Approved For Release 2005/11/21 @A.RDP78-00487A000100190012-0

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

OFFICE OF COMMUNICATIONS



			schedule NO. -00487A00010019001250/) - 6 6
9,	RECORDSPROMYROLF SCREGGE 2005/11/21:	SECRET	3-00487A00010019001250/) - 6 (2
	DIVISION, BRANCH		
Exec	ice of Communications, Director of Communic	ations.	TITLE Chief, OC-Records DATE
			Management Staff 19 January 1966
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	POLICY, PLANS, AND PROGRAMS		
	These files are maintained under a numeric system and consist of correspondence reflecting Office of Communications policy, plans, programs, accomplishments, and the activities of the intra-agency and interdepartmental liaison boards and panels.	0.4	(PR GT 1-A Sen, 1)
	a. Documentary material reflecting policy, decisions, plans, programs, organ ization, and accomplishments of the Office of Communications.		Permanent. Disposal not authorized. Review every 2 years, then transfer inactive material to the Records Center.
	b. Interdepartmental and intra- agency liaison boards and panels.		Temporary. Destroy 25 years after receipt in the Records Center. Retain 3 years, then transfer to the Records Center.
	c. Computer Services requirement approvals		Temporary. Destroy 10 years after receipt in the Records Center. Retain 5 years, then transfer to the Records Center.
	d. Special programs		Temporary. Destroy 20 years after receipt in the Records Center. Retain 5 years, then transfer to the Records Center.
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	Approved For Release 2005/11/21 :	CIA-RDP78	1

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L	ITEM NO.	FILES IDENTIFICATION	VOLUME	
	1.	Approved For Release 2005/11/21: CIA-P POLICY, PLANS, AND PROGRAMS - con't	SECRET	
		e. D/CO Staff Meeting Minutes		Temporary. Destroy 10 years after receipt in the Records Center. Retain 5 years, then transfer to the Records
				Center.
	2.	REPORTS		
		These files are maintained under a numeric system and consist of the following: (1964 - present)	1.0	
		a. Quarterly Economy Reports		Temporary. Retain 2 years, then destroy.
		b. Fiscal Year Programming		Temporary. Retain 5 years, then destroy.
		c. Special reports, surveys, and documents pertaining to historical events of permanent significance to the Office of Communications.		Permanent. Disposal not authorized. Cut off at end of each calendar year, then transfer to the Records Center.
		d. Audit Reports and Investigations: These files consist of special reports and copies of audit reports and investi- gations for the Office of Communications, both Headquarters and Field. (1952 - present)		Temporary. Destroy after 10 years. Retain 3 years, then transfer to the Records Center.
	з.	ADMINISTRATION		
		These files are maintained under a numeric system and consist of correspondence, reports, cables, dispatches, and forms pertaining to personnel administration, training, suggestion awards, special awards, honor awards, commendations, travel, budget, financial matters, overtime statistics, space requirements, and career management. Approved For Release 2005/11/21: CIA-R		t7Δ000100190012-0
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FILES IDENTIFICATION

FILES IDENTIFICATION

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- 3. ADMINISTRATION con't
 - a. Personnel Management: These files contain documents concerning the career planning, career panels, Office of Communications strength reports, personnel headroom, and personnel assignments.
 - b. Suggestion Award Files: These files contain documents concerning the employee's suggestion, evaluation of employee's suggestion, and documentation.
 - c. Special and Honor Awards: These files contain background material, letters of recommendation, recommendation for honor or merit award, proposed citations, and documentation.
 - d. Longevity Awards: These files consist of correspondence, longevity awards, ceremony correspondence, and documentation.
 - (1) Awards
 - (2) Correspondence

Temporary. Destroy 5 years after receipt in the Records Center. Review every 2 years, destroy non-record material, retain material needed for current operations, then transfer inactive material to the Records Center

Temporary. Destroy 5 years after receipt in the Records Center. Retain 2 years, then transfer to the Records Center.

Permanent. Disposal not authorized. Retain 20 years, then forward to the Records Center.

Temporary. Retain 2 years, then forward to OC-A for insertion in personnel soft file.

Temporary. Destroy 10 years after receipt in the Records Center. Retain 3 years, then transfer to the Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 · CIA-B	VOLUME	37Δ000100190012-0
4.	CHRONOLOGICAL FILES For Release 2005/11/21 : CIA-R	SECRET	77 7000 100 1000 12-0
	These files are maintained under a numeric system for convenience of reference and consist of extra copies of correspondence. (1963 - present)	1.2	
	a. Cables		Temporary. Maintain 1 year, destroy earliest month upon filing last month.
	b. Dispatches		Temporary. Retain 2 years, then destroy.
	c. Memoranda		Temporary. Retain 2 years, then destroy.
	d. Mail Control Logs		Temporary. Destroy 10 years after receipt in the Records Center. Retain 2 years, then transfer to the Records Center.
5.	PUBLICATIONS		
	These files are maintained under a numeric system and are filed in chronological order. (1956 - present)	3.0	
	a. OC Regulatory Issuances: These files contain OC orders, notices, memoranda, handbooks, and other internal issuances and correspondence pertaining to the rescission and/or rewrite of the OC issuances.)	
	(1) Agency Regulatory Issuances: These files contain proposed agency regulations, OC comments, background, and reference material pertaining to the proposed issuance.	,	Temporary. Destroy 10 years after receipt in the Records Center. Retain 3 years, then transfer to the Records Center.
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. [TEM NO.	FILES IDENTIFICATION		
`		FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-F	DP78"6 64	37A000100190012-0 INSTRUCTIONS
	5.	PUBLICATIONS - con't	SECRET	
		(2) <u>Directives</u> : These files contain agency notices, regulations, handbooks, and DD/S directives.		Temporary. Destroy when superseded, rescinded, or no longer needed for reference.
		(3) Employee Bulletins		Temporary. Retain 6 months, then destroy.
		(4) Support Bulletins		Temporary. Retain 30 days, then destroy.
		(5) Rescission Check List		Temporary. Retain 6 months, then destroy.
		Approved For Release 2005/11/21 - CIΔ-F	⇔5 20078-004	87,000100190012.0

