

SEPT 1953

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RECORDS MANAGEMENT PROGRAM

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RECORDS CONTROL SCHEDULE
FOR THE
GENERAL SERVICES OFFICE



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RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE
FOR THE RECORDS OF
GENERAL SERVICES OFFICE

Prepared by:
Records Disposition Branch
Records Services Division
Central Intelligence Agency
September 1953

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE
FOR THE RECORDS OF
GENERAL SERVICES OFFICE

Authority. Authority for the records disposition standards in this schedule is contained in the General Services Administration General Records Schedules and the Records Disposal Schedule II-NNA-182, House Report No. 76, 83rd Congress, 1st Session, which has been cleared by the National Archives and approved by the Congress. These standards have also received the review and concurrence of the Chief, General Services Office.

Applicability. This schedule is applicable to all records of General Services Office.

Disposal standards in this schedule are mandatory, any revision of retention periods must be approved by the Archivist of the United States through the CIA Records Officer.

OFFICE OF
THE CHIEF

OFFICE OF THE CHIEF

GENERAL SERVICES OFFICE

Office of the Chief

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
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RECORDS OF PERMANENT VALUE:

1. SUBJECT FILES

These are files which document the activities performed by General Services Office for the Agency in accordance with the mission assigned in [redacted]. They consist of correspondence, surveys, studies and reports pertaining to Agency-wide records management activities and Agency-wide services such as reproduction, printing, binding, distribution, local bus transportation, building maintenance, space assignment and various machine record activities.

According to Agency File Manual. Start new files each year.

Disposal not authorized. (Transfer to CIA Records Center 1 year after file is closed). Files relating to various administrative matters and household keeping functions such as requests for supplies and services for local use, daily work reports, published regulations and notices and other documents which are reflected in official files elsewhere in the Agency will be withdrawn from the files and destroyed two years after receipt at the CIA Records Center.

RECORDS OF TEMPORARY VALUE:

2. TRAINING OFFICER'S FILES

These are files consisting of correspondence, preliminary reports and form records, pertaining to personnel evaluation, training and career service used for career planning of GSO employees.

According to Agency File Manual. Start new files each year.

Dispose after 3 years. (Transfer to CIA Records Center 1 year after file is closed).

3. PUBLICATIONS SURVEY FILES

These files contain surveys, studies, correspondence and reports pertaining to the administrative and technical phases of the Agency's publication production program, involving improved methods for reproduction, the need for and problems relating to the production of such publications.

According to Agency File Manual. Start new file each year.

Dispose after 3 years. (Transfer to CIA Records Center 1 year after file is closed).

GENERAL SERVICES OFFICE

Office of the Chief

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
4.	SECURITY OFFICER'S FILES These files contain memos, correspondence and reports pertaining to the classification and the safeguarding of information and materials; and the evacuation and safety of GSO employees.	According to Agency File Manual. Start new file each year.	Dispose after 3 years except air raid and evacuation plans; dispose when obsolete. (Transfer to CIA Records Center 1 year after file is closed).
5.	SECURITY VIOLATIONS FILES This file contains memos and correspondence pertaining to violations of security regulations and the penalties imposed for such violations which occur within GSO.	Chronologically by date. Start new file each year.	Dispose 2 years after date of employee's last violation. (Place in inactive file at end of one year; retain in current files area for 2 years and destroy).
6.	SERVICE RECORD CARDS These are cards maintained on all personnel assigned to General Services Office and are used to record personnel actions, training courses attended, efficiency and other information necessary in the administration of personnel activities of the office.	Alphabetically by surname.	Destroy upon separation from the Agency; upon intra-Agency transfer, forward to gaining office.
7.	COURIERS' CLASSIFIED MAIL RECEIPT FILE These are Couriers' Classified Mail Receipt (Form No. 35-16) signed by couriers for the pick up of material for delivery to addressees.	By Courier Number. Start new file each year.	Dispose after 1 year (Place in inactive file at end of year; retain in current files area for 1 year and destroy).

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GENERAL SERVICES OFFICE

Office of the Chief

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
8.	<p>TOP SECRET LOG</p> <p>These are retained copies of logs recording top secret documents in and out of General Services Office as required by existing security regulations. The log is prepared on Form No. 38-14 or comparable forms by the Top Secret Control officers of General Services Office and submitted each week thru the Area Top Secret Control officer to the CIA Control Officer.</p>	<p>Chronologically by date. Start new file each year.</p>	<p>Dispose after 1 year (Place in inactive file at end of year; retain in current files area for 1 year and destroy).</p>
9.	<p>MAIL LOG</p> <p>This is a chronological log recording all mail (other than top secret) in and out of General Services Office and maintained primarily for security purposes.</p>	<p>Chronologically by date.</p>	<p>Disposal not authorized. (Transfer to CIA Records Center 1 year after file is closed).</p>
10.	<p>CLASSIFIED DOCUMENT RECEIPT FILES</p> <p>These are documents reflecting the receipt and transmission of Top Secret documents. Files contain Form No. 38-16 or comparable forms used for the same purpose and are maintained by the Area Top Secret Control Officer.</p>	<p>Numerically. Start new file each year.</p>	<p>Disposal not authorized. (Transfer to CIA Records Center 1 year after file is closed).</p>

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PRINTING AND
REPRODUCTION

PRINTING AND REPRODUCTION DIVISION

*Copy given Logistics
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GENERAL SERVICES OFFICE

Printing and Reproduction Division

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
11.	SUBJECT FILE These files accumulate in the general administration of the Division and are used for administrative and planning purposes. Consists of memoranda, reports, and documents pertaining to personnel, budget, training, workloads, production, and other material necessary in administration of the Division.	According to Agency File Manual. Start new file each year.	Dispose after 3 years (Transfer to CIA Records Center 1 year after file is closed).
12.	REPRODUCTION REQUISITION FILE		
a.	These files consist of Form No. 36-2 "Reproduction Requisition" (Pink copy), Form No. 36-77, "Work Ticket," work orders, control card (if any), delivery ticket and related documents accumulated in the course of processing and controlling a job request through to completion.	Numerically by job number. Start new file every 6 months.	Dispose after 1 year. (Transfer to CIA Records Center 6 months after file is closed).
b.	File consists of Form No. 36-2 "Reproduction Requisition" (White copy) which is an extra copy maintained as a suspense file and used for ready reference until job is completed. When job is completed the suspense copy is placed in a closed file for the purpose of preparing a monthly report showing the amount of work by types completed for each office of the Agency.	Photography Suspense maintained numerically by job number. Printing Suspense maintained by requesting office and numerically by job number thereunder. Closed files are maintained by requesting office and numerically by job number thereunder. Start new closed file each month.	Destroy closed file after preparation of monthly report.

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CONFIDENTIAL

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GENERAL SERVICES OFFICE

Printing and Reproduction Division

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
REPRODUCTION REQUISITION FILE (Cont'd)			
c.	These are delivery tickets, an unnumbered card form, prepared on "batches" sent over from OCD for reproduction on IBM card. These are not signed receipts but do show the "batch" number, job number and the time stamp of the mail room indicating the return to OCD.	Numerically by job number. Start new file every 6 months.	Dispose after 1 year (Transfer to CIA Records Center 6 months after file is closed).
d.	These are files reflecting the delivery and receipt of delivery of photography and film jobs completed by commercial companies under contract with the Agency. Documents consist of delivery tickets (unnumbered form) signed by the commercial representative upon pick-up at the plant and a delivery ticket of the commercial company listing jobs completed and returned. Files are used to verify the work completed with the work requested and for certification of the monthly invoice forwarded from Finance prior to payment.	By name of company and chronologically therein. Start new file each year.	Dispose after 1 year (Transfer to CIA Records Center 6 months after file is closed).
13.	AUTHORIZED SIGNATURE FILES These are memos from various offices of the Agency submitting names of personnel authorized to sign requisitions for printing and reproduction in accordance with <input type="text"/>	Alphabetically by office.	Destroy when superseded.
14.	VISITORS PASS FILE These are unnumbered forms used by the Division in authorizing personnel not employed in the plant permission to enter the building. Information recorded is the date, time in, time out, signature of visitor, signature of authorizing official and related information. This document is used for security purposes and for reporting the number and types of personnel visiting the plant.	Chronologically by date. Start new file every 6 months.	Disposal not authorized (Transfer to CIA Records Center 6 months after file is closed).

