

SECRET

30-56

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE
FOR THE
MANAGEMENT STAFF



MORI/CDF

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RECORDS DISPOSITION AUTHORITY

Records Control Schedule (No. 30-56) for the Management Staff is approved and authority hereby given to implement the disposition instructions contained therein.

25X1

Preparation and Review

25X1

[Redacted]

25 Sept. 1956

[Redacted]

Chief, Records Management Staff

26 Sept 1956
Date

25X1

[Redacted]

Chief, Records Disposition Branch

26 Sept. 1956
Date

25X1

30-56

OFFICE, DIVISION, BRANCH

Management Staff, Office of the Chief

SIGNATURE

25X1

TITLE

DATE

25 Sept 56

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>STAFF SUBJECT FILE</p> <p>Consists of correspondence, reports, and other papers which document the activities of the Chief, Management Staff. This file is used in administering the Agency's Management Program of developing and recommending plans, programs, policies, and procedures to improve management efficiency throughout the Agency. Filed alphabetically by subject.</p> <p>(1948-1956)</p>	6.0	<p>Permanent. Disposal not authorized. (Cut off every other year; transfer to Records Center 1 year thereafter.)</p>
2	<p>MANAGEMENT SURVEY REPORTS FILE</p> <p>Consists of case files containing the official record copies of Management Improvement Survey Reports. These files also contain exhibits, graphic presentations, recommendations, and supporting papers documenting project inception, scope, procedure, and accomplishments. Arranged organizationally and alphabetically by survey title thereunder.</p> <p>(1950-1956)</p>	4.0	<p>Permanent. Disposal not authorized. (Place in completed survey reports file upon completion or discontinuance of project; cut off at end of each year and transfer to Records Center 1 year thereafter.)</p>

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ITEM NO.	POSITION INSTRUCTIONS		
3	<p>TABLES OF ORGANIZATION REVIEW AND COORDINATION FILES</p> <p>Consists of retained copies of the Staff's comments, recommendations, and approvals or disapprovals of requests for changes in Tables of Organization. These requests are received by the Staff for review and coordination after which they are forwarded to the Office of Personnel. Record copies of the request, concurrences, justifications, comments, and Form 261, T/O Change Authorization, are maintained by the Office of Personnel. Arranged organizationally and chronologically thereunder. (1954-1956)</p>	2.8	<p>Temporary. Destroy when 2 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)</p>
4	<p>TABLE OF ORGANIZATION FILE</p> <p>Consists of a copy of the Agency T/O containing rosters of approved Agency positions. This T/O is used for reference to official position titles, position numbers, unit strength, etc. Authorized changes to the T/O are noted on this copy for use in verifying the revised T/O. Record copies are maintained by the Office of Personnel. Arranged organizationally and by position thereunder. (Current)</p>	1.0	<p>Temporary. Destroy upon verification of revised T/O.</p>

ITEM NO.		
5	<p>MANAGEMENT STAFF PROJECT FILE</p> <p>a. Project Initiation File</p> <p>Consists of Forms 30-27, Request or Proposal For Management Assistance From O&M Service, which contains information as to the type of project or assistance requested, elements of the project, description of project, analyst or examiner assigned to project, estimated time required, etc. Each project requires approval of the Chief, Management Staff. Arranged organizationally and by project number thereunder. (1953-1956)</p> <p>b. Project Completion Reports File</p> <p>Consists of Forms 30-28, Completion Report on Management Project by O&M Service, which contains such information as date project was completed, immediate results, accomplishments, recommended future actions, etc. The related Form 30-27, described under item 5a, is attached to and becomes a permanent part of this completion report. Arranged organizationally and by project number thereunder. (1953-1956)</p>	<p>.1 Attach to related Form 30-28 and place in Project Completion Reports/ File upon completion or discontinuance of the project (item 5b)</p> <p>.3 Permanent. Disposal not authorized. (Retain current files area 1 year after completion or discontinuance of project, then retire to Records Center.)</p>
6	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1949-1956)</p>	<p>1.3 Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)</p>