SCHEDULE NO. RECORDADIOUNTED FOS (PROTESTED 2005/11/21 : CIACROPTE SEUTI **\$**00487A0001,**50**19**06**12-**0** OFFICE, DIVISION, BRANCH Office of Communications, ion Staff DATE28 Feb 1966 TITLE Chief, OC-Records Management Staff ITEM NO. FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) VOLUME (CUBIC FT.) DISPOSITION INSTRUCTIONS 1. POLICY, PLANS, AND PROGRAMS Files are maintained in a numeric system and consist of cables, dispatches, memoranda, reports, and other correspondence reflecting the policy, decision, organization, coordination, plans, and programs developed and received for the Office of Communications and consist of the following: Permanent. Disposal not authorized. Organizational Policy - Files 0.1 Review every 2 years, retain material contain copies of staffing patterns for Headquarters and Field components needed for current operations and transfer inactive material to the and correspondence reflecting policy Records Center. decisions and changes in the organizational policies and structure of the Office of Communications. (1950 - present) Permanent. Disposal not authorized. Legal Status of Stations - Files 0.2 Review every 2 years, retain material contain correspondence pertaining to needed for current operations, and the planning stages and the procuretransfer inactive material to the ment of land for OC field stations Records Center. and the legal status of each station. Also legal papers and other correspondence reflecting the use of and programming for each station. (1964 - present) Permanent. Disposal not authorized. Review every 2 years, retain material grow ineeded for current operations, and excluded from example and Agreements - Files contain copies 0.3 of inter-agency and intra-agency agreements and letters of understanding involving the OC, as well as PDP 35 50487 A000100190012-0 Approved For Release 2005/11/21: CTA

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
.1.	POLICY, PLANS, APAND VOLTE PANCES 2005/111/21: CIA-	RDP78-004	87A000100190012-0
		() tu ka *	Records Center.
	d. War Planning - Files contain cables, dispatches, memoranda, reports, war plan documents, policy war plan packages, emergency and evacuation plans, operational documents and other correspondence relating to the communications aspects of the Agency and United States. (1954 - present)	1.3	Temporary. Destroy 25 years after receipt in the Records Center. Revie annually, destroy non-record material retain material needed for current operations, and transfer inactive material to the Records Center.
	e. Emergency Planning - Documents relating to emergency relocation, evacuation, and communications planning in the event of emergency conditions. (1955 - present)	0.2	Temporary. Retain on a current basis Destroy when superseded, obsolete, or no longer needed for reference.
	f. Communications Strategic Reserve Stockpile - Files contain cables, dispatches, memoranda, and other type correspondence relating to reserve stockpiling of staff and agent communications equipment in strategic sites throughout the world and the maintenance of the stockpile. (1960 - present)	0.4	Temporary. Destroy 20 years after receipt in the Records Center. Cut off at the end of 5 years, then transfer to Records Center.
	g. Program Review and Forecast - Files contain correspondence regarding the fiscal year programming for equipment, personnel and facilities for OC Headquarters and field components. (1961 - present)	1.6	Temporary. Retain 2 years, then destroy.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	REPORTS Approved For Release 2005/11/21 : 6/A-R	D₽78-0048	7A000100190012-0
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	Files are maintained under a numeric system and consist of monthly reports, special reports, reports of accomplishments and economies achieved. (1953 - present)		
	a. Monthly Reports	0.0	Permanent. Disposal not authorized. Retain 1 year, then transfer to the Records Center.
	b. Accomplishments and Objectives	0.2	Temporary. Destroy after 20 years. Retain 5 years, then transfer to the Records Center.
	c. <u>Economy</u> - Quarterly report on financial matters.	0.1	Temporary. Retain 2 years, then destroy.
	d. Top Secret Inventory - An inventory report of all TOP SECRET documents assigned to the Staff.	0.1	Temporary. Retain current copy. Destroy previous inventories.
	e. Special - Consist of reports prepared on certain phases of OC policy, plans, programs, activities and world-wide communications support. These reports are prepared for and required by Agency components, the Intelligence Community, etc. Files also contain notes, briefing materials, correspondence and visual aids used in conjunction with the special reports.	0.2	Permanent. Retain 5 years, then transfer to the Records Center.
3.	a. Equipment Management by Technical Categories - Files are maintained in a numeric system and consist of	0.1	Temporary. Destroy 10 years after receipt in Records Center. Review every 2 years, destroy non-record material, retain material needed for current operations, and transfer
	cables, dispatches, memoranda, reports, policy and planning documents relating to the overall management of communications equipment of communications equipment of Reference 2005#1924t)CIA-R	الأديسيري	inactive material to the Records Center.
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ſ	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
		Approved For Release 2005/11/21 : CFA	DP78-004	
	4.	CORRESPONDENCE FILES	الأخامان	
		These files are maintained in a numeric subjective system and contain cables, dispatches, memoranda, forms, and other correspondence reflecting the administration of the overall missions and functions of the Office of Communications. Files consist of the following items. (1946 - present)		
•		a. Intra-Agency and Inter-Agency Files - Copies of plans, directives, documents and proposals which bear on communications matters and used to determine their effect on or relation to the communications capabilities of the Agency.	1.0	Permanent. Disposal not authorized. Retain while active. Hold inactive records for one additional year, then transfer to the Records Center.
		b. Field Station Files - Correspondence regarding the review of plans, programs, and procedures to be effected at OC field stations. (1954 - present)	1.10	Temporary. Destroy 50 years after receipt in the Records Center. Review every 2 years, retain material needed for current operations and forward non-current material to the Records Center.
	5.	FINANCE POLICIES AND BUDGET		
•		Files are maintained in a numeric system and consist of cables, dispatches, memoranda, reports, and correspondence reflecting the financial policies of the Agency and OC, operating budget, preliminary and office estimates, program reviews, reimbursable cable costs, and bulk stock account. (1952 - present)		
		a. Sale of Equipment to Other Government Agencies - Correspondence reflecting the preliminary negotia- tions and plans for the sale of	0.9	Temporary. Destroy 25 years after receipt in Records Center. Retain 3 years, then transfer to Records Center.
· ° <u> </u>		Approved For Release 2005/11/21 : CIA-R	DP78-004	B7A000100190012-0
F	ORM NO. JAN 56	139a USE PREVIOUS RECORDS CONTROL SCHEDULE - C	CONTINUAT	ION SHEET (41)