GENERAL SERVICES OFFICE

Printing and Reproduction Division

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
15.	JOB CONTROL CARD FILE These are cards maintained on all jobs while in process through the plant. They indicate the time a job is received at each processing stage toward its completion and are used by plant expeditors to monitor the job and answer inquiries as to the progress made toward completion.	Numerically by job number assigned.	Destroy immediately upon completion of job.
16.	DAILY PRODUCTION REPORTS These are daily work reports submitted by the various processing units showing the amount of work by type completed by the unit. These are used for consolidating and reporting to Office Chief.	By report and chronologically thereunder. Start new file every 6 months.	Dispose after 6 months (Place in inactive file at end of 6 months; retain in current files area for 6 months and destroy).
17.	REFERENCE MATERIAL These are commercial books, magazines, and catalogs pertaining to photography and printing which are used by the personnel of the Division for reference purposes.	Categorically by type.	Destroy when obsolete (except that accountable property will be returned to source).
18.	SERVICE RECORD CARD These cards are used in the immediate supervision of personnel of the Division and consist of Form 4b "Employee Record Card" or similar cards used for the same purpose. Cards contain recorded personnel actions, training courses attended and other information necessary in the direct supervision of personnel.	Alphabetically by surname.	Destroy upon separation from the Agency; upon intra-Agency transfer forward to gaining office.
19.	TIME CARD FILE These are unnumbered card forms for each employee showing name of employee, pay period dates, and time clock stamp showing time in and out for each day of the pay period.	Alphabetically by surname. Start new file each pay period.	Dispose after 12 weeks (Place in inactive file at end of each pay period; retain in current files area for 12

GENERAL SERVICES OFFICE

Printing and Reproduction Division

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	TIME CARD FILE (Cont'd)		
	This information is transcribed at the end of pay period to Form No. 34-42 "Time and Attendance Report and Payroll Change Slip."		
20.	UNSIGNED DOCUMENT RECEIPT FILE		
	These are retained copies of <u>un-</u> signed classified document receipts (Form No. 38-16) which are prepared by this office for the distribution of reproduced material. A suspense copy is also furnished to OCD to whom the recipient of a document forwards the signed receipt where it is maintained as the official record. The unsigned copy retained by Printing & Reproduction Division is maintained as a suspense and reference file to indicate that distribution has been made.	By publication series and numerically thereunder. Start new file every 6 months.	Dispose after 6 months (Place in inactive file after close of file; retain in current files area for 6 months and destroy).
21.	COURIER'S CLASSIFIED MAIL RECEIPT FILE		
	These are Courier's Classified Mail Receipts (Form No. 35-16) signed by couriers for the pick-up of material for delivery to addressees.	By courier number. Start new file each year.	Dispose after 1 year (Transfer to CIA Records Center 6 months after file is closed).
22.	CLASSIFIED DOCUMENT RECEIPT FILES		
	These are documents reflecting the receipt and transmission of <u>top secret</u> documents received for reproduction at the plant. Documents consist of Form No. 38-16 or comparable forms used for the same purpose and are maintained by the Division TS Control Officer.	Numerically. Start new file each year.	Disposal not authorized. (Transfer to CIA Records Center 1 year after file is closed).
23.	TOP SECRET LOG		
	These are retained copies of logs recording all top secret documents in and out of the Division as required by existing security regulations. The log is prepared on Form No. 38-14 or	Chronologically by date. Start new file each year.	Dispose after 1 year (Place in inactive file at end of year; retain in current files area for 1 year and destroy)

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GENERAL SERVICES OFFICE

Printing and Reproduction Division

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
	TOP SECRET LOG (Cont'd) similar forms by the Top Secret Control Officer and submitted each week to the Top Secret Control Officer, OCD.		

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Printing and Reproduction Division

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
23.1	REPRODUCTION REQUISITION FILES		
	Files consist of Form No. 36-2, Reproduction Requisition, received from various offices of the DDP area and are the basis and authority for processing a reproduction job.		
	a. White copy. This is the record copy which stays with the job until completed and is then filed.	Numerically by Job Number. Start new file each year.	Dispose after 1 year. (Place in inactive file at end of each year; retain in current files area for 1 year and destroy).
	b. Pink copy. Extra copy maintained as a suspense until white copy is returned upon completion of job.	Numerically by Job Number.	Destroy pink copy upon filing the white copy.
23.2	CLASSIFIED DOCUMENTS RECEIPT FILE		
	Consists of unnumbered forms reflecting the distribution and receipt of classified reports distributed from this office.		
	a. Suspense Copy	Chronological	Destroy upon filing of signed copy.
	b. Signed Copy	Chronological. Start new file every 6 months.	Disposal not authorized. (Transfer to CIA Records Center 6 months after file is closed).
23.3	CONVENIENCE FILE (REPORTS)		
	Consists of extra copies of reports distributed by this office and are retained as a convenience for filling requests for extra copies. Record copy filed in RI.	Numerically by Report No.	Dispose after 1 year. (Maintain 12 month level; thereafter destroy earliest month upon receipt of latest month.

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GENERAL SERVICES OFFICE

Printing and Reproduction Division

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
23.4	REPRODUCTION CONTROL CARD FILE Consists of unnumbered card form maintained on jobs processing through the office. They are used to control jobs in process and to serve as an index to jobs completed.	Numerically by Report No.	Dispose after 1 year. (Maintain 12 month level; thereafter destroy earliest month upon receipt of latest month.

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SPACE MAINTENANCE AND FACILITIES DIVISION

SPACE MAINTENANCE
AND FACILITIES

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GENERAL SERVICES OFFICE

Space, Maintenance and Facilities

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
24.	SUBJECT FILE These are the central subject files of the Division and contain correspondence, memos, studies and other documents relating to space, building maintenance and acquisition, and motor pool operations. Specific subjects include vehicle permits, assignment of vehicles, acquisition of space through Public Building Service, telephone service, parking space, air conditioning and similar subjects covering the activities and functions of the Division.	According to Agency File Manual. Start new file each year.	Dispose after 3 years. (Transfer to CIA Records Center 1 year after file is closed).
25.	BUILDING FILES These are case files maintained on each building in the Washington Area occupied or used by the Agency. Files consist of memos, correspondence, GSA Form T-54 (tissue copy), and other documents pertaining to assignment and utilization of space, maintenance of building such as electrical, carpentry, plumbing and engineering jobs and guard services. Files are used to prepare annual report of expenditures and for certification of monthly reimbursement forms forwarded from Fiscal.	Alphabetically and numerically by building with separate folders for job orders and space under each. Start new file each fiscal year.	Dispose after 3 years. (Transfer to CIA Records Center 1 fiscal year after file is closed).
26.	SERVICE RECORD CARDS These are cards maintained on all personnel assigned to the Division and contain recorded data pertaining to personnel actions, training courses attended and other information necessary in the direct supervision of personnel.	Alphabetically by surname.	Destroy upon separation from the Agency; upon intra-Agency transfer, forward to gaining office.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
27.	<p>ENCUMBERED JOB ORDER FILES</p> <p>These are retained copies of GSA Form T-54 "Job Order" (Green copy) which are maintained as an encumbered funds file for jobs which have been approved, funds made available and are in process toward completion.</p>	<p>Numerically by job order number</p>	<p>Destroy immediately after certification of reimbursement form to Fiscal Division.</p>
28.	<p>FLOOR PLANS FILE</p> <p>These are negative copies of floor plans for all buildings occupied by the Agency in the Washington Area. They are used to reproduce working copies during moves, alterations and repairs and for preparing space studies and reports as required.</p>	<p>Alphabetically and numerically by building.</p>	<p>Destroy when obsolete or when building is released to Public Building Service.</p>
29.	<p>JOB ORDER CONTROL LOG</p> <p>This is a numerical log maintained on all job orders issued. Information included is the control number assigned, source of request, date, brief statement of the job and the date sent to Public Building Services. Used for assigning job order numbers and to expedite inquiries.</p>	<p>Numerically by job order number.</p>	<p>Destroy individual pages when last job order recorded thereon has been completed.</p>
30.	<p>CHAUFFEUR'S RECORD</p> <p>These files consist of Form No. 36-47 "Chauffeur's Record" prepared by the driver of a vehicle for each day and/or trip. Information recorded is the make of car, tag number, name of chauffeur, date, time out and in and mileage. Documents are used to prepare "Weekly Report of Motor Pool Operations", Form No. 36-149.</p>	<p>Chronologically by date.</p>	<p>Dispose after 3 months (Maintain 3 month level; thereafter destroy earliest month upon receipt of latest month)</p>
31.	<p>DRIVERS DAILY TIME SHEET</p> <p>These files consist of Form 36-57 "Drivers Daily Time Sheet" recording the make of car, tag no., assignment, time out and in and signature of driver. Documents are used to prepare "Weekly Report of Motor Pool Operations", Form No. 36-149.</p>	<p>Chronologically by date.</p>	<p>Dispose after 3 months (Maintain 3 month level; thereafter destroy earliest month upon receipt of latest month)</p>

