- 1 Buildings and Equipment (protection)
- 2 Communications and Records
(Defense classification and reclassification -
Disposal - Filing and Storage - Transmission
and Receipt - Downgrading - Safeguarding)
- 3 General Policy, Regulations, and Procedure
- 4 Information and Publications
(Censorship - Classification and Reclassification .
Use and Release Of)
- 5 Personnel
(Identification Badges - Investigation and
Clearance - Loyalty and Review - Orientation)
- 6 Violations

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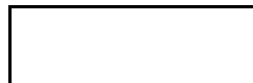
SHIPMENT

This subject pertains to the shipment and routing of equipment and supplies. It is for general use only. Shipments regarding a specific order should be filed with the related order in EQUIPMENT & SUPPLIES 4.

SHIPMENT

- 1 Air
- 2 Motor Carrier
- 3 Rail
- 4 Water
- 5 Loading, Marking, Packing
- 6 Routing and Shipping
- 7 Regulations
- 8 Bills of Lading and Freight Bills
- 9 Demurrage
- 10 Express
- 11 Drayage
- 12 Storage in Transit
- 13 Loss or Damage
- 14 Quotation and Rates
- 15 Personal Effects

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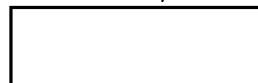
TRAINING

This subject pertains to the development and direction of all Agency training programs.

TRAINING

- 1 Policies and Procedures
- 2 Facilities
- 3 Programs
(In-Service - Orientation)
- 4 Reports
- 5 Outside Training (Colleges, Schools)
- 6 Courses

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RECORDS
16 December 1954

TRAVEL

This subject pertains to travel on official business, including policies, procedures, and regulations. Case files by name of traveler may be established as required and may be accomplished by writing the name of the traveler as part of the file designation, thus: TRAVEL (Brown, Harry).

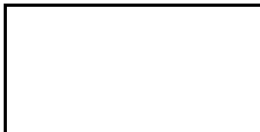
TRAVEL

- 1 Advance of Funds
- 2 Authorizations and Orders
- 3 Entry (Custom courtesies, etc.)
- 4 Foreign (Includes passports, visas, etc.)
- 5 Itineraries and Reservations
- 6 Policies and Regulations
- 7 Private Transportation
- 8 Transportation Requests
- 9 Reports

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RECORDS
16 December 1954

VEHICLES

This subject pertains to acquisition, utilization, and disposition of automobiles, trucks, and other vehicles, including policies, procedures, and authorities for their use. Include also material regarding the procurement, accountability, use, and disposal of tires and tubes.

VEHICLES

- 1 Accidents (Except claims of injured employees - See PERSONNEL 16)
- 2 Assignment and Use
(Policies and regulations- Requisitions - Authority to use)
- 3 Credit Cards
- 4 Inspection
- 5 License Plates (Auto tags)
- 6 Loss, Damage, and Theft (Except accident)
- 7 Maintenance and Preservation
- 8 Marking and Identification
- 9 Permits to Operate
- 10 Procurement
- 11 Reports
- 12 Storage (Authority to store at private residence)
- 13 Surplus or Unserviceable
(Disposal by sale, Transfer, or Loan)
- 14 Tires and Tubes
- 15 Titles

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SUBJECT INDEX

The following "SUBJECT INDEX" is very similar to the index found in most textbooks. It is an alphabetical listing of the specific subjective titles, key words and terms synonymous to those which are categorically arranged in the Subject List.

This "SUBJECT INDEX" is maintained on punch cards. It is intended to expand and amend the Subject Index to include additions and/or modifications that may arise from use of the File Classification Guide in various offices.

Offices adding approved subdivisions to the Subject List provided in the "File Classification Guide" may find it desirable to include these subjects, terms, etc. in their proper place in the subject index. This may be accomplished by contacting the Records Management Staff through the Area Records Officer concerned where arrangements will be made for mechanical preparation of the Index.

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Reference

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-B-

Reference

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-C-

Reference

File Designation

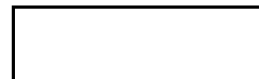
Cablegrams.....	COMMUNICATIONS 5
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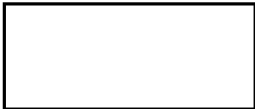
Dismissal - Heat.....	PERSONNEL 2
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Equipment & Supplies.....	EQUIPMENT & SUPPLIES 7
Records.....	RECORDS 2
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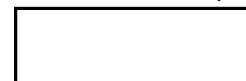
Facilities

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Intelligence Collection.....	COLLECTION 3
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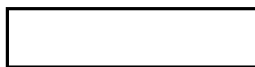
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Reference

File Designation

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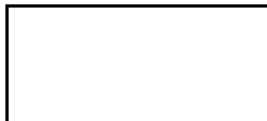
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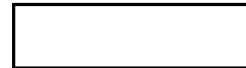
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IAC Agencies.....	LIAISON 1
Identification	
Badges.....	SECURITY 5
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Vehicles.....	VEHICLES 8
Immunization.....	MEDICAL 6
Improvement Program.....	ORGANIZATION & MANAGEMENT 2
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Loans	
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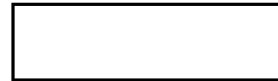


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Mail.....	COMMUNICATIONS 2
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General.....	MEDICAL 2
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Open Market Procurement.....	EQUIPMENT & SUPPLIES 4
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Executive.....	LEGAL 3
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Agency.....	TRAINING 5
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Vital Materials.....	RECORDS 6
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Training.....	TRAINING 3
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Construction.....	BUILDINGS & GROUNDS 3
Vital Materials.....	RECORDS 6
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Promotions.....	PERSONNEL 1
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Administrative Issuances.....	ORGANIZATION & MANAGEMENT 1
Intelligence Collection.....	COLLECTION 10
Distribution.....	DISSEMINATION 1
Printing & Reproduction.....	PRINTING & REPRODUCTION 5
Security.....	SECURITY 4
Public Relations.....	PUBLIC RELATIONS
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Purchase Orders.....	EQUIPMENT & SUPPLIES 4

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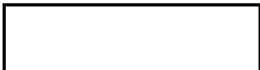
Reference

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Rates.....	SHIPMENT 14
Rationing.....	EQUIPMENT & SUPPLIES 2
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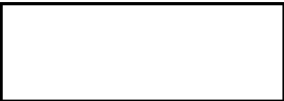
<u>Reference</u>	-T-	<u>File Designation</u>
Tables of Organization.....		ORGANIZATION & MANAGEMENT 9
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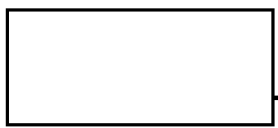
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Reference

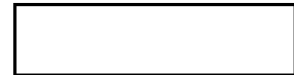
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