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	· .5 .	Approved For Release 2005/11/21 : CIA-F	RDP78-004	
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		communications equipment to other U.S. Government Agencies.		
		b. Statistical Data - Relative to personnel, facilities, funds, and workload factors used as management aids and as background material for program studies and evaluations.	0.2	Temporary. Retain 25 years, then destroy.
	6.	REGULATORY ISSUANCES Files are maintained under a numeric system and consist of Agency, OC, and regulatory issuances. (1951 - present)	0.6	Temporary. Retain on a current basis. Destroy when superseded, obsolete, or no longer needed for reference.
	7.	CHRONOLOGICAL FILES	0.3	
:		These files are maintained under a numeric system and consist of extra copies of correspondence. Files are maintained for convenience of reference. (1962 - present)	i	
_		a. <u>Cables and Dispatches</u>		Temporary. Retain 1 year, then destroy.
		b. Memoranda		Temporary. Retain 2 years, then destroy.
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	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	42	OC FIELD STAT Approved For Release 2005/11/21 : CIA		487A000100190012-0
		These files consist of memorandums, reports, cables, forms, and other correspondence reflecting station activity. Filed alphabetically by station.		
		a. Policy and Procedures: These files consist of policies, procedures agreements, and other correspondence reflecting the organization of the station.	,	Permanent. Disposal not authorized. Cut-off at end of each calendar year; retain 2 additional years, then transfer to the Records Center.
		b. Administrative Support Files: These files consist of administrative support, correspondence, and reports pertaining to the station.		Temporary. Retain 2 years, then destroy.
	5.	BASE RADIO STATION FILES		
		These files consist of memorandums, reports, cables, forms, and other correspondence reflecting station activity. Filed alphabetically by station.		
		a. Policy and Procedures: These files consist of policies, procedures, agreements, and other correspondence reflecting the organization of the station.		Permanent. Disposal not authorized. Cut-off at end of each calendar year; retain 2 additional years, then transfer to the Records Center.
		b. Administrative Support Files: These files consist of administrative support, correspondence, and reports pertaining to the station.		Temporary. Retain 2 years, then destroy.
	6.	PROJECT FILES		- 1
		These files consist of memorandums, reports, cables, forms, and other correspondence reflecting Project activity. Filed alphabetically by project.	p	insol
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EM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3:3.	PROJECT FILES -Approved For Release 2005/11/21 : CIA	-RDP78-00	487A000100190012-0
	 a. Policy and Procedures: These files consist of policies, procedures, agreements, and other correspondence reflecting the Project operation. b. Administrative Support Files: 	4000	Permanent. Disposal not authorized. Cut-off at end of each calendar year; retain 2 additional years, then transfer to the Records Center. Temporary. Retain 2 years, then
7.	These files consist of administrative support, correspondence, and reports pertaining to the Project activity. REFERENCE FILES		destroy.
,	Files are maintained under a numeric system and are filed in chronological order.		
	a. Chronological Files - These files consist of extra copies of "IN" and "OUT" cables, dispatches, and copies of outgoing correspondence. Such files are maintained for the convenience of reference.		
	(1) <u>Cables</u> - Filed chronologi- cally.		Temporary. Maintain 6 months; destroy earliest month upon filing latest month.
	(2) <u>Dispatches</u> - Filed chrono- logically.		Temporary. Retain 6 months, then destroy.
	(3) Memorandum for the Record - Filed chronologically.		Temporary. Retain 2 calendar years then destroy.
	(4) Pseudonym and Cryptonym File - True and pseudonym name files for personnel in areas. Also, true names and crypto- nyms of various government agencies and departments.		Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
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	ITEM NO.	FILES IDENTIFICATION	VQLUME	DISPOSITION INSTRUCTIONS
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(1. *	·		2.0	Temporary. Destroy after 50 years. Retain 3 years, then transfer to the Records Center.
		c. Requirements - Correspondence pertaining to operational and project requirements levied on SPS/SEO. (1959 to Present)	0.5	Temporary. Destroy after 25 years. Retain 5 years, then transfer to the Records Center.
(1) (1)	7.	d. Special Electronics Operations - Requirements, equipment and equipment testing files. Files also contain correspondence pertaining to Special Electronic Operations such as Non-Morse, etc. (1952 to Present) CONTRACT FILES - EXTERNAL	8.0	Temporary. Destroy 10 years after receipt in the Records Center. Review every 2 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to the Records Center.
		These files are maintained in a numeric system and contain individual procurement transactions, i.e., documents relating to the negotiations, commitments, placements, and administration of the contracts, purchase orders, comparable instruments, proposed contracts, correspondence and receipts to and from commercial firms and Office of Logistics, basic contracts, amendments, task orders, payments, audit of accounts, specifications, modifications, technical publications, conference reports, trip reports, work orders, contract monthly reports, analysis reports, etc. (1954 to Present)	16.0	Permanent. Disposal not authorized. Retain 5 years after completed, terminated, or cancelled, then transfer to the Records Center. COMMO 50-66/02 (SPD) ARCHN 55
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_		Approved For Release 2005/11/21 : CIA-R		37A000100190012-0
F	ORM NO.	39a USE PREVIOUS RECORDS CONTROL SCHEDULE - C	نا كالمالك كان	ON SHEET Segre 10 4 10/27/19 (141)