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ITEM NO.			
7	<p>ACTIVITY REPORTS FILE</p> <p>Consists of weekly reports submitted from subordinate Staffs for informational purposes and summary reports prepared by the Chief, Management Staff. These reports contain information on current assignments of personnel, regulations submitted for authentication, processing of employee suggestions, current status of records surveys, etc. Filed chronologically. (1951-1956)</p>	.3	Permanent. Disposal not authorized. (Cut off at end of every other year; transfer to Records Center 1 year thereafter.)
8	<p>CLASSIFIED MAIL LOG</p> <p>Consists of a record of the receipt and dispatch of material classified secret and below maintained primarily for security reasons. Filed chronologically. (1951-1956)</p>	1.2	Temporary. Destroy when 2 years old.
9	<p>COURIER RECEIPT FILE</p> <p>Consists of the Office copy of Form 35-16, Courier's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addressee. (1954-1956)</p>	.2	Temporary. Destroy when 2 years old.
10	<p>REGULATORY ISSUANCE FILE</p> <p>Consists of published Agency Regulations, Notices, Handbooks, etc., maintained for reference purposes.</p>	1.0	Permanent. Retain in current files area. (Destroy individual issuances only when obsolete or when replaced by current issuance.)

SECRET

OFFICE, DIVISION, BRANCH

Management Staff, Organization and Methods Staff

CONCURRENCE

30 Sept 56

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
11	<p>STAFF WORKING FILES</p> <p>Consists of working files maintained by individual examiners containing studies, analyses, notes, rough drafts, interim reports, manuscripts, and related papers used for reference and background information. These files are created in the course of organizational planning, development and simplification of procedures, and similar management projects. Arrangement varies with each file. (1951-1956)</p> <p>a. Completed project material.</p> <p>b. Incomplete or discontinued project material.</p>	18.9	<p>Temporary. Destroy 1 year after final action on project.</p> <p>Temporary. Destroy 3 years after last action taken. (Upon discontinuance of project place one copy of each pamphlet, report, graphic presentation, last manuscript report, together with supporting papers documenting project inception, scope, and procedures in the "Management Survey Reports File" (item 2) and destroy all other material 3 years thereafter.)</p>
12	<p>WEEKLY PROGRESS REPORT FILES</p> <p>Consists of retained copies of the weekly progress reports which were submitted to the Chief, Management Staff from Area Chiefs for informational purposes. These reports contain information on current assignments of personnel, T/O change requests processed, status of surveys, etc. Arranged chronologically. (1954-1956)</p>	.2	<p>Temporary. Destroy when 1 year old.</p> <p>SECRET</p>

ITEM NO.

13

SUMMARY OF ANNUAL ACCOMPLISHMENTS

Consists of retained copies of narrative reports prepared for the Chief, Management Staff. These reports contain summarized information taken from weekly progress reports and a resume of current project activities. Filed chronologically. (1953-1956)

.2

Temporary. Destroy when 2 years old.

14

ORGANIZATION AND METHODS PROJECT FILE

a. Project Initiation File.

Consists of Forms 30-27, Request or Proposal For Management Assistance From O&M Service, which contains information as to the type of project or assistance requested, elements of the project, description of project, examiner assigned to project, estimated time required, etc. Each project requires approval of the Chief, Management Staff. Arranged numerically by project number. (1953-1956)

.1

Attach to related Form 30-28 and place in "Project Completion Reports File" upon completion or discontinuance of the project (item 14b.)

b. Project Completion Reports File

Consists of Forms 30-28, Completion Report on Management Project by O&M Service, which contains such information as date project was completed, immediate results, accomplishments, recommended future actions, etc. The related Form 30-27, described under item 14a, is attached to and becomes a part of this completion report. Arranged numerically by project number. (1953-1956)

.2

Temporary. Destroy 2 years after completion or cancellation of project.

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ITEM NO.			POSITION INSTRUCTIONS
15	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, brochures, etc., maintained for reference purposes.</p>	4.9	Temporary. Destroy when no longer needed for reference purposes.
16	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	1.0	Temporary. Return to library when no longer needed for reference purposes.