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32.	<p>DISPATCH RECORD</p> <p>These files consist of card Forms 36-46 "Dispatch Record" prepared by the dispatcher for each trip for which a car is assigned. The information consists of the name of the individual requesting the car, his office and telephone extension, starting point and destination of trip; also the number of the car assigned, name of the driver, time of assignment and completion of trip.</p>	<p>Chronologically by date.</p>	<p>Dispose after 6 months (Maintain 6 month level; thereafter destroy earliest month upon receipt of latest month).</p>
33.	<p>BUS PASSENGER RECORDS</p> <p>These files reflect the traffic flows between CIA buildings and number of passengers transported. They are used for statistical purposes and for justifying CIA transportation.</p> <p>a. These files consist of un-numbered forms prepared each day by the bus driver giving the number of passengers carried between CIA buildings, recorded by individual trips and buildings and the time of each trip. Also shown is the date, chauffeur's name, total passengers and the vehicle number.</p> <p>b. These files consist of un-numbered mimeographed forms prepared daily by the dispatcher indicating the number of passengers transported between CIA buildings. (Information for these reports is obtained from daily passenger logs made out by each bus driver).</p>	<p>Chronologically by date.</p> <p>Chronologically by date.</p>	<p>Destroy 1 week after preparation of daily report.</p> <p>Destroy 1 week after preparation of weekly report.</p>

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34.	SUBJECT FILES These are the subject files maintained by the head of the Telephone Section used in connection with the daily operations of the telephone services in the Agency. File contains memos, and copies of letters and reports relating to all aspects of telephone services, security, equipment, personnel, listings, surveys, installations, and similar material.	According to Agency File Manual. Start new file each year.	Dispose after 3 years (Transfer to CIA Records Center 1 year after file is closed).
35.	FLOOR PLAN FILES These are copies of floor plans for all buildings in use by the Agency. These are used in developing and planning large moves with regard to telephone installations.	By building.	Destroy when obsolete or released to PBS.
36.	TELEPHONE MAINTENANCE & SERVICE FILES These are files which reflect the installation and maintenance of telephone service for the Agency and are used for certification to Fiscal Division of bills submitted for payment. a. These are requests from various offices for telephone installations, moves, private lines and TWX. b. These are retained copies of Form No. 36-65 "Telephone Service Order" prepared by this office from requests for service received and are sent to the telephone company as work orders.	Chronologically by date. Start new file each fiscal year. Chronologically by date. Start new file each fiscal year.	Destroy after 1 year (Place in inactive file at end of fiscal year; retain in current files area for 1 year and destroy). Dispose after 1 year (Place in inactive file at end of each fiscal year; retain in current files area for 1 year and destroy).

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CONFIDENTIAL
Security Information

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	TELEPHONE MAINTENANCE & SERVICE FILES (Cont'd.)		
	c. These are "work completes" (tissue copies) submitted by the telephone work foreman showing actually what work was completed on the service order. These are used to compare with the initial work request and the service order.	Chronologically by work order number. Start new file each fiscal year.	Dispose after 1 year (Place in inactive file at end of each fiscal year; retain in current files area for 1 year and destroy).
	d. These are "Telephone Toll Tickets" (Form No. 36-124) prepared by the telephone operator for all toll calls made from the Agency. They are used to verify the charges against the monthly billing and for certification of the bill to Fiscal.		
	(1) Form No. 36-124 (Yellow Copy)	Chronologically by date in monthly billing periods. Start new file each fiscal year.	Destroy after 1 year (Place in inactive file at end of fiscal year; retain in current files for 1 year and destroy).
	(2) Form No. 36-124 (Pink copy)	Chronologically by date in monthly billing period.	Destroy immediately upon return to office.
	e. Personal and Cancelled Toll Tickets. These are toll tickets prepared by the telephone operator for toll calls which were incomplete or they were personal calls which charges had been transferred to individual's home telephone.	Chronologically by date in monthly billing periods. Start new file each fiscal year.	Dispose after 1 year. (Place in inactive file at end of fiscal year; retain in current files area for 1 year and destroy).
	f. These are retained copies of monthly billing and invoices submitted by the telephone company for the payment of installation service, maintenance and rentals of telephone equipment within the Agency. Certification is made by this office and forwarded to Fiscal for payment.	Chronologically by date. Start new file each fiscal year.	Destroy after 1 year (Place in inactive file at end of fiscal year; retain in current files area for 1 year and destroy).

CONFIDENTIAL
Security Information

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37.	TELEPHONE EQUIPMENT RECORD This is a cardex file maintained on all telephone equipment in the Agency and is used as a location record. Information recorded includes all work performed on the branch number, the number of extensions attached and related information. File consists of Form No. 36-94 "Telephone Equipment Record."	Numerically by telephone number.	Destroy individual cards when telephone number has been cancelled and all bills relating thereto have been paid.
38.	COURIER RECEIPTS These are carbon copies of Form 35-16 "Courier's Classified Mail Receipt" signed by couriers for the pick up of material for delivery to addressees.	Chronologically by receipt number. Start new file each year.	Dispose after 1 year (Place in inactive file after close of file; retain in current files area for 1 year and destroy).
39.	FLEXOLINE FILES These are listings of all Agency personnel together with the telephone extension for each employee. Used by telephone operators for ready reference in placing telephone calls.	Alphabetically by name.	Destroy when superseded.