•	RECARDS O CONTROL RECUES UZO 05/11/21 : 0		SCHEDULE NO. 0487A000100190012-0
Offic Speci	e of Communications al Programs Staff al Electronic Operations Branch		TITLE DATE 18 June 196 OC-Records Administration Officer
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	(CUBIC FT.)	DISPOSITION INSTRUCTIONS
2.	BRANCH ORGANIZATION AND ADMINISTRATION FILES These files are maintained under a numeric system by subject and consist of correspondence, memoranda, reports, and related records pertaining to the plans programs, operations, and administration of the branch. (1959 to present) BOARDS AND COMMITTEES These files are maintained under a numeric system by subject and consist of memoranda, minutes and agenda of com-	0.5	Temporary. Destroy 5 years after reveipt in Records Center. Review every year. Destroy non-record material, retain material needed for current operations, and transfer inactive material to Records Center. Temporary. Destroy after 5 years. Retain 3 years then transfer to Records Center.
3.	mittees, sub-committees, working groups progress reports, and other correspondence regarding Counterinsurgency, System Intelligence, etc. (1959 to present) PROJECT FILES These files are maintained under a numeric and alphabetic system and consist of cables, dispatches, reports and other correspondence reflecting the Special Electronic Operations. (1952 to present)	2.0	Temporary. Destroy after 50 years. Retain 5 years then transfer to Records Center.
4.	These files are maintained under a numeric and alphabetic system and consi of cables, dispatches, memoranda, reporand other correspondence pertaining to	ts,	Temporary. Destroy after 50 years. Retain 3 years then transfer to Records Center