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OFFICE, DIVISION, BRANCH

25X1

Management Staff, Records Management Staff, Office of the Chief

Chief Records Management Staff 9/24/56

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
17	<p>STAFF ADMINISTRATIVE FILE</p> <p>This file documents the activities performed by the Records Management Staff and consists of correspondence, surveys, studies, and report pertaining to Records Disposition, forms management, reports and correspondence, and similar records management activities. Filed in accordance with the Agency File Manual.</p> <p>(1955-1956)</p>	6.0	<p>Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)</p>
18	<p>RECORDS MANAGEMENT PROJECT FILE</p> <p>a. This file is the formal project file of the Staff, listed on Forms 30-27, "Request or Proposal for Management Assistance from O&M Service," and contains such information as type of project, elements of project, brief description of project, analyst developing the project, estimated man days, starting date approval, and target date. Each project requires the approval of the Chief, Management Staff. Filed numerically by project number.</p> <p>(1954-1956)</p>	.1	<p>Attach to related Form 30-28, (item 18b) upon completion or discontinuance of project.</p>

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ITEM NO.		VOLUME	
18	<p>RECORDS MANAGEMENT PROJECT FILE (CONTD)</p> <p>b. Completion Project Report File</p> <p>This file consists of Forms 30-28, "Completion Report on Management Project by O&M Service," and contains such information as date of request, date started, date completed, brief description of project, project analyst, immediate results accomplished and recommended future action. The related Form 30-27 is attached to and becomes a part of this completion report. Filed numerically by project number. (1954-1956)</p>	.1	Temporary. Destroy 1 year after completion or cancellation of project.
19	<p>EMPLOYEE RECORD CARD FILE</p> <p>Consists of OF4b, Employee Record Card, prepared on each employee of the Staff and used for informational purposes such as EOD date, personnel actions, assignments and other information necessary for the supervision of personnel activities of the Staff. Filed alphabetically by surname. (Current)</p>	.1	Temporary. Destroy upon separation of employee or forward to gaining component upon transfer within the Agency.
20	<p>COURIER CLASSIFIED MAIL RECEIPT</p> <p>Consists of Forms 35-16, Courier's Classified Mail Receipt, which was signed by the Courier at the time the material was picked up for delivery to addressee. Filed chronologically. (1954-1956)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	DESCRIPTION	CLASSIFICATION	DISPOSITION INSTRUCTIONS
21	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of classified Agency publications such as regulations, notices, handbooks, brochures, and publications from other government agencies maintained for reference purposes.</p>	2.0	Temporary. Destroy when no longer needed for reference purposes.

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OFFICE, DIVISION, BRANCH
Management Staff, Records Management Staff, Records Disposition
BRANCH

CONCURRENCE

25X1

TITLE *Chief/ROB* *194 Sept 1956*

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
22	<p>BRANCH WORKING FILE</p> <p>Consists of copies of memos, reports, forms, surveys, analysts' survey worksheets and similar background material pertinent to records disposition, maintained and used in day to day operations and for convenience of reference.</p> <p>(Current)</p>	4.2	<p>Temporary. Screen annually and destroy superseded or obsolete material.</p>
23	<p>RECORDS CONTROL SCHEDULE FILES</p> <p>Consists of the Official authenticated copies of Records Control Schedules, and where applicable, Authority To Dispose of Records obtained from the National Archives and Congress.</p> <p>a. Records Control Schedules. These schedules were prepared by or approved by the Branch to effect disposition of all records of individual offices. Schedules contain detailed information on record type, use, content, and volume. Arranged organizationally.</p> <p>(Current)</p> <p>b. SF 115, Request For Authority To Dispose of Records. These forms contain evidence of legal disposal authorizations received from the National Archives and congress for those records not covered by General Schedules.</p> <p>(Current)</p>	<p>1.0</p> <p>.4</p>	<p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p>