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RECORDS SERVICES DIVISION

RECORDS MANAGEMENT AND DISTRIBUTION BRANCH

RECORDS
MANAGEMENT

*Copy covering Mail
Room (items 55 thru 65)
given to Registries
15 Feb 1954*

GENERAL SERVICES OFFICE

Records Services Division

Records Management and Distribution Branch

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
40.	SUBJECT FILE These are records consisting of correspondence, preliminary reports and form records pertaining to the creation, maintenance and disposition of records. These records are accumulated in the general administration of the branch functions and are used for administrative and planning purposes. Specific schedules include training, courier schedules, microfilming, filing systems, area records officer and similar subjects.	According to Agency File Manual. Start new file each year.	Dispose after 3 years (Transfer to CIA Records Center 1 year after file is closed.)
41.	RECORDS DISPOSITION FILES These are the record copies of disposal authorizations and records control schedules for the agency, together with related surveys and descriptive inventories.	By office	Disposal not authorized. Retain indefinitely in current files area.
42.	SERVICE RECORD CARD These cards are used in the immediate supervision of personnel of the branch and consist of OF Form 4b "Employee Record Card". Cards contain recorded personnel actions, training courses attended and other information necessary in the direct supervision of personnel.	Alphabetically by surname.	Destroy upon separation from the agency; upon intra-agency transfer forward to gaining office.
43.	FORMS MANAGEMENT CASE FILES These are case files maintained on all authorized forms in use by the agency. They contain Form No. 30-11 "Request for the Approval of Forms", draft and printed copy of form with related correspondence.	Numerically by Form No.	Disposal not authorized (Place in inactive file upon cancellation of form; cut-off inactive file each year and retire to CIA Records Center)

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Security Information

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
44.	FORMS MANAGEMENT FUNCTIONAL FILES These are extra copies of all authorized forms currently in use in the agency. These are maintained in a functional file system for the purpose of evaluation, comparison and approving new forms.	Numerically by Code No.	Destroy when obsolete, superseded or cancel- led.
45.	FORM CONTROL CARD This file consists of Form No. 36-224 "Form Control Card" used as a control over the reissuance of forms. Information recorded includes office and division requesting, No. of copies, estimated monthly usage and size and description of the form.	Numerically by Form No.	Destroy when form is obsolete, superseded or cancelled.
46.	PUBLICATION REQUEST FILES These are files which reflect all requests for supplemental distribution of intelligence publications and information indicating that request has been filled. Files consist of memos, telephone messages, and other requests received from various sources (externally & internally) with distribution stamp showing that request was accomplished.	Chronologically by date.	Dispose after 6 months. (Maintain 6 month level; thereafter destroy earliest month upon receipt of latest month.
47.	PUBLICATION SUPPLY RECORD CARD These are stock records maintained on intelligence publications maintained as a supply for supplemental distributions. File consists of Form No. 60-68 "Publication Supply Record" for each type of document on which is recorded the amount received, issued balance on hand, to whom issued and the date. Files are also used as a locator card.	Alphabetically by title and numerically thereunder.	Destroy 2 years after balance is transferred to a new card.

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Security Information

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Security Information

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
48.	RECORDS CENTER CHARGE-OUT FILES	Permanent charge-outs are filed chronologically by date. Temporary charge-out are filed by suspense date.	Permanent charge-outs are retained indefinitely. Place temporary charge-out in an inactive file upon return of documents; cut off inactive file at end of each month and destroy 3 months thereafter.
49.	RETIRED RECORDS CARD FILE	Numerically by Job Number.	Dispose of 1 year after job has been destroyed and annual report prepared. (Place in inactive file after job has been destroyed; cut-off inactive files at end of each year; retain in current files area 1 year after preparation of annual report and destroy.)
	a. These are the original copies of Form No. 60-52 which are used to record the activity of the files and as a means of locating the Job No. in the Center.	Organizationally by Office.	Destroy after all records covered by the Job No. have been destroyed.
	b. These are copies of Form No. 60-52 maintained as a location file by organization. Also attached to form is a detailed inventory of the job.	Date of authorized disposal.	Destroy after all records covered by the job no. have been destroyed.
	c. These are copies of Form No. 60-52 maintained as a suspense file for those records which have approved disposal authority.		

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ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
50.	CLASSIFIED DOCUMENT RECEIPT FILES	Numerically. Start new file each year.	Disposal not authorized (Transfer to CIA Records Center 1 year after file is closed.)
These are records reflecting the transmission and receipt of secret and confidential documents distributed outside the agency. Files consist of classified Document Receipt (Form No. 38-16) and Consolidated Intelligence Receipt or comparable forms used for the same purpose.	51. COURIER CLASSIFIED MAIL RECEIPT	By Courier Number. Start new file each year.	Dispose after 1 year. (Transfer to CIA Records Center 6 months after file is closed.)
These are Courier's Classified Mail Receipt (Form No. 35-16) signed by couriers for the pick up of material for delivery to addressees.	52. TOP SECRET LOG	Chronologically by date. Start new file each year.	Dispose after 1 year. (Place in inactive file at the end of each year; retain in current file area for 1 year and destroy.)
These are retained copies of logs recording all Top Secret documents in and out of the office as required by existing security regulations. The log is prepared on Form No. 38-14 and submitted each week to the Top Secret Control Officer, OCD.	53. CLASSIFIED DOCUMENT RECEIPT FILE	Numerically. Start new file each year.	Disposal not authorized. (Transfer to CIA Records Center 1 year after file is closed.)
These are signed Document Receipts, (Form No. 38-16) reflecting the receipt and transmission of all documents being returned to the office of origin from Vital Material storage.	54. VITAL MATERIAL TRANSFER SLIP	Alphabetically by Office and numerically by Deposit Number therein. Start new file each year.	Retain in current files area until material covered is removed from Vital Materials Repository, then destroy.
These are unsigned pink copies of Form No. 36-215 retained by this office which reflect all material transferred to vital material storage. Signed record copies are returned to the office of origin.			

Security Information

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
55.	<p>MAIL ROOM RECORDS</p> <p>SUBJECT FILES</p> <p>These are the subject files maintained by the Chief of the Mail Room used in connection with the daily operations of the mail services in the Agency. File contains memos and printed material concerning such subjects as communications, security clearances, training, requisition for supplies and equipment, administrative issuances and similar material.</p>	<p>According to Agency File Manual. Start new file each year.</p>	<p>Dispose after 3 years (Transfer to CIA Records Center 1 year after file is closed.)</p>
56.	<p>IMPREST STAMP ACCOUNT FILES</p> <p>These are files accumulated by the Postage Stamp Custodian in requesting and accounting for stamps by the Agency.</p> <p>a. Form No. 35-11 "Postage Slip" is used to authorize the mail room to supply stamps to various Imprest Stamp Account Officers throughout the Agency. The forms are forwarded periodically to the mail room to account for stamp usage and to replenish their supply.</p> <p>b. Form No. 34-13 "Postage Stamp Daily Summary Sheet" is used to record all stamp transactions showing the amount received, issued, to whom issued, and the balance on hand in the mail room.</p>	<p>By office of origin then chronologically by date. Start new file each year.</p>	<p>Dispose after 4 years. Retire to CIA Record Center 1 year after file is closed.)</p>
	<p>c. Requests for stamps and requisitions to Logistics for procurement of stamps.</p>	<p>Chronologically. Start new file each year.</p>	<p>Dispose after 4 years (Retire to CIA Records Center 1 year after file is closed.)</p>

Security Information

Class. By 6042/STW

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
57.	<p>COURIER'S CLASSIFIED MAIL RECEIPT FILE</p> <p>These are the record copies of delivery receipts signed by addressees for all mail delivered by the Agency courier service. Files consist of Form No. 35-16 "Courier's Classified Mail Receipt" for confidential, secret and Top Secret mail.</p>	<p>Chronologically by date of pick up. Start new file every three months.</p>	<p>Disposal not authorized. (Transfer to CIA Records Center 3 months after file is closed.) 351-2-346 Destroy after 1 yr.</p>
58.	<p>CLASSIFIED DOCUMENTS RECEIPT FILES</p> <p>These consist of various agency form receipts signed by couriers upon pick-up of mail from other agencies and delivered to CIA.</p>	<p>By Agency and chronologically therein. Start new files each year.</p>	<p>Disposal not authorized. (Transfer to CIA Records Center 1 year after file is closed.)</p>
59.	<p>POUCH RECEIPT FILE</p> <p>These are records of receipts of locked mail pouches Form DS-454 delivered to the State Dept. <input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Chronologically by date. Start new file each year.</p>	<p>Dispose after 1 year (Place in inactive file at end of each year; retain in current files area for 1 year then destroy.)</p>
60.	<p>REGISTERED MAIL POUCH RECEIPTS</p> <p>These are records of received or dispatched registered mail pouches consisting of US POD Form 3852 or similar forms.</p>	<p>Chronologically by date. Start new file each year.</p>	<p>Dispose after 1 year (Place in inactive file at end of each year; retain in current file area for 1 year then destroy.)</p>
61.	<p>REGISTERED MAIL LOGS</p> <p>These logs consist of US POD Forms 3881-A, 3877-A, 3883, or similar forms used for the same purpose recording all incoming and outgoing registered mail for the agency.</p>	<p>Outgoing Logs maintained numerical-ly within registry number blocks assigned to each log. Incoming logs maintained chronologically by date. Start new files each year.</p>	<p>Dispose after 1 year (Place in inactive file at end of each year; retain in current file area for 1 year then destroy.)</p>