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			DISPOSITION INSTRUCTIONS
TEM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-F	VOLUME	DISPOSITION INSTRUCTIONS
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4.	STATION FILES - con't	ZECUL	
	Electronic Operations. (1952 to present)		
5.	REPORTS		
	These reports are maintained under a numeric system by subject and contain information as to policy, liaison, problems, actions, and other data pertinent to the operations of the Agency World-wide Communications System. (1959 to present)		
	a. Monthly Branch Reports	0.5	Temporary. Retain 2 years then destroy.
	b. Engineering Control Reports - Information Memoranda for the Record from DD/S&T on Trip Reports of contacts with different research laboratories (i.e. Memoranda give information place of meetings, performance, and the projects status.	0.5	Temporary. Retain 3 years then destroy.
	c. Analysis Reports - A complete resume of each tape forwarded to Headquarters for Signal Analysis.		
	(1). NSA Analysis Reports	0.5	Temporary. Retain 2 years then destroy.
	(2). OC-SP/CEN Analysis	0.5	Temporary. Retain 2 years then destroy.
	d. R&D Reports - Files contain correspondence, specifications, contracts, drawings, and related papers pertaining to the development of equipments used in support of the Agency Communications System.	0.5	Temporary. Destroy after 50 years. Review each year, destroy non-record material, retain material needed for current operations and transfer inactive material to Records Center.
		2	DATE (\$10.400.40.0)
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21: CIA-R c. Accomplishments and Objectives	DP78-004	\$7A00010 <u>0190012</u> -0
	Annual report on the accomplishments and objectives of the Staff and Branches.	OL Same	12 2000/96
	(1) Staff	0.1	Temporary. Destroy after 20 years. Retain 5 years, then transfer to the Records Center.
	(2) Branch	0.1	Temporary. Destroy after 5 years. Retain 3 years, then transfer to the Records Center.
	d. Analysis Reports - A complete resume of tapes received for signal analysis. Also included are NSA Analysis Reports.	10.0	Temporary. Retain microfilm reels for 50 years, then destroy. Destroy paper copy when recorded on microfilm.
	e. Research and Development Reports Correspondence, specifications, contracts, drawings, and related papers pertaining to the development of equipments used in support of the Agency Communications Systems.	2.0	Temporary. Destroy 50 years after receipt in Records Center. Review each year, destroy non-record material retain material needed for current operations and transfer inactive material to the Records Center.
i A	f. Engineering Control Reports Information memoranda for the record from DDS&T on trip reports of contacts with various commercial research laboratories. Memoranda contains information regarding meetings, performance, and project status.	0.4	Temporary. Retain 3 years, then destroy.
	g. Special Activities - Information summaries, trip reports, and survey reports. These are considered to be historical documents and should be retained	0.1 s.	Permanent. Disposal not authorized. Cut-off at end of 5 years, then transfer to the Records Center.
	permanently.		
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ITEM NO	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
€ .	Approved For Release 2005/11/21 : CIA-RI REGULATORY ISSUANCES	DP 70-0040	A 20 100 1900 12-0
	These files are maintained under a numeric system by subject and are filed by Publication Issuance number and consist of the following:		
	a. Agency	0.5	Temporary. Destroy when obsolete rescinded or no longer needed for reference.
	b. Office of Communications	0.5	Temporary. Destroy when obsolete rescinded or no longer needed for reference.
	c. Non-Agency	0.5	Temporary. Destroy when obsolete rescinded or no longer needed for reference.
7.	REQUIREMENTS FILES		
	These files are maintained under a numeric system by subject and consist of correspondence pertaining to operational and project requirements levied on the branch. (1959 to present)	0.5	Temporary. Destroy after 25 years Retain 5 years then transfer to Records Center.
8.	REFERENCE PUBLICATIONS AND MANUALS		
	These files are maintained under a numeric system by subject and consist of classified and unclassified publications, books, manuals, etc. from various sources and used for reference purposes (1959 to present)	8.0	Temporary. Destroy when obsolete superseded, or no longer needed for reference purposes, except that material to have future value may sent to Records Center for two years and then destroy.
9.	INDIVIDUAL PERSONAL FILES		
	These files are maintained under a numeric system by subject and consist of working papers on finished or unfinished projects, reports, and/or personal files	1.0	Temporary. To be screened periodically and destroy obsolete material.
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¥, 2 s	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
م د	۵.	Approved For Release 2005/11/21: CIA-R INDIVIDUAL PERSONAL FILES - con't	DP / 8-0046	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
		of OC-SP/SEO personnel on duty or TDY. (1959 to present)	-	
	10.	CORRESPONDENCE		į į
•		These files are maintained under a numeric system and consist of intra-agency and inter-agency correspondence pertaining to the support activities and operations of the OC-SP/SEO Branch. (1959 to present)	2.0	Temporary. Destroy 10 years after receipt in Records Center. Review every 2 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to Records Center.
	11.	SPECIAL ELECTRONIC OPERATIONS		
< 1		These files are maintained under a numeric system by subject and consist of requirement, equipment, and equipment testing files and the files contain memoranda, cables, dispatches, reports, manuals, and other correspondence pertaining to Special Electronic Operations, such as Non-Morse, etc. (1952 to present)	8.0	Temporary. Destroy 10 years after receipt in Records Center. Review every 2 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to Records Center.
•			APPROV	7/1/65
			AFFROV	Date CLA Records Administration Outcer
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	Special Office of Communications Programs Staff		TITLE (// DATE
	COMINT Operations		Chief, OC-SPS - COMINT Operations 21 April 19
TEM 10.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	SUBJECT FILES		
	These files are maintained under a numeric system and consist of Intra-Agency, Inter-Agency, and OC correspondence relating to the overall operational support/responsibilities of the Branch. These are considered to be historical documents and should be retained permanently.	1.0	Permanent. Disposal not authorized. Cut-of at end of 5 years then transfer to the Record Center.
	(1960 to present)		lod 5/ fah
2.	considered to be historical documents and should be retained permanently. (1960 to present) REPORTS These files are maintained under a numeric system and consist of the following: a. Special Activities: Information summaries, trip reports, and survey reports. These are considered to be	we.	MORAL DO
	a. Special Activities: Information summaries, trip reports, and survey reports. These are considered to be historical documents and should be retained permanently. (1954 to present)	.1	Permanent. Disposal not authorized. Cut-or at end of 5 years then transfer to the Record Center.
	b. Semi-Annual Operational: Reports on operational projects and administration of field activities. These are considered to be historical documents and should be retained permanently. (1963 to present)	.2	Permanent. Disposal not authorized. Cut-on at end of 5 years then transfer to the Recon Center.
	nter sent)	.2	Temporary. Cut-off at end of each calendar year; hold for <u>l</u> additional year then destro

