

1202-59

# RECORDS MANAGEMENT PROGRAM

~~XXXXXXXXXX~~

177017

# RECORDS CONTROL SCHEDULE FOR THE

OFFICE OF THE DIRECTOR  
EXECUTIVE REGISTRY



DDO	2	REV DATE	08/14/81	BY	
CODE COMP		ORI	30	TYPE	01
ORIG CLASS	5	PAGES	15	REV CLASS	4
JUST	22	NEXT REV	2011	AUTH	MR 20-2

STAT

RECORDS DISPOSITION AUTHORITY

Records Control Schedule 12.02-59  
for the Executive Registry is approved  
and authority hereby given to im-  
plement the disposition instructions  
contained thereon.

Preparation and Review

X1  
[Redacted Signature Box]

Records Analyst

November 6, 1959  
Date

X1  
[Redacted Signature Box]

X1  
Chief, Records Disposition Branch

Dec 16, 1959  
Date

Approval

[Redacted Signature Box]

Chief, Records Management Staff

Dec 17 '59  
Date

EXECUTIVE REGISTRY

<u>Old Schedule</u>	<u>New Schedule</u>	<u>Old Schedule</u>	<u>New Schedule</u>
1	1	8	5
2	2	9	6
3	3	10	7
4 a Transferred to DDI		11	8
b		12	9
c		13	10
5 Transferred to DDI		14	11
6 Deleted		15	12
7	4	16	13
		17	14
			15 New Item

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Equipment Inventory for Executive Registry

- 20 - 4 drawer safes
- 3 - 5 drawer card safes
- 1 - 10 drawer 3x5 card cabinet
- 1 - 4 drawer letter cabinet

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Permanent records	-	46.0 cu. ft.
Temporary		45.8
Total		<u>91.8 cu. ft.</u>

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100030002-8

SCHEDULE 12.02-59

00487A000100030002-8

OFFICE, DIVISION, BRANCH

DCI - EXECUTIVE REGISTRY

CONCURRENCE

*Information Control Officer 10-13-59*

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p><del><b>DIRECTOR'S SUBJECT FILE</b></del></p> <p><del>Consists of correspondence, memoranda, and other papers which document and/or reflect the policies, procedures and plans of the Agency, <del>agencies</del>, both internally and externally; between this Agency and the White House, The Congress, agencies of the USIB, individuals and others. Files are maintained by source and chronologically thereafter.</del></p> <ul style="list-style-type: none"> <li><del>a. White House, USIB, Joint Chiefs, other agencies and Congress. (1947-to date) 12.0</del></li> <li><del>b. Agency Components filed by offices. (1955-to date) 7.5</del></li> <li><del>c. Individuals alphabetical file (1955-to date) 11.0</del></li> <li><del>d. General Subject file (1954-to date) 6.0</del></li> </ul>		<p>Permanent. Disposal not authorized. Transfer to Agency Records Center when no longer needed for reference purposes.</p>
2	<p><del><b>CHIEF OF STATION CORRESPONDENCE</b></del> - <i>Now held by IG for ...</i></p> <p><del>a. These are letters of instructions, directives, notices and correspondence sent through [ ] to and from the Director and the Chiefs of Stations and Chief of Bases. Maintained by station. (1956 to date)</del></p> <p><i>Sub 16</i></p> <p><i>Check BPS IG</i></p>	1.0	<p>Permanent. Disposal not authorized. Transfer to the Records Center when no longer needed for reference purposes.</p>

25X1

25X1

FILES IDENTIFICATION

VOLUME

DISPOSITION INSTRUCTIONS

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~~b. Monthly letters to the Director from the Chiefs of Stations and Chiefs of Bases. These serve as reports from the field on activities at each station. Filed by Station and chronologically thereunder.~~  
(1956 to date)

2.5

Permanent. Disposal not authorized. Transfer to the Records Center when no longer needed for reference purposes.