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<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
62.	SENDERS RECEIPT FOR INSURED MAIL Files consist of US POD Form 3813 and 3813-A signed by the Post Office for registered and insured mail and packages delivered to them.	Chronologically by date. Start new file each year.	Dispose after 1 year (Place in inactive file at end of each year; retain in current file area for 1 year then destroy.)
63.	REGISTERED MAIL RECEIPTS These are US POD Forms 3806-S, 3881-A, 3824 or similar forms used for obtaining receipts from the Post Office for outgoing registered mail	Chronologically by date. Start new file each year.	Dispose after 1 year (Place in inactive file at end of each year; retain in current file area for 1 year then destroy.)
64.	LOCATOR FILE This is a flex-o-line file listing the personnel on duty with the agency and used by the Mail Unit for the routing of incoming mail addressed to individuals.	Alphabetically by surname.	Destroy when superseded.
65.	COURIER'S CLASSIFIED MAIL RECEIPT FILES These are copies of Courier's Classified Mail Receipt (Form No. 35-16) signed by couriers for the pick up of material for delivery to addressees.	By courier number. Start new file each year.	Dispose after 1 year (Transfer to CIA Records Center 6 months after file is closed.)

Security Information

RECORDS SERVICES DIVISION
MACHINE RECORDS BRANCH

MACHINE
RECORDS

*Copy given to
Comptroller, 15 Feb 1954*

The files described below are either a discontinued or an obsolete file and have no value to the operating requirements of the sections, and as such should not become a part of a records control schedule. The source documents from which these cards were prepared are the official records of the agency.

<u>UNVOUCHERED PAYROLL SECTION</u>	<u>LINEAR FEET</u>	<u>AUTHORIZED DISPOSITION</u>
Allowance Cards. Card maintained on all personnel drawing allowances May 52 to May 53 - File has been discontinued.	1 (4 trays)	Destroy
<u>VOUCHERED PAYROLL SECTION</u>		
Retroactive Pay Cards. Cards prepared on the last pay raise given by Congress.	1/5 (1 tray)	Destroy
<u>LOGISTICS STOCK ACCOUNTING SECTION</u>		
Stock Status Card File. These cards were prepared as of 1 May 1953 and set aside for a special report.	1 (5 trays)	Destroy
Cross Reference Cards. These cards contain a long description of the items of supply and are used as a cross reference between the Agency old stock number and the new stock number.	3/5 (3 trays)	Destroy when present stock numbers have been accepted and used throughout the Agency.
Stock Control Cards. Obsolete system used in 1951 and 1952 and was superseded by Stock Record Cards.	5 1/5 (13 trays)	Destroy

<u>PERSONNEL SECTION</u>	<u>LINEAR FEET</u>	<u>AUTHORIZED DISPOSITION</u>
Employee Status Change Card. Form No. 60-66 "Employee Status Change Card used to record all personnel actions in code for transfer to IBM cards by key punch Section, Personnel actions are now being coded on the personnel actions forms (1946 to May 1953).	13	Destroy
Status Card File. These consist of No. 3 Status Cards which are obsolete.	1 1/5 (3 trays)	Destroy
Agency Employment Record. Form 51-60 containing complete employment record of personnel. This is a discontinued form and all information of record is contained in Official Personnel Folder. (1949 - 1950)	2	Destroy

GENERAL SERVICES OFFICE

Records Service Division

Machine Records Branch

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
66.	SUBJECT FILE These files accumulate in the general administration of the branch and are used for administrative and planning purposes. Consist of memoranda, studies, and other documents pertaining to installation of IBM equipment, requisitions for equipment, utilization of equipment, personnel, budget data for the branch showing requirements supported by estimates for future projects, machine techniques and commercial catalogues and literature on IBM equipment.	According to Agency File Manual. Start new file each year.	Dispose after 3 years. (Transfer to CIA Records Center 1 year after file is closed.
67.	MAIL CONTROL FILE This file consists of a mail log maintained on incoming mail for the branch and is used for controlling mail within the branch. The log is an unnumbered form devised locally showing identification of source and date.	Chronologically Start new file every month.	Dispose after 12 months (Place in inactive file at end of each month; retain in current files area for 12 months and destroy).
68.	SERVICE RECORD CARD These cards are used in the immediate supervision of personnel of the branch and consist of OF Form 4 b "Employee Record Card" or similar cards used for the same purpose. Cards contain recorded personnel actions, training courses attended and other information necessary in the direct supervision of personnel.	Alphabetically by surname.	Destroy upon separation from the agency; upon intra-agency transfer forward to gaining office.

Concern in disposition of items 66 through 68
127

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CONFIDENTIAL

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
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69. JOB PROJECT FILE

These are the procedures used in the preparation of recurring reports (jobs). Documents consist of the basic procedure, studies and miscellaneous correspondence pertaining to specific reports and retained sample copies of the report itself.

Numerically by Job No.

Dispose 3 years after discontinuance of report (job). Place in inactive file upon discontinuance of report; retain in current files area for 1 year and retire to CIA Records Center.

70. REFERENCE MATERIAL

These are copies of agency regulations, manuals, bulletins and other published material of the agency retained for reference purposes.

By type of document and numerically therein.

Destroy when superseded or obsolete or no longer needed for reference purposes.

ALLOTMENT AND OBLIGATION RECORDS

71. ADVANCED ACCOUNTS CARDS

These are advances made to employees incident to travel or other expenses and are maintained in a current status at all times. Official file (Statement of Account) is filed in Finance Division.

Concur in disposition of items 71-87 25X

a. Personnel Regular Roll (Account No. 144.1)

By Account Number.

Dispose of Inactive Cards after 1 year. (Place in inactive file upon zero balance; cut-off at end of each year and destroy 1 year thereafter).

b. Personnel Special Roll (Account No. 144.2)

By Account Number.

Dispose of Inactive Cards after 1 year. (Place in inactive file upon zero balance; cut-off at end of each year and destroy 1 year thereafter).

CONFIDENTIAL

Security Information

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
71.	ADVANCED ACCOUNTS CARDS (continued)		
	c. Due From Agency Personnel		
	(1) Account No. 150.1	By Account Number.	Dispose of inactive cards after 1 year. (Place in inactive file upon zero balance; cut-off at end of each year and destroy 1 year thereafter).
	(2) Account No. 150.2	By Account Number. Start new file each year.	Dispose after 1 year. (Place in inactive file at end of each year; retain in current files area for 1 year and destroy).
72.	EXPENSE CARDS		
	These are cards recording all expenses or disbursements made against allotments.		
	a. Detail Expense Cards	Fiscal year by Allotment number.	Destroy upon lapse of appropriation.
	b. Summary Expense Cards	Fiscal Year by Allotment number.	Dispose 2 years after lapse of appropriation. (Place in inactive file upon lapse of appropriation; retain 2 years in current files area and destroy).
73.	OBLIGATION CARD FILE		
	These cards reflect the amounts of money obligated against allotments.	Allotment Account number.	Dispose 2 months after liquidation of obligation. (Place in inactive file upon liquidation of obligation; cutoff each month and destroy 2 months thereafter).