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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3.	REQUIREMENTS These files are maintained under a numeric system and consist of special support requirements for significant events, crisis, and other special activities. These are considered to be historical	.1	Permanent. Disposal not authorized. Cut-off at end of 5 years then transfer to the Records Center.
<u>т</u> .	documents and should be retained permanently. (1960 to present) ACTIVITIES SUPPORT FILES		
	These files are maintained under a numeric system and ordinarily consist of correspondence and memoranda relating to the overall administration, support responsibilities, and the operational requirements levied on OC. These are considered to be historical documents and should be retained permanently.	.1	Permanent. Disposal not authorized. Cut-off at end of 5 years then transfer to the Records Center.
	(1962 to present)		
5.	FACILITY FILES		
-	These files are maintained under a numeric system and consist of domestic and overseas correspondence memoranda, cables and dispatches, on projects and special support activities pertaining to COMINT and SIGINT facilities.	1	Temporary. Destroy after 25 years. Cut-off at end of each calendar year; hold for 2 years then transfer to the Records Center.
	(1962 to present)		
6.	REFERENCE FILES		
	These files are maintained under a numeric system and are filed in chronological order.		·
	a. Chronological Files: These files consist of extra copies of in and out cables and dispatches and copies of outgoing correspondence. Such files are maintained for convenience of reference.		
L	Approved For Release 2005/11/21 : CIA-R	DP78-004	87A000100190012-0
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Ŀ	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
٠ŀ			VOLUME	
(١	Approved For Release 2005/11/21 : CIA-R (1) Cables and Dispatches: File		
1	İ	chronologically. (1963 to present)	10.0	Temporary. Maintain 6 months; destroy earliest month upon filing latest month.
		(2) Correspondence: File chrono- logically. (1962 to present)	2.0	Temporary. Retain 2 years in Office of Record and destroy.
		(3) COMINT Cable Archives: COMINT outgoing and incoming cables; all categories and all classifications arrange in chronological order. (1963 to present)	1.3	Temporary. Retain 1 year in Office of Record; thereafter retire to archives to be retained for an additional 14 years. (Access limited to SP personnel only.)
		(4) Memo for the Record: Chrono- logical file of memoranda written by OC-SP/CMT. (1962 to present)	.1	Temporary. Retain 2 years in Office of Record and archive for 5 years and destroy.
	7.	PUBLICATIONS		
		These files are maintained under a numeric system and are filed by publication issuance number. They consist of the following:		
		a. Agency Regulations: COMINT procedural instructions, directives, and handbooks pertaining to COMINT material. (1953 to present)	•5	Temporary. Destroy when superseded or no longer needed for reference.
		b. NSA Regulations: NSA Publications and NSA Technical Information letters. (1961 to present)	.1	Temporary. Destroy when superseded or no longer needed for reference.
	8.	SPECIAL CENTER LOGS		
		Accountability and control logs for all incoming and outgoing OC COMINT documents. (1959 to present)	.14	Temporary. Retain 5 years in Office of Record and destroy.
		·		
L		Approved For Release 2005/11/21 : CIA-R	DP78-0048	7A000100190012-0
F	ORM NO.	130a USE PREVIOUS		(Town 2 of 2)

MMS RE**PORTS VECNIFING IR 母母的 ENLOY**05/11/21:CIA-RDP78-00487A0**0010月10日19**005/11/20: OFFICE, DIVISION, BRANCH Office of Communications Administration Staff о јигу 1965 Chief. Records Management Staff ITEM NO. VOLUME (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) DISPOSITION INSTRUCTIONS 1. SUBJECT FILES APPRO These files are maintained under a numeric system by subject and consist of CIA Records Administration Officer cables, dispatches, memoranda, forms and other correspondence reflecting policy, planning, programs, and activities of the boards and panels of the Administration Staff. Personnel: Files are maintained in a numeric system and consist of cables, dispatches, and other correspondence reflecting OC Personnel planning, programs, and information of the Boards and Panels contributing to the policy. (1962 to present) (1). Personnel Policy: Documents 0.1 Temporary. Destroy 10 years after reflecting OC Personnel Policy. receipt in Records Center. Maintain on a current basis; destroy non-record material, transfer non-current record material to Records Center. (2). Planning, Programs, Boards 0.5 Temporary. Destroy 5 years after and Panels: Correspondence on headreceipt in Records Center. Review room, staffing, rotation, career every 3 years, destroy non-record material, retain material needed for development, annual personnel program review, contingencies, career boards current operations then transfer inactive material to Records Center. and panels. Emergency Relocation/Evacuation: 0.2 Temporary, Retain on a current basis; Planning papers on Emergency reloca-Planning papers on Emergency reloca destroy when superseded, or no longer tion of Hemphroved For Release 2005 1/1/21: Claum Plan and breadle document of the control of the FORM NO. 139 USE PREVIOUS

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EM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
L.	Approved For Release 2005/11/21: CIA-RI SUBJECT FILES - con't	DP78-0048	7A000100190012-0
	personnel and offices and the procedures for evacuation/relocation.	·	
	b. Budget and Fiscal:		
	These files are maintained in a numeric subjective system by fiscal year and consist of background material and related working papers for preparation of the budget for the Office of Communications. (FY 1961 to present)	2.0	Temporary. Retain 3 fiscal years then destroy.
o-t _e	(1). Intra-Agency Correspondence relating to the development of the OC Budget, allocations and obligations. (1963 to present)	1.0	Temporary. Retain 3 years then destroy.
{	c. Cover, Security, Logistics:		·
	These files are maintained in an alphabetical system by station and by subject, and consist of dispatches, cables, and correspondence relating to the station cover requirements regarding import and export restrictions, housing, QP furniture and vehicles, and shipment of HHE and POV's. (1958 to present)		
	(1). Policy and Procedures: Correspondence setting forth U.S. Government and Agency policy on Logistics channels, funds, etc. (1961 to present).	1.5	Temporary. Destroy 5 years after receipt in Records Center. Review every 2 years; destroy non-record material, retain material needed for current operations then transfer inactive material to the Records Cente
	(2). DD/S Approval Memoranda: Chronological copies of all memoranda sent to and received from the office of the DD/S relating to the policy on aspects of cover, security, and official personal problems. Approved For Release 2005/11/21: CIA-RI	0.1 SECR DP78-2048	Temporary. Destroy 10 years after receipt in Records Center. Retain 3 years then transfer to the Records Center