3

~~SPEECH FILE~~

These are copies of speeches delivered by the director (before groups and organizations on various occasions. Filed by topic or event.

a. One copy of each speech to be maintained as the Agency record copy.

b. Extra copies of speeches maintained for reference or distribution purposes.

6.0

Permanent. Disposal not authorized. Retire to the Record Center on an annual basis.

Temporary. Destroy when no longer needed.

~~INTELLIGENCE ESTIMATES FILES~~

These are copies of all National Intelligence Estimates, and Special Estimates which were prepared by ONE and referred to the DCI for his information. Files are maintained for reference purposes. Filed by NIE number and by SE number. (1957,58,59)

4.4

Temporary. Destroy when no longer needed for reference purposes.

~~PROJECT COMMITTEE FILES~~

Consists of copies of approvals, project outlines, justifications, authority for expenditure of funds, and other papers relating to projects which generally exceed \$25,000. Official copies are retained by the Project Review Committee. Filed by project name. (1957 to date)

1.0

Temporary. Destroy after 2 years. Cut off at the end of each calendar year; hold in current files area for two years and destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP80-00487A000100030002-8</p> <p><b>U. S. INTELLIGENCE BOARD</b></p> <p>Consists of copies of USIB documents which are retained for reference of the DCI and his staff. Records copies are maintained by <del>DDI</del> <i>DDI</i>. The files contain copies of the agenda, minutes of meetings, directives and other papers relating to the USIB.</p> <p style="text-align: center;">(1958-59)</p>	1.0	Temporary. Destroy when no longer needed for reference purposes.
7	<p><del><b>OPERATORS COORDINATING BOARD FILE</b></del></p> <p><del>Consists of the Director's copies of OCB status reports which are maintained for reference purposes. Record copies are maintained by the OCB/FEC/DDP who serves as the Agency representative on the Board. Filed by subject or program title.</del></p> <p style="text-align: center;"><del>(1958 to date)</del></p>	1.0	Temporary. Destroy after 6 months.
7	<p><b>SPECIAL REPORTS FILES</b></p> <p>These are extra copies of various reports which are loaned out for information and reference purposes. Some of the specific types of reports are the Hoover Commission Report, Jackson Committee Report, Jackson - British Report, Eberstadt Committee Report and others.</p>	6.0	Temporary. Review reports annually. Submit list to Admin officer for disposition (ie. offer to Records Center or the Library).
8	<p><b>REFERENCE PUBLICATIONS</b></p> <p>These are copies of various types of published reports originating in the office of the DDI, DDP and copies of the Daily FBIS. Maintained for information and reference purposes.</p>	2.0	Temporary. Destroy when no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
<p>10 9</p> <p>COMMUNICATION LOGS</p> <p>Consists of various posting media which serve as logs for recording classified material received or dispatched by the DCI or his staff. Maintained primarily in accordance with Security regulations. Filed by category and chronologically thereunder.</p> <p>a. Top Secret Log. Retained signed copies recording receipt, internal movement and disposition of TS material. Copy forwarded to TS Control Officer. From June 1958 log maintained on 5x8 form. Filed chronologically. (1946 to date)</p> <p>b. Secret and below. Record of the receipt and disposition of material which is classified secret and below. These logs also contain a brief summary of the subject matter of each communication logged and serve as an index to the subject files. (1946 to date)</p> <p>c. Cable Log. Record of all cables received in the office. Maintained by cable number.</p> <p>LOCATOR CARD FILES</p> <p>Consist of 3x5 cards which serve as an index to subject files, catalog, address locator, and as a cross reference to the mail logs and to the various files maintained by the Registry. Cards are filed by source, subject, alphabetically and chronologically. (1952 to date)</p>	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100030002-8</p> <p><del>SECRET</del> <del>SECRET</del></p>	<p>1.5</p> <p>13.0</p> <p>1.2</p> <p>12.0</p>	<p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p><i>Permanent</i> <del>Temporary</del>. Disposal not authorized. Retain in current files area indefinitely.</p> <p>? <i>which is index?</i></p> <p>Temporary. Destroy when one year old.</p> <p><i>Permanent</i> <del>Temporary</del>. Retire to Records Center <i>one year after change of Director</i> when <i>inactive</i></p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
<del>15</del> <del>16</del> 11	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100030002-8</p> <p><b>DISCONTINUED PROGRAMS AND COMMITTEE FILES</b></p> <p>These are accumulations of the correspondence and other documents which remain when programs or committees have been discontinued; also the inactive files of members of the Director's Staff who are no longer active in such capacity. Files are transferred to the Registry for disposition.</p>	1.0	<p>Temporary. Screen through and destroy duplicate material; incorporate remainder in respective files.</p>
<del>16</del> <del>17</del> 12	<p><b>DOCUMENT RECEIPTS</b></p> <p>Consist of retained signed copies of receipts for classified documents which were sent to other offices or agencies. Filed chronologically. (1958 to date)</p>	.1	<p>Temporary. Destroy after 2 years. Retain in current files area for two years and destroy.</p>
<del>17</del> <del>18</del> 13	<p><b>COURIER MAIL RECEIPTS</b></p> <p>Consists of the retained copy of Courier's Classified Mail Receipt, which was signed by the courier for classified material picked up for delivery to the addressee. Filed chronologically. (1959)</p>	1.0	<p>Temporary. Destroy after 3 months.</p>
<del>18</del> <del>19</del> 14	<p><b>ADMINISTRATIVE FILES</b></p> <p>These are notices, memoranda, requisitions, instructions, papers on personnel matters and other housekeeping files accumulated for administration of the Staff. Filed by subject category.</p>	.6	<p>Temporary. Destroy after one year. Cut off at the end of each year; retain for one year and destroy.</p>



RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP80-00487A000100030002-8

SCHEDULE NO. 87A000100030002-8

CONCURRENCE

OFFICE, DIVISION, BRANCH

DCI - EXECUTIVE REGISTRY

DRAFT

SIGNATURE

TITLE

DATE

ITEM NO.

FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME (CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

DIRECTOR'S FILE

Consists of correspondence, memoranda and reports that document or relate to the policies, plans, programs and activities of the Agency both internally and externally. Files are maintained in three sub-series; two by source and one by an alphabetical General Subject arrangement.

- a. White House, USIB, Joint Chiefs, Congress and Federal agencies. -1962- to date
- b. CIA components filed by offices. 1962 -
- c. General Subject file 1962 -

10

6.5

8,

Permanent. Disposal not authorized. Transfer to Records Center when no longer needed for reference purposes.

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GROUP 1 Excluded from automatic downgrading and declassification

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2	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP80-00487A000100030002-8</p> <p>INDIVIDUALS ALPHABETICAL FILE</p> <p>These are letters from the public and copies of replies thereto. Included are requests for information, letters of commendation, complaint, criticism and suggestion. Excluded are letters on the basis of which investigations are made or administrative action is taken. <i>1962-to date</i></p>	10	<p>Temporary. Destroy after 5 years.</p> <p>Hold 2 years then transfer to Records Center.</p>
3	<p>SPEECH FILE</p> <p>These are copies of speeches delivered by the Director and members of his Staff before groups and organizations on various occasions. Filed by topic or event.</p> <p>a. One copy of each speech to be maintained as the Agency record copy.</p> <p>b. Extra copies of speeches maintained for reference or distribution purposes.</p>	1	<p>Permanent. Disposal not authorized.</p> <p>Retire to the Records Center on an annual basis.</p> <p>Temporary. Destroy when no longer needed.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100030002-8</p> <p><del>SECRET</del></p> <p>INTELLIGENCE ESTIMATES FILES</p> <p>These are copies of all National Intelligence Estimates, and Special Estimates which were prepared by ONE and referred to the DCI for his information. Files are maintained for reference purposes. Filed by NIE number and by SE number.</p> <p><i>1962 to date</i></p>	4	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
5	<p>CONFIDENTIAL FUNDS FILES</p> <p>Consists of vouchers and correspondence relating to the Directors' authorization for expenditure of Confidential funds.</p>	2	<p>Permanent. Transfer to Records Center in cubic foot lots. <i>tbl</i></p>
6	<p>U. S. INTELLIGENCE BOARD</p> <p>Consists of copies of USIB documents which are retained for reference of the DCI and his staff. Records copies are maintained by DDI. The files contain copies of the agenda, minutes of meetings, directives and other papers relating to the USIB.</p> <p><i>1962 -</i></p>	3	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP80-010787A000100030002-8</p> <p><b>SPECIAL REPORTS FILES</b></p> <p>These are extra copies of various reports which are loaned out for information and reference purposes. Some of the specific types of reports are the Hoover Commission Report, Jackson Committee Report, Jackson-British Report, Eberstadt Committee Report and others. <i>1947 to date</i></p>	12	<p>Temporary. Review reports annually. Submit list of Admin. officer for disposition (ie. offer to Records Center on the Library).</p>