CONFIDENTIAL
Information

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
74.	ACQUIRED COMPENSATION CARDS		
	a. Personnel Regular Roll (Account No. 300.1)	By Account number by month.	Dispose of inactive cards after 1 year. (Place in inactive file upon zero balance; cut-off at end of each year and destroy 1 year thereafter).
	b. Personnel Special Roll (Account No. 300.2)	Employee's number. Start new file each year.	Dispose after 1 year. (Place in inactive file at end of each year; retain in current files area for 1 year and destroy).
	c. Summary Cards.	Employee's number.	Destroy upon preparation of new summary cards.
75.	INSURANCE SUMMARY CARD FILES		
	Summary cards prepared each month showing amounts taken from employee's pay for the payment of insurance.	Employee's number.	Destroy each month upon preparation of new summary cards.
76.	ROSTER CARD FILE (SPECIAL ROLL)		
	These are extra cards prepared by unvouchered payroll section listing personnel on Special Roll. Maintained current at all times.	Employee's number.	Destroy old cards upon receipt of new cards.
77.	CREDIT UNION ROSTER CARDS		
	Cards show name of employee and credit union account number.	Account number.	Retain indefinitely in current files area.
78.	DAILY REGISTER AND DISTRIBUTION JOURNAL CARDS		
	These are cards prepared on miscellaneous accounts identified in the 100, 300, 400, 500, & 600 Series which are used only once in the preparation of the Daily Register and Distribution Journal and are not required for the preparation of reports.	By Account number. Start new file each month.	Dispose after 2 months. (Place in inactive file after preparation of Daily Register and destroy 2 months thereafter).

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
79.	<p>ACCOUNTS PAYABLE CARDS</p> <p>These are accounts payable cards recording credit entries for the procurement of Property (Account number 303.2) and Transportation (Account number 303).</p>	<p>Property Voucher number.</p>	<p>Dispose of inactive cards after 1 year. (Place in inactive file upon zero balance; cut-off at end of each year and destroy 1 year thereafter).</p>
80.	<p>COST CARD FILE</p> <p>These are cards showing by allotment number the cost of procurement and are used in the preparation of cost reports.</p>	<p>By Allotment number.</p>	<p>Retain indefinitely in current files area.</p>
81.	<p>TABULATED LISTINGS</p> <p>These are the retained copies of machine tabulated reports furnished to Finance Division. These are retained as sample copies for reference purposes. These reports are all identified in the Job No. 500-000 series. Record copies are filed by the requesting office.</p>	<p>Numerically by Job No. Start new file each month.</p>	<p>Dispose after 1 month. (Place in inactive file at end of each month; retain in current files area for 1 month and destroy).</p>
82.	<p>CONVENIENCE CARD FILE</p> <p>These cards are extra decks of IBM card files maintained in filing arrangements which facilitate reporting when different reports are required from the card file.</p>	<p>By job request.</p>	<p>Destroy immediately upon completion of job.</p>
83.	<p>AGENTS CASHIER ACCOUNT CARDS (100 series)</p> <p>These are cards reflecting a detail records of transactions for each disbursing agents cashier accounts.</p>	<p>Account Number. Start new file each month.</p>	<p>Dispose after 1 month. (Place in inactive file at end of each month; retain in current files area for 1 month and destroy).</p>
LOGISTICS STOCK ACCOUNTING RECORDS			
84.	<p>TRANSACTION HISTORY CARD FILE</p> <p>These cards reflect the issue and receipt of items of equipment.</p>	<p>By last job request. Start new file each year.</p>	<p>Dispose after 2 years. (Transfer to CIA Records Center 1 year after close of files).</p>
a. Issues			

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
84.	TRANSACTION HISTORY CARD FILE (continued)		
b.	Receipts	By last job request. Start new file each year.	Dispose after 2 years. (Transfer to CIA Records Center 1 year after close of files).
c.	Due In and Due Out Index File	By last job.	Dispose after 2 months. (Place in inactive file at end of each month; retain in current files area for 2 months and destroy).
d.	Stock level transactions	By last job request. Start new file each month.	Dispose after 2 months. (Place in inactive file at end of each month; retain in current files area for 2 months and destroy).
85.	STOCK STATUS CARD FILE		
	These are cards which reflect stock balances after processing the transaction detail cards.	Filed numerically by Stock Number.	Dispose of inactive cards after 2 months. (Place in inactive file upon receipt of change cards; cut-off each month and destroy 2 months thereafter).
			*Exception. Once each 6 months, 1 Jan. & 1 July complete Stock Status File will be reproduced and retained for the succeeding Average Price Computation Report. After prices are established, reproduced cards may be destroyed.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
86.	NOMENCLATURE CARD FILE		
	a. These cards contain a short description of all items of supply and equipment and are maintained current.	Numerically by stock number.	Destroy individual cards when superseded or obsolete.
	b. These cards are maintained on all items of equipment and supplies which are peculiar to the Office of Communications. They contain a short description of the item and are used in the preparation of cardex tapes for Catalogue Branch.	By Nomenclature	Destroy individual cards when obsolete or superseded.
87.	PROPERTY IN USE CARDS		
	These cards reflect accountable property and equipment in use and maintained in a current status.	Numerically by Stock Number.	Dispose inactive file after 2 months. (Place in inactive file upon receipt of change card; cut-off each month and destroy 2 months thereafter).
88.	CATALOGUE CARD FILE		
	These cards contain the complete description of items of supply.	By sequence number in commodity groups in family groups.	Destroy individual cards when obsolete or superseded, at reproduction of supply Catalog.
89.	CONVENIENCE CARD FILES		
	These are extra decks of IBM card files maintained in filing arrangements which facilitate reporting when different reports are required from one card file.	By Job Request.	Destroy immediately upon completion of job.
90.	TABULATED LISTINGS		
	These are the retained copies of machine tabulated listings and reports (recurring and special) furnished to Logistics Office. These are retained as sample copies for reference and as working files. The reports are all identified in the job No. 300-000 and 400-000 series.	By Job Number.	Destroy after preparation and/or balance of new listing.

Consent with 86 & 88
 top 9/53 Consent in items 84, 85, 83, 25X
also 81 and 88 with 25X
 put to catalog approval.

Security Information

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
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PERSONNEL RECORDS

91. PERSONNEL ACTIONS AND DATA FILE

These files contain extra copies of documents received from Personnel Office, which reflect the accessioning, transfer, assignment, promotion and separation of personnel. These are the source documents from which selected information is coded and transferred to IBM cards. Documents consist of SF 50 and 52 "Requests for Personnel Action", Form 37-50 "Personnel Data Form" (a supplement to SF 50), Form 37-82 "Military Status Questionnaire" and similar documents. Official files maintained in Official Personnel Folder.

Alphabetically by surname. Start new file each month.

Dispose after 3 months. (Place in inactive file at end of each month; retain in current files area for 3 months and destroy).

92. PERSONNEL ACCESSION LOG

This file is a consecutive list of all Machine Records Branch Serial Numbers assigned to personnel entering on duty in the agency. In addition the EOD, office-division-branch, and office headquarters is shown. List is maintained as a control in assigning succeeding number.

Numerical sequence. Start new file each month.

Dispose after 1 month. (Place in inactive file at end of each month; retain in current file area 1 month and destroy).

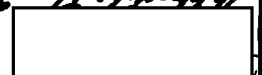
93. PERSONNEL TABULATED LISTINGS

These are the retained copies of machine tabulated reports (recurring and special reports) furnished Personnel Office. These are retained as sample copies for reference purposes and are identified in the Personnel Job Number 100-000 series. Records copies are on file in Personnel Office.

Numerically by Job Number. Start new file each month.

Dispose after 1 month. (Place in inactive file at end of each month; retain in current file area for 1 month and transfer to Personnel Office for disposition).