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30-56

OFFICE, DIVISION, BRANCH

Management Staff, Records Management Staff, Project Staff

CONCURRENCE

SIGNATURE

25X1

TITLE

DATE

9/21/56

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
24	<p>STAFF WORKING FILE</p> <p>This working file consists of copies of memos., reports, forms, and working papers relating to the activities of the Staff, maintained and used only for day to day operations of the Staff. Essential material is duplicated in Item 17. Filed by folder title</p> <p>(1954-1956)</p>	3.8	<p>Temporary. Destroy when 2 years old. Cut off at end of each year; destroy 2 years thereafter.</p>
25	<p>FILING MANUALS</p> <p>a. This file consists of Manuals compiled by Records Management Staff for the various offices of the Agency.</p> <p>b. This file consists of drafts of the Filing Manuals compiled by Records Management Staff for the various offices of the Agency.</p>	1.0 1.0	<p>Permanent. Disposal not authorized. Retain 1 copy of each manual in current files area indefinitely.</p> <p>Temporary. Destroy when Manual is published</p>
26	<p>DELIVERY RECEIPTS OF VITAL DEPOSITS FILE</p> <p>a. This file consists of Form 36-215, "Vital Materials Transfer Slip," the delivery receipts of vital material deposits made and is maintained for reference purposes. Essentially duplicated in the originating office. Filed chronologically.</p> <p>(1953-1956)</p>	.8	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>

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ITEM NO.

Approved For Release 2006/05/17 : CIA-RDP78-00487A000100160019-6 POSITION INSTRUCTIONS

26

DELIVERY RECEIPTS OF VITAL DEPOSITS FILE (CONTD)

b. This file consists of Form 36-215, "Vital Materials Transfer Slip," the delivery signed receipts for NSC and CIA Special Material Deposits maintained primarily for security reasons. Filed chronologically. (1953-1956)

.2

Temporary. Disposal not authorized. Retain in current files area indefinitely.

27

VITAL MATERIALS DEPOSIT SCHEDULES

This file consists of schedules identifying vital materials to be deposited, frequency of deposits, and disposition instructions. Filed by office-chronologically.

(Current)

.1

Temporary. Destroy when superseded.

28

VITAL MATERIALS INVENTORY FILE

a. Quarterly

This file consists of Forms 36-292 and is a record of the vital materials deposits and withdrawal activity of each office for the respective quarter, deposit number, document date, reel number, and security classification. Filed chronologically. (1954-1956)

.2

Temporary. Destroy upon preparation of Annual Inventory Report.

b. Annual

This file consists of Form 36-292, and is a record of the total annual holdings of vital material deposits of each office of the Agency, showing deposit number, document date, reel number, and security classification. Filed numerically by office code.

(Current)

.2

Temporary. Destroy when superseded.

SECRET

ITEM NO.			POSITION INSTRUCTIONS
29	<p>EMPLOYEES' SUGGESTION AND EVALUATION FILE</p> <p>Consists of copies of evaluations of employees' suggestions and related working papers. Records copies are maintained by the Incentive Awards Staff. Filed numerically by number of suggestion. (1953-1956)</p>	.1	Temporary. Destroy when 1 year old.
30	<p>REFERENCE PUBLICATIONS FILE</p> <p>This is a reference file only, containing classified Agency reference material, of the functional areas of records management. (Current)</p>	10.0	Temporary. Destroy when no longer needed for reference purposes.

SECRET

30-56

25X1

OFFICE, DIVISION, BRANCH
 Management Staff, Records Management Staff, Forms Management Branch

SIGN

TITLE

Chief FMB

24 Sept 56

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
31	<p>BRANCH WORKING FILES</p> <p>This file consists of memos., reports, forms, and working papers relating to the forms management activities and the activities of the Branch Chiefs' participation in the IAC Ad Hoc Sub-Committee on Information Processing. Essential material is duplicated in item 17. Arranged alphabetically by subject. (1953-1956)</p>	8.5	Temporary. Screen annually and destroy superseded ^o obsolete material.
32	<p>REFERENCE PUBLICATIONS FILE</p> <p>This file consists of Agency reference material, published material of various government agencies also commercial publications, maintained for reference purposes.</p>	10.5	Temporary. Destroy when no longer needed for reference purposes.
33	<p>FORMS FILE</p> <p>a. Numerical File</p> <p>This file contains the official forms used by the Agency consisting of initial request and justification, revisions, reprints, correspondence, reference to issuance, and copy of the form. Filed numerically by number of form. (1946-1956)</p>	20.0	Permanent. Disposal not authorized. (Place in inactive file when form is superseded or becomes obsolete. Retire to Records Center upon accumulation of 1 cubic foot.)