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*1.	SUBJECT FILES - con't	CLUME	<u>်</u> မိ
	(3). Requirements: Station cover requirements for import and export restrictions; housing, furniture, vehicles, etc.	0.5	Temporary. Retain on a current basis; destroy obsolete material.
2.	PERSONNEL ADMINISTRATION		·
	These files are maintained under a numeric system by subject and consist of cables, dispatches, memoranda, forms and other correspondence reflecting activities in personnel management, administration, processing, services and accounting. These files contain Office of Communications rosters and patterns of personnel organization arranged for the administration of OC positions on a world-wide basis.		
	a. Personnel Management:		
	(1). Documents concerning recruit- ment, placement, career planning, fitness reports, promotion, reassign- ment and training of staff employees. (1963 to present)	0.8	Temporary. Retain 2 years then destroy.
	(2). Documents surrounding the separation or retirement of staff employees. (1964 to present)	0.7	Temporary. Destroy 10 years after receipt in Records Center. Retain 2 years then transfer to the Records Center.
	(3). Documents surrounding the employment of utilization of non-staff personnel. (1958 to present)	0.7	Temporary. Destroy 5 years after receipt in Records Center. Review every 2 years, destroy non-record material, retain material needed for current operations then transfer inactive material to Records Center.
	b. Personnel Administration:	SEGRE	- T
	(1) PosApproyed For Release 2005/12/21 CIAR	<u>ΦΡ₹8-₹904</u>	87400000000012-Destroy 5 years after
FORM NO	139a USE PREVIOUS RECORDS CONTROL SCHEDULE -		

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•	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
· · ·	2.	PERSONNEL ADMINISTRATION - con't	DP (0-0040	7/A000 100 1900 12-0
•		Personnel indexed by component and Staffing Complement change authorizations. (1955 to present)	Cina Coutra u	receipt in Records Center. Review every 5 years, destroy non-record material, retain material needed for current operations then transfer inactive material to the Records Center.
		(2). Manning Tables of personnel positions and incumbents created every two months and arranged by OC Field Areas. (1964 to Present)	0.8	Temporary. Retain current and 2 superseded copies. Destroy previous Manning Tables.
		(3). Staffing Patterns of OC positions authorized by the cover organization (TOP SECRET). (1961 to present)	0.2	Temporary. When rescinded or obsolete transfer to OC-RMS for destruction.
		(4). Administration of personnel ceilings for the OC. (1963 to present)	0.1	Temporary. Destroy 10 years after receipt in Records Center. Cut-off at the end of 2 calendar years; hold for 1 additional year then transfer to Records Center.
		(5). Administration of positions and personnel including positions descriptions, TDY standby list, and the Rest and Recreation program. (1964 to present)	0.1	Temporary. Destroy when superseded, outdated, or no longer needed for reference.
		(6). Staff individuals employee folders (soft files) including papers documenting all personnel actions affecting the individual, fitness reports, forms, correspondence pertaining to assignments, training, processing and travel of the employee.	50.0	Temporary. Upon separation of the employee, screen then transfer to the Office of Personnel. Upon transfer, screen and forward to the gaining office.
		(7). Contract employee files contain a copy of the contract, instructions, reports and correspondence pertaining to the employee and the status of the Coaspacotd For Release 2005/11/21: CIA-R	1.4 EGNET DP 78-0 048	Temporary. Type A employees screen and transfer to the Office of Personnel (Contract Division). All others screen and place in inactive 740001900120 year then transfer to
	FORM NO. 1 JAN 56	139a USE PREVIOUS RECORDS CONTROL SCHEDULE - C	CONTINUAT	ION SHEET (41)

ITEM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CM-R	DECME	DISPOSITION INSTRUCTIONS
2.	Approved For Release 2005/11/21: CDAR PERSONNEL ADMINISTRATION - con't	□#₹₹8-1 0048	\$7A000100190012-0
			Records Center for 75 years then destroy.
	(8). Service Record Cards are official summaries of the salient facts of employment history that are maintained to eliminate frequent reference to personnel files.	1.3	Temporary. Retain for 1 year after separation then destroy.
	(9). Employee sensitive case file.	1.5	Temporary. Maintain in the Office of Communications per until employee is separated or transferred then destroy.
	(10). Employee Conduct files consist of signed conduct statements by OC personnel. (1963 to present)	0.3	Temporary. Retain most current signed document and destroy all previous statements.
	(11). Employee safety books, pamphlets, and other correspondence. (1964 to present)	0.1	Temporary. Destroy when superseded; or no longer needed for reference.
	(12). Inter-agency and intra-agency correspondence relating to the Administration of OC Personnel on a world-wide basis. (1963 to present)	0.1	Temporary. Retain 3 years then destroy.
	c. Personnel Processing:		
	(1). Documents concerned with Personnel processing procedures, briefing of processees, TDY, and pseudonym reference. (1960 to present)	6.0	Temporary. Destroy when superseded or no longer needed for reference.
	(2). Documents maintained by station concerning PCS personnel movement. (1964 to present)	4.5	Temporary. Retain 2 years then destroy.
	Approved For Release 2005/11/21 : CI♠♠	PP ZE OD48	7A000100190012-0