*Consent in disposition 257
Jiten 61 4/19/53*



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11/19/53

~~CONFIDENTIAL~~
Security Information

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
94.	<p>PERSONNEL SECURITY FILES</p> <p>These files contain extra copies of documents received from Personnel Office which reflect the security clearance status of personnel in process for employment. These are the source documents from which selected information is coded and transferred to IBM cards. Documents consist of Form #38-106 and 101 "Security Approval" Form #37-67 "Daily Security Report", Form #37-104 "Request for Security Clearance", Form 37-129 "Cancellations of Security Clearance", Office Memos or similar documents used for the same purposes. Information substantially duplicated in Official Personnel Folder or Applicant folder.</p>	<p>Chronologically under each type of document. Start new file each month.</p>	<p>Dispose after 3 months (Place in inactive file at end of each month; retain in current file area for 3 months and destroy.)</p>
95.	<p>PERSONNEL SECURITY CARD FILES</p> <p>These cards contain coded information concerning the security clearance status of applicants in process for employment and are used in the preparation of reports required by Personnel Office.</p>		
a.	<p>Cards maintained on all personnel on whom security clearance has been initiated or in process for employment.</p>	<p>By Request Order</p>	<p>Withdraw individual cards upon entrance on duty or cancellation of application and place in appropriate file where it will be retained indefinitely.</p>
b.	<p>These are extra cards prepared on personnel at time security clearance has been initiated and are used for semi-annual report.</p>	<p>By month alphabetically by recruitment source. Start new file each year.</p>	<p>Dispose after 1 year. Place in inactive file at end of year, retain in current files area for 1 year and destroy.</p>

~~CONFIDENTIAL~~
Security Information

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
95.	PERSONNEL SECURITY CARD FILES (continued)		
	c. These cards are extra decks of the card files described above and are maintained in filing arrangements which facilitate reporting when different reports are required from one card file.	By job request.	Destroy immediately after report is prepared.
96.	PERSONNEL ACTIONS AND DATA CARD FILE		
	These cards contain coded information concerning the accessioning, assignment, transfer, promotion and separation of all personnel and are used in the preparation of reports required by Personnel Office,		
	a. Cards maintained on vouchered and unvouchered personnel showing military service, registration for draft and reserve status and similar information.	Numerically by MRB Number under vouchered and unvouchered.	Retain indefinitely in current files area.
	b. Cards maintained on vouchered and unvouchered personnel on duty showing qualification, special skills, languages and similar information.	Numerically by MRB Number under vouchered and unvouchered.	Retain indefinitely in current files area.
	c. Strength report summary cards showing actual strength by office, by groups for each month.	By office by group for each month. Start new file each year.	Dispose after 1 year. (Place in inactive file at end of year; retain in current files area for 1 year and destroy.)
	d. These are personnel evaluation cards coded from document received from Personnel Office and are used to notify office of due date for evaluations. Information substantially duplicated in Personnel Office.	Numerical by MRB Number.	Retain indefinitely in current files area.

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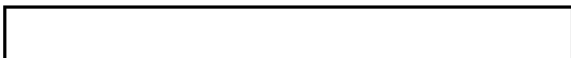
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100140003-5

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
96.	PERSONNEL ACTIONS AND DATA CARD FILE (continued)		
e.	(1) Cards prepared on all personnel actions, i.e. accessions, promotions, assignments, transfers and separations for vouchered and unvouchered personnel and retained as a history file.	Numerical by MRB Number.	Retain indefinitely in current files area.
	(2) Extra status card maintained currently on all vouchered and unvouchered personnel employed by the agency.	Numerical by MRB Number.	Destroy individual cards upon filing of new status card.
f.	Salary cards made on vouchered and unvouchered personnel on duty.		
	(1) No. 2 Change Card	Numerical by MRB Number.	Retain indefinitely in current files area.
	(2) No. 2 Status Card	Numerical by MRB Number.	Dispose after 1 month. (Place in inactive file upon receipt of change card; retain in current files area for 1 month and destroy.)
g.	Cards prepared on formal applications for employment by individuals not recruited for specific assignments.	By last job request. Start new file each year.	Dispose after 3 years. (Transfer to CIA Records Center 1 year after file is closed.)
h.	Cards maintained currently on all military personnel (vouchered and unvouchered) assigned to Agency.	MRB serial number.	Retain indefinitely in current files area.
i.	Draft deferment cards prepared on personnel of the agency who are deferred from military service.	MRB serial number.	Retain indefinitely in current files area.
j.	These are tab summary cards prepared from status cards each month showing office and grades.	By grade and office for each month.	Dispose after 1 year. (Maintain 12 month level; thereafter, destroy earliest month upon receipt of latest month.)
k.	These cards are extra decks of the card files described above and are maintained in filing arrangements which facilitate reporting when different reports are required from one card file.	By job request.	Destroy immediately after report is prepared.

Security Information

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
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97. TABLES OF ORGANIZATION FILE

These are the source documents from which information is transferred to machine records cards. They consist of Form 30-25 "T/O Change Authorizations" or similar documents used to obtain information concerning the authorized tables of organization for the offices of the agency.

Chronologically.
Start new file upon publication of T/O

9 hr 53

Dispose 3 months after publication T/O (Place in inactive file upon publication 25X T/O; retain in current files area for 3 months and destroy.)

98. PERSONNEL LOCATOR FILE

These files are the source documents from which information is transferred to machine record cards. They consist of Form 36-6 "Personnel Information Card" or similar documents used to obtain necessary home and office information on all employees. Information obtained is substantially duplicated in Personnel Office.

Alphabetically by surname.
Start new file upon publication of directory.

Dispose 3 months after publication of directory. (Place in inactive file upon publication of directory; retain in current files area for 3 months and destroy.)

99. SPECIAL PROJECTS TABULATED LISTINGS

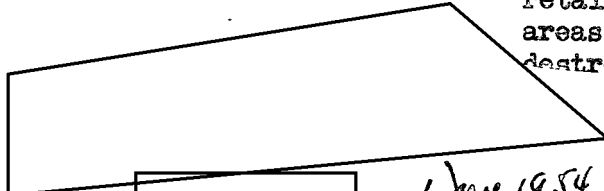
These are the retained copies of machine tabulated listings and reports (recurring and special) furnished to various offices of the agency; also contains copies of listings or reports prepared by other sections of the branch. These are retained as sample copies for reference and as working files. The reports are all identified in the Job No. 900-000 series. Record copies are filed by the requesting office.

Categorically by listing. Start new file upon publication or receipt of new listing.

Dispose 3 months after preparation or receipt of new listing. (Place in inactive file after preparation or receipt of new listings; retain in current files area for 3 months and destroy.)

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
100.	<p>PERSONNEL LOCATOR CARD FILE</p> <p>These are the locator cards containing coded office and home information on all vouchered and unvouchered personnel in the agency. These cards are maintained current at all times and are used in the preparation of the Telephone Directory for the Agency.</p>	Alphabetical by surname.	Destroy individual cards upon filing new card.
	a. Cards containing office information.		
	b. Cards containing home information.	Alphabetical by surname.	Destroy individual cards upon filing new card.
	c. Cards on personnel transferred between offices or separated.	Alphabetical by surname.	Dispose 3 months after publication of new directory (Place in inactive file upon publication of directory retain in current file areas for 3 months and destroy.)
101.	<p>AGENCY ORIENTATION COURSE CARDS</p> <p>These are cards maintained on personnel who have attended the quarterly 4 - day Agency Orientation Course.</p>	Alphabetical by surname. Start new file each course.	Destroy upon preparation of summary card.
	a. Detail Card		
	b. Summary Card	Alphabetical by surname. Start new file each year.	<p><i>Disposal not authorized</i></p> <p>Dispose of after 3 years (Transfer to CIA Records Center 1 year after file is closed.)</p>
102.	DELETED -- TO BE INCLUDED ON I & S SCHEDULE		