8.	<p><b>REFERENCE PUBLICATIONS</b></p> <p>These are copies of various types of published reports originating in the office of the DDI, DDP and copies of the Daily FBIS. Maintained for information and reference purposes.</p>	1.5	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
9	<p><b>COMMUNICATION LOGS</b></p> <p>Consists of various posting media which serve as logs for recording classified material received or dispatched by the DCI or his staff. Maintained primarily in accordance with Security regulations. Filed by category and chronologically thereunder. <i>1947 to date</i></p>	18	

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9	<p>COMMUNICATION LOGS (continued)</p> <p>a. Top Secret Log. Retained signed copies recording receipt, internal movement and disposition of TS material. Copy forwarded to TS Control Officer. From June 1958 log maintained on 5 x 8 form. Filed chronologically.</p> <p>b. Secret and below. Record of the receipt and disposition of material which is classified secret and below. These logs also contain a brief summary of the subject matter of each communication logged and serve as an index to the subject files.</p>	<p>[REDACTED]</p>	<p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p>
10	<p>c. Cable Log. Record of all cables received in the office. Maintained by cable number.</p> <p>LOCATOR CARD FILES</p> <p>Consist of 3 x 5 cards which serve as an index to subject files, catalog, address locator, and as a cross reference to the mail logs and to the various files maintained by the Registry. Cards are filed by source, subject, alphabetically and chronologically.</p>	<p>12</p>	<p>Temporary. Destroy when one year old.</p> <p>Permanent. Retire to Records Center when inactive.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	<p>Approved For Release 2005/11/21 : CIA-RDP80-01047A000100030002-8</p> <p>DISCONTINUED PROGRAMS AND COMMITTEE FILES</p> <p>These are accumulations of the correspondence and other documents which remain when programs or committees have been discontinued; also the inactive files of members of the Director's Staff who are no longer active in such capacity. Files are transferred to the Registry for disposition.</p>	2	<p>Temporary. Screen through and destroy duplicate material; incorporate remainder in respective <sup>permanent</sup> files.</p>
12.	<p>DOCUMENT RECEIPTS</p> <p>Consist of retained signed copies of receipts for classified documents which were sent to other offices or agencies. Filed chronologically.</p>	1	<p>Temporary. Destroy after 2 years. Retain in current files area for two years and destroy.</p>
13.	<p>COURIER MAIL RECEIPTS</p> <p>Consists of the retained copy of Courier's Classified Mail Receipt, which was signed by the courier for classified material picked up for delivery to the addressee. Filed chronologically.</p>		<p>Temporary. Destroy after 3 months.</p>
14.	<p>ADMINISTRATIVE FILES</p> <p>These are notices, memoranda, requisitions, instructions, papers on personnel matters and other housekeeping files accumulated for administration of the Registry Staff. Filed by subject category.</p> <p>Approved For Release 2005/11/21 : CIA-RDP80-01047A000100030002-8</p>	1	<p>Temporary. Destroy after one year. Cut off at the end of each year; retain for one year and destroy.</p>