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ITEM NO.			POSITION INSTRUCTIONS
33	<p>FORMS FILE (CONTD)</p> <p>b. Functional File</p> <p>This file brings together all similar forms of the Agency, reflects duplicate and overlapping forms and aids in consolidating and eliminating the establishment of unnecessary new forms. Filed numerically by functional code and by form number thereunder. (1949-1956)</p>	4.0	Temporary. Destroy individual forms when superseded, or obsolete.
34	<p>FORM RECORD AND INDEX CONTROL FILE</p> <p>This file consists of Form 2, "Form Record and Index Control," a 5x8 visible index card which serves as a perpetual inventory of each form used by the Agency, reflecting all pertinent data and the complete history of each form; also serves as a ready reference. Filed numerically by number of form. (1946-1956)</p>	1.0	Permanent. Disposal not authorized. Flag when superseded or obsolete and retain in current files area indefinitely.

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Approved For Release 2006/05/17 : CIA-RDP78-00487A000100160030-6
RECORDS CONTROL SCHEDULE

OFFICE, DIVISION, BRANCH Management Staff, Incentive Awards Staff		SIGNATURE	CONCURRENCE	25X1
		TITLE <i>Chief, Incentive Awards Staff 9/20/56</i>		

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
35	STAFF SUBJECT FILE This file consists of copies of memos., budget estimates, reports, purchase orders, committee minutes and working papers relating to the activities of the Staff, maintained and used as a working or subject file for day to day operations. Filed alphabetically by folder title. (1953-1956)	1.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 2 years thereafter.)
36	STAFF CHRONOLOGICAL FILE This file consists of copies of correspondence prepared in addition to the specified number of copies and used solely for convenience of operations and/or reference purposes. Essential material is duplicated in Item 35. Filed chronologically. (1953-1956)	1.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)

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ITEM NO.			
37	<p>EMPLOYEES SUGGESTION CASE FILES</p> <p>This file consists of folders utilized to centrally maintain all pertinent documents of an employee suggestion. Includes originals and copies of correspondence and forms on approved and disapproved cases such as transmittal of suggestions, proposals for evaluation, briefings and committee findings. Form 244, Employees Suggestion Form; form 244b, Evaluation of Employee Suggestion; for 37-164a, Report of Progress; or equivalent, and related papers properly filed therewith. Filed numerically by Suggestion number. (1954-1956)</p>	11.0	<p>Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)</p>
38	<p>EFFICIENCY AWARDS FILE</p> <p>This file consists of folders utilized to centrally maintain all pertinent documents on proposals for superior accomplishment and efficiency awards. Includes copies of memos and correspondence, on approved and disapproved cases, transmittals, recommendations, committee findings, SF52, Request for Personnel Action, and related papers properly filed therewith. Filed numerically by assigned case number. (1953-1956)</p>	.5	<p>Temporary. Destroy when 3 years old. (Place in inactive file upon completion of case or final Committee action; cut off inactive file at end of each year transfer to Records Center 1 year thereafter.)</p>
39	<p>CASH AWARD FILE</p> <p>This file consists of form 431, Request for Payment of Cash Award, and transmittal letters maintained and utilized as a working file for control and periodic reporting purposes. Filed chronologically by - fiscal year. (1953-1956)</p>	.1	<p>Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 2 years thereafter.)</p>