Concur in disposition for Items 98 thru 100 -

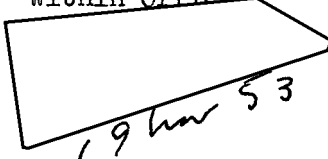


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Security Information

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
103.	<p>TABLE OF ORGANIZATION CARDS</p> <p>a. These cards are maintained on a current basis and contain coded information concerning the authorized tables of organization for the offices of the agency. They reflect the position title, position number, grade and organization code for each authorized space.</p>	<p>Alphabetical by office and by organization within Office</p> 	<p>Destroy individual cards upon filing of change cards.</p>
	<p>b. These are extra decks of cards reproduced at the end of each calendar year and fiscal year from table of organization cards described above. These cards are prepared at time listings are made for the same periods.</p>	<p>Alphabetical by office and by organization within office.</p>	<p>Disposal not authorized (Transfer to CIA Records Center immediately after preparation.)</p>
104.	<p>INTEGRATED PERSONNEL CARDS</p> <p>These are cards maintained on personnel now integrated or waiting to be integrated into the State Department.</p>	<p>Alphabetical by surname.</p>	<p>Retain indefinitely in current files area.</p>
105.	<p>CONVENIENCE CARD FILE</p> <p>These cards are extra decks of IBM card files maintained in filing arrangements which facilitate reporting when different reports are required from one card file.</p>	<p>By job request.</p>	<p>Destroy immediately upon completion of job.</p>
106.	<p>DELETED</p>		

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Security Information

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
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107. INDIVIDUAL EARNING RECORD CARD FILE

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. These are cards prepared each pay period for each employee showing allotment number, roll, total pay, pay period number, withholding tax, bond deduction, overtime and other pay information. | By quarter and by Employee Number. | Dispose after 8 months. (Place in inactive file at end of each year; retain in current files area for 8 months and destroy). |
| b. These are summary cards prepared at the end of each quarter for each employee. | By quarter and by Employee Number. | Destroy old summary cards upon preparation of new summary cards (except that summary cards prepared for the last quarter will be retained in current files area for 8 months and destroy). |
| c. These are cards of employees who have terminated their services with the agency and whose cards have been withdrawn from the files described in a and b above. | By quarter and by Employee Number. | Destroy cards 8 months after end of calendar year. |

108. LEAVE AND ADDED COMPENSATION CARDS

These cards contain a record of all leave used (annual and sick) and of all night differential, overtime and holiday pay earned.	By pay period and by payroll order.	Dispose after 4 weeks. (Maintain 2 pay period level; thereafter destroy earliest pay period cards upon preparation of current cards).
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109. ROSTER CARD FILE

This file is a register of all employees of the agency (vouchered) and is used in assigning employee number.	Numerically by Employee Number.	Retain indefinitely in current files.
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10/21/53
Concern in disposition of items

107 thru

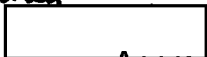


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<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
110.	MASTER PAY CARD FILE These cards reflect pay information on individuals and are maintained for working purposes. They contain the name, grade, allotment and payroll numbers, base pay, annual salary, regular and overtime rate and other data.	Payroll Order.	Dispose of inactive files after 6 months. (Place in inactive file upon transfer promotion, reassignment; cut-off at end of each month and destroy 6 months thereafter).
111.	VOUCHERED PAYROLL TABULATED LISTINGS These are the retained copies of machine tabulated listings and reports (recurring and special) furnished to Fiscal Division. These are retained as sample copies and for reference purposes. The reports are all identified in the Job No. 600-000 series. Record copies maintained in Fiscal Division.	Numerically by Job No.	Dispose 2 months after preparation of new listing. (Place in inactive file after preparation of new listing; retain in current files area for 2 months and destroy).
112.	SPLIT PERIOD PAY CARDS These cards are prepared for the last pay period of the fiscal year and show the amounts chargeable to the two fiscal years involved.	Fiscal Years by Employee Number.	Destroy 2 months after preparation of cards for the next fiscal year split.
113.	MACHINE AUDIT MASTER CARDS These are cards containing standard pay information concerning grades, steps, hourly wage, and other information used for audit and verifying purposes.	Filed by service by grade, by step etc.	Destroy individual cards when obsolete or superseded.
114.	CONVENIENCE CARD FILES These are extra decks of IEM card files maintained in filing arrangements which facilitate reporting when different reports are required from one card file.	By Job Request.	Destroy immediately upon completion of job.

10/24/53

Concurred.



Security Information

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
115.	CHECK ISSUE CARDS	Pay Period in payroll order.	Dispose after 4 weeks. (Maintain 2 pay period level; thereafter destroy earliest pay period cards upon preparation of current cards).
K1	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>		
116.	NAME AND ADDRESS CARD FILE	Numerically by Employee's Number under Agent or Staff Employees.	Destroy individual card upon receipt of change card.
117.	NORMAL PAY CARD	Numerically by Employee Number under Agent or Staff employee.	Destroy individual cards upon receipt of change card.
118.	ROSTER CARD FILE	Numerically by Employee Number.	Retain indefinitely in current files.

CONFIDENTIAL

CONFIDENTIAL
Security Information

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
119.	DELETED - Consolidated with Item # 117		
120.	DELETED - CONSOLIDATED WITH ITEM # 124		
121.	CHECKS ISSUED CARD FILE These are cards prepared on all checks issued and listing furnished Finance for reconciliation with check cleared thru bank.	By Roll. Start new file with each issue.	Destroy individual cards upon receipt of notice of clearance of check.
122.	BUDGET CARD FILE These cards contain allotment number, roll, name, normal pay, what is paid, allowances.	Pay periods and by Employee Number therein. Start new file each month.	Destroy each month after preparation of new deck.
123.	DELETED - CONSOLIDATED WITH ITEM #124		
124.	LEDGER CARDS a. These are cards prepared each pay period for employees on the agent, unvouchered and allotment payrolls showing detail pay information. These are used in the preparation of individual earning record listings at the end of each year and for the preparation of other reports as required.	Numerically by Employee Number, under Staff, Agent and other. Start new file each year.	Dispose after 1 year. (Transfer to CIA Record Center 6 months after file is closed).

Disposition

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
124.	LEDGER CARDS (continued)		
	b. These are summary cards prepared each pay period showing cumulative totals by pay periods.	Employee Number. Start New file each month.	Dispose after 1 year. Destroy preceeding summary cards upon filing current summary cards except that summary cards prepared for the last pay period of each year will be transferred to CIA Records Center 6 months after close of year.
125.	RETIREMENT CARDS		
	These are cards prepared each year showing cumulative totals of amounts withheld from pay of employees for retirement.	Employee Number.	Retain indefinitely in current files area.
126.	CONVENIENCE CARD FILES		
	These are extra decks of IBM cards files maintained in filing arrangements which facilitate reporting when different reports are required from one card file.	By Job Request.	Destroy immediately upon completion of job.
127.	UNVOUCHERED PAYROLL TABULATED LISTING		
	These are the retained copies of machine tabulated listings and reports (recurring and special) furnished to Finance. These are retained as sample copies for reference purposes. The reports are all identified in the Job. No. 200-00 series. Record Copies maintained in Finance Office.	Numerically by Job Number.	Destroy after 1 month or upon preparation of new listing.

*Disposition concerned
Items 116 thru 127 except 123*

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X1 [Redacted]

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The attached schedule for the General Services Office has not been signed or approved. Custody for most of the records covered by this schedule was transferred to the gaining component when G.S.O. was abolished. Items 10 and 40 thru 50 were retained by this office. As a result, those records retained by us are in retirement and the Center has no authority to destroy those which could be disposed of immediately. Also there are several files which are not specifically listed on the schedule but can be termed as non-record or duplicate copies and destroyed if related items on the schedule were in fact approved or authenticated.

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