

12.10-66

SECRET

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

DCI/SPECIAL ASSISTANT FOR VIET NAM AFFAIRS



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RECORDS DISPOSITION AUTHORITY

The disposition instructions in Records Control Schedule 12.10-66 for the DCI/Special Assistant for Viet Nam Affairs have been reviewed and are approved for implementation.

Review:

X1

31 October 1966
Date

Approval:

25

on Staff

31 October 1966
Date

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100120002-8

SCHEDULE NO. 12-10-66

CONCURRENCE

OFFICE, DIVISION, BRANCH

DCI/Special Assistant Viet Nam Affairs

SIGNATURE

25

TITLE

DCI/SAVA

DATE

13 Oct 66

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>OFFICE ADMINISTRATIVE FILE</p> <p>Consists of correspondence and memoranda used in the administration of the Office of the Special Assistant for Viet Nam Affairs. Included in this file are such subjects as Accounting, Appropriations, Buildings and Grounds, Collection, Dissemination, Meetings, Organization and Management, Personnel, Security, Travel, etc.</p> <p>This file is arranged alphabetically by subject in accordance with the approved agency Subject-Numeric File System.</p> <p>a. Records used in the day to day administration of the office and which have only transitory value.</p> <p>b. Records that document policy or are concerned with the establishment and operations of SAVA.</p> <p>July 1965 - Current</p>	.5	<p>Temporary. Destroy after 2 years. Cut off at end of calendar year. Hold in office area for one year then transfer to Records Center. Hold in Records Center for one year then destroy.</p> <p>Permanent. Destruction not authorized. Retain in office area as long as need for current operation, then transfer to Records Center. Upon liquidation of SAVA transfer to Records Center.</p>
2	<p>PROJECT FILES</p> <p>Consists of correspondence, memoranda, cables and excerpts from selected publications used in the administration and operation of specific projects. These projects may be initiated by SAVA, other agency offices or the military.</p>	.5	<p>Temporary. Destroy two years after completion of project.</p>

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FILES IDENTIFICATION

VOLUME

DISPOSITION INSTRUCTIONS

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These are continuing projects and contain Logistical, Medical, Military and Operational materials. For the most part material in this file is duplicated in other agency project files. Filed alphabetically by project name.

July 1965 - 1966

3 BIOGRAPHIC FILES

Consists of memoranda, cables, Information Reports and selected excerpts from various [redacted] Intelligence community publications concerning Military, Political and other leading figures in North and South Viet Nam.

Most of this file consists of [redacted] CR-M's.

July 1965 - 1966

4 PROVINCE FILE

Consists of case files on all 43 South Viet Nam provinces. Included are information reports and cables pertaining to the geographical, political, economic, security and other aspects of life in the provinces.

Filed alphabetically by province.

July 1965 - Current

5 OPERATIONAL MATERIAL FILE

Consists of copies of cables and memoranda concerned with Viet Nam Affairs. Approximately 90% of this file consists of CIA, State Department and Department of the Army cables. These files are used as the source of briefings given by the Staff and also serve in the preparation of special surveys pertaining to specific matters.

July 1965 - Current

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1. Temporary. Destroy when superseded or no longer of interest to SAVA operations.

1. Temporary. Destroy when no longer needed for current operation.

16.5 Temporary. Destroy when no longer needed. Screen file periodically and destroy materials no longer needed, except for materials considered necessary for historical purposes which should be transferred to the Records Center for permanent retention.

(Superseded - See Amendment 28 APRIL 1968)

ITEM NO. FILES IDENTIFICATION VOLUME DISPOSITION INSTRUCTIONS

5

OPERATIONAL MATERIAL FILE

Consists of copies of cables and memoranda concerned with Viet Nam Affairs. Approximately 90% of this file consists of CIA, State Department and Department of the Army cables. These files are used as the source of briefings given by the Staff and also serve in the preparation of special surveys pertaining to specific matters.

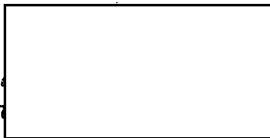
July 1965 - Current

a. Materials that document policy or are concerned with the establishment and/or operations of SAVA.

b. Materials used in the preparation of current briefings given by members of the Staff.

- 2. Permanent. Destruction not authorized. Retain in office area as long as needed for current operation, then transfer to Records Center. Upon liquidation of SAVA transfer to Records Center.
- 20. Temporary. Destroy when 1 year old. Retain in office area for 6 months then transfer in monthly increments to the Records Center. Destroy six months later.

APPROVED:



CIA Records Administration Officer

28 April 1967
Date

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6	<p>REFERENCE FILES</p> <p>Consists of maps, plans, overlays and charts used in carrying out the mission of the Special Assistant for Viet Nam Affairs. In addition, this file includes copies of Rand reports, NIE's, NIS, NPIC briefs, National Interrogation Summaries, Order of Battle, and other intelligence reports; CIA and other sources.</p> <p>This file is arranged alphabetically by the title of report.</p> <p>July 1965 - Current</p>	22.	Temporary. Destroy when superseded or no longer needed for current operation.
7	<p>CABLE FILE (Duplicate)</p> <p>Consists of copies of CIA, State and Military cables pertaining to areas of interest to SAVA operations.</p> <p>These are duplicates of cables that have been either filed in main file or destroyed except for those series for which only 1 copy has been received.</p> <p>These cables are filed by source and by date thereunder.</p> <p>July 1965 - Current</p>	1.6	Temporary. Maintain in office for one month and then destroy.
8	<p>LOG FILE</p> <p>Consists of a log form used to record all cables received by SAVA.</p> <p>This form includes cable number, date and source of cable, and a notation as to whether or not this cable is to be filed or destroyed. In cases where cable is to be filed a brief of content and file location is also entered on this form.</p> <p>July 1965 - Current</p>	.1	Temporary. Destroy after 3 months.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9	<p>REFERENCE BANK STATISTICS</p> <p>Consists of statistical data compiled for rapid retrieval of information used for the purpose of preparing survey type papers or presenting briefings.</p> <p>a. Material used in the preparation of statistical studies and retained as backup information.</p> <p>b. Final statistical studies. There are approximately 100 of these filed alphabetically by subject category.</p> <p>July 1965 - Current</p>	2.	<p>Temporary. Destroy when revised, superseded or no longer needed.</p> <p>Permanent. Retain in office area until no longer needed for current operation then transfer to Records Center.</p>
10	<p>WORK FILES (STAFF MEMBERS)</p> <p>Consists of working copies and reference material accumulated by individual Staff members in the performance of their duties.</p> <p>July 1965 - Current</p>	7.8	<p>Temporary. Destroy when no longer needed for current work purposes. Return to appropriate files any materials taken from the Operational Material File, item 5 of this schedule.</p>

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