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ITEM NO.			DISPOSITION INSTRUCTIONS
40	<p>CONTROL AND STATUS FILE</p> <p>This file consists of that portion of Employees' Suggestions Form that is detachable and is utilized to control and reflect the status of the Suggestion during its processing cycle and final disposition. Filed numerically by Suggestion number and cross referenced alphabetically by suggestors name.</p> <p>(1952-1956)</p>	1.5	<p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p>
41	<p>INCENTIVE AWARDS LOG</p> <p>This file consists of a register of control numbers assigned to all Incentive Award Program applicants. Includes name of Suggestor or recipient and date of receipt of document.</p> <p>(1952-1956)</p>	.1	<p>Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 2 years thereafter.)</p>
42	<p>SUGGESTION INDEX FILE</p> <p>Consists of 3"x5" card files giving pertinent information regarding the subject of suggestion, utilized solely for convenience of operations to check for duplicate suggestions. Filed alphabetically by subject.</p> <p>(1952-1956)</p>	.2	<p>Temporary. Destroy individual cards 2 years after final committee action.</p>

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ITEM NO.			DISPOSITION INSTRUCTIONS
43	<p>REPORTS FILE</p> <p>Consists of copies of reports relative to the Incentive Awards Program, including a quarterly progress report to the DIS, annual report to the Civil Service Commission. (replaced annual report to Bureau of the Budget); or equivalent and related papers properly filed therewith. (1953-1956)</p>	.2	<p>Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 2 years thereafter.)</p>
44	<p>INCENTIVE AWARDS COMMITTEE AGENDA</p> <p>This file consists of the staff copy of the Committees agenda. Includes summary of evaluating official and Incentive awards staff; recommendations for guidance of committee; and informal resume of the committees deliberations; or equivalent, and related papers filed therewith. (1953-1956)</p>	1.2	<p>Permanent. Disposal not authorized. Retain in current file area indefinitely.</p>
45	<p>REFERENCE PUBLICATIONS FILE</p> <p>This file consists of regulations, bulletins, manuals, circulars, and other processed or printed documents. Includes promotional materials and publications from other Government agencies concerning the Program, utilized for reference purposes and/or convenience of operations. Filed alphabetically by subject.</p>	6.0	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

SECRET

OFFICE, DIVISION, BRANCH
 Management Staff, Business Machines Service

CONCURRENCE

TITLE
Chief, Bus Mach. Serv. 30 Sept 56

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
46	<p>PROJECT FILE</p> <p>This file consists of correspondence, reports, tabulations, workpapers, manuals and related material pertaining to the development of systems and procedures for the utilization and the application of office business machines and related equipment. Filed alphabetically by project, area, or study. (1954-1956)</p> <p>a. Copy of each pamphlet, final report, or other processed document of the project together with supporting papers documenting the project scope, procedure and accomplishments.</p> <p>b. Project workpapers, including background materials, analysts, notes, rough drafts, interim reports and related papers exclusive of the documents covered by item a above.</p>	<p>.2</p> <p>.6</p>	<p>Permanent. Disposal not authorized. Cut off at end of every 5 years and transfer to the Records Center.</p> <p>Temporary. Dispose of 6 months after final action on project report or 3 years after completion of report if no final action is taken. On material to be retained 3 years; transfer to the Records Center 1 year after submission of report.</p>
47	<p>PATENTS BOARD FILE</p> <p>This file consists of correspondence and reports relating to various inventions submitted to the Chairman of the Agency Patent Board by Agency personnel. As required by Executive Order 9865 the Chairman determines the individuals title to the invention and is responsible for protecting the rights of the government. Filed chronologically. (1951-1956)</p>	<p>.3</p>	<p>Temporary. Destroy when 3 years old. Cut off at end of each year; retain 3 years in current files area and destroy.</p>

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ITEM NO.			POSITION INSTRUCTIONS
48	<p>PROJECT SHEET FILE</p> <p>This file consists of the office copy of the Request or Proposal for Management Assistance (Form 30-27), and Completion Report on Management Project (Form 30-28). These copies are used for control and reference purposes and reflect the progress of each project. Filed numerically by project number.</p> <p>(1953-1956)</p>	.3	<p>Temporary. Destroy when 1 year old. Place in inactive file upon completion of project; retain 1 year and destroy.</p>
49	<p>REQUISITION JUSTIFICATION FILE</p> <p>This file consists of the written justification for new, replacement, or additional office business machines requested by various components by the requisition which is approved or disapproved by the Chief, BMS. Filed alphabetically by machine.</p> <p>(1954-1956)</p>	.8	<p>Temporary. Destroy when 1 year old. Cut off at end of each year; retain 1 year in current files and destroy.</p>
50	<p>MICROFILM EQUIPMENT INVENTORY FILE</p> <p>Consists of Equipment Inventory Record (Form 110) maintained and used to control the location and utilization of microfilm equipment within the Agency. Filed numerically by serial number.</p>	.4	<p>Temporary. Destroy when equipment is inoperative or when card is superseded.</p>
51	<p>REFERENCE PUBLICATION FILES</p> <p>Consists of brochures, catalogs, manuals, and other published materials pertaining to technical office equipment. Used for convenience of reference. Filed alphabetically by tube of equipment.</p>	4.2	<p>Temporary. Destroy when no longer needed for reference.</p>

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30-56

CONCURRENCE

OFFICE, DIVISION, BRANCH

Management Staff, Regulations Control Staff

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ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
52	<p>STAFF ADMINISTRATIVE FILE</p> <p>This file consists of correspondence on general administrative matters, personnel files, training programs, and material on policy and procedures relating to the functions of the Regulations Control Staff.</p> <p>(1952-1956)</p>	2.0	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
53	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically.</p> <p>(1952-1956)</p>	1.0	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
54	<p>CURRENT ACTION JOB FILE</p> <p>This file consists of all regulatory material published by the Staff that has been assigned a Job Number. Filed by Job Number.</p> <p>(Current)</p>	6.0	<p>Temporary. Place in Completed Job File, item 57, upon completion of case and dispose of accordingly.</p>
55	<p>DD/P JOB NUMBER FILE</p> <p>Consists of DD/P material which has been assigned a Job number for convenience of reference during Staff processing. Filed numerically by Job number.</p> <p>(Current)</p>	.1	<p>Temporary. Place in Completed Job File, item 57, upon completion of case and dispose of accordingly.</p>

SECRET

ITEM NO.			DISPOSITION INSTRUCTIONS
56	<p>REGULATORY ISSUANCES FILE</p> <p>This file is the office copy of each regulatory issuance published by the Agency and are maintained in Manuals. Filed by number of issuance. (Current)</p>	4.0	Permanent. Retain in current files area indefinitely.
57	<p>COMPLETED JOB FILE</p> <p>This file consists of background files of published issuances which have been removed from the Current Action Job File. Filed numerically by issuance member. (1955-1956)</p>	4.0	Permanent. Disposal not authorized. (Cut off at end of 6 months; transfer to Records Center 6 months thereafter.)
58	<p>PUBLICATIONS CONTROL CARD</p> <p>This file consists of Form 574, "Publications Control", a 5x8 visible index card which serves as a perpetual inventory of each numbered issuance of the Agency, reflecting all pertinent data and the complete history of each issuance; also serves as a ready reference. Filed numerically by number of issuance. (Current)</p>	1.0	Temporary. Disposal not authorized. Retain in current files area indefinitely.
59	<p>REGULATORY ISSUANCE INDEX CARD FILE</p> <p>Consists of 2 sets of 3"x5" cards containing the title and assigned issuance number of current published issuances used in answering inquires concerning subject content and in preparing the published index for Agency use. One set of cards is filed alphabetically by subject, the other numerically by issuance number. (Current)</p>	2.8	Temporary. Destroy cards when related issuance is superseded or becomes obsolete.

SECRET

ITEM NO.			DISPOSITION INSTRUCTIONS
60	<p>SUPPLEMENTAL DISTRIBUTION FILE</p> <p>Consists of extra copies of current regulatory issuances maintained by the Staff and used to fill supplemental requests for these issuances. (Current)</p>	12.0	Temporary. Destroy all extra copies when issuance is superseded or becomes obsolete.
61	<p>REGULATORY ISSUANCE DISTRIBUTION CONTROL FILE</p> <p>Consists of unnumbered forms used to control the initial distribution of Agency regulatory issuances. These forms contain listings of the offices, issuance title, distribution date, number of copies sent to each office, and the number of copies held in reserve. Arranged numerically by issuance number. (1954-1956)</p>	1.5	Temporary. Destroy related control sheet when issuance is superseded or becomes obsolete.

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