ITEM NO.	FILES IDENTIFICATION	1 1/01 ::::5	DISDOCITION INSTRUCTIONS
FILM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-F	DP78-004	DISPOSITION INSTRUCTIONS 87A000100190012-0
2.	DEDGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGG		
	(3). Individual processee files.	6.0	Temporary. At completion of processing, incorporate record material in the official employee soft file then destroy non-record material.
	(4). Shipment of HHE and POV's, ETA's and ETD's of personnel and correspondence relating to personnel matters of a temporary nature. (1963 to present)	2.0	Temporary. Retain for 1 year then destroy.
	(5). Pouch manifests covering shipment of personnel documents. (1965)	0.5	Temporary. Retain 6 months then destroy.
	(6). Card index (3x5) containing information relating to cover, overseas assignments, and general personal information.	1.2	Temporary. Retain on a current basis; destroy upon separation or transfer of the employee.
	d. Personnel Services:		
	(1). Files concerned with Credit Union, insurance, salary, leave, hours of work, advances, telephone, etc. (1964 to present)	0.3	Temporary. Destroy when outdated or no longer needed for reference.
	(2). Presentation and award documents for longevity, service, honor, merit, etc.		Temporary. Hold in the official employee soft file upon separation then present to employee.
	(3). General correspondence concerning the shipment of HHE/POV's and domestic shipment of same. (1962 to present)		Temporary. Retain 2 years then destroy.
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ITEM NO.	EU FC 10EU		DICROCATION INSTRUCTIONS
	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	PERSONNEL ADMINISTRATION - con't	DF 78-0046	7 A000 100 1900 12-0
1		هٔ مساری یا ت	,
	e. Employee Accounting Records:	Ì	
	(1). These files are arranged	32.0	Temporary. Retain no longer than 2
1	alphabetically and contain requests	ļ	years then destroy. Destroy complete
	for advances, payment of allowances, accounting, travel orders, and other	1	file upon termination, separation or transfer of employee.
1	financial transactions affecting		cransier of employee.
1	individuals. (1960 to present)		
	(2000 to prozent)	1	
1.	(2). Time and Attendance Reports on	1.0	Temporary. Retain for 1 fiscal year
1	Headquarters and Field personnel,		then destroy.
	Staff and Division overtime reports		
	and overtime approvals filed by pay	l	
	period. (1964 to present)	1	
	(3). Machine listings reflecting	0.5	Temporary. Retain on a current basis;
	the leave status of Headquarters	0.0	destroy when superseded, or no longer
]	personnel and files concerned with	1	needed for reference.
	the administration of the overtime		
1	program within OC. (1964 to present)		
3.	BUDGET AND FISCAL ADMINISTRATION		
1	a. OC Accounting:		
	a. de Accounting.		
	These files are maintained in a	1.5	
	numeric subjective system comprised of		
	memoranda, cables, dispatches, and forms,	1	
1 .	and consist of:		
1	(1). General correspondance		Temporary. Retain 3 fiscal years
	surrounding the administration of		then destroy.
	funds for Headquarters,		lenen destroy.
	and Field Stations. (FY 1963 to		
	present)		
	4-1		
1	(2). Files concerning the adminis-		Temporary. Retain until after final
	tration of imprest funds. (1964 to		audit and clearance then destroy.
	present)	SEGRET	
1 1			
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	ITEM NO.	FILES IDENTIFICATION		DISPOSITION INSTRUCTIONS	7
•	3.	BUDGET AND FISCAUPTAVANT NOT SPARASS 2005/11/21 a CIA	POLUME		1
ι			SECRET		
à		b. <u>Miscellaneous Obligation Records</u> :	92 9 3 2 2 2		
		These files are arranged by subject and fiscal year and consist of records of obligations, expenditures, and allotments (Form 1642, Requisition Control Record).		Temporary. Destroy 2 years after receipt in Records Center. Cut-off at the end of each fiscal year, hold for 2 fiscal years, then transfer to the Records Center. (GRS 7-4-a)	-
		c. Property Obligations:		•	
		These files are arranged by fiscal year and consist of copies of obligation documents such as requisitions, travel orders, requests for payment and advances, and related vouchers and supporting documents used in accounting for expenditures.		Temporary. Cut-off at the end of each fiscal year, hold for 2 fiscal years, then destroy.	
		d. Elapsed Appropriations:	·		
		These files are arranged chronological by fiscal year and consist of Active Obligation records containing forms and machine listings for past appropriations.	.1y	Temporary. Hold until the account has been cleared then destroy.	
					25X
				AMENDMENT APPROVED:	
				CIA Records Administration Officer	
• •			SEGRET	Explain from a 12 - Commence of the Commence o	
, • L	ORM NO.	Approved For Release 2005/11/21 : CIA			1
· 1	JAN 56	139a USE PREVIOUS RECORDS CONTROL SCHEDULE -	CONTINUAT	ION SHEET (41)	

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ITEM NO.	FILES IDENTIFICATION	, VOCUME	DISPOSITION INSTRUCTIONS					
-3.	BUDGET AND FISCAL ADMINISTRATION - con t)P78-0048	7A000100190012:0					
	b. Miscellaneous Obligation Records:		Sulting the					
	These files are arranged by subject and fiscal year and consist of records of obligations, expenditures, and allotments. (FY 1963 to present) c. Property Obligations:		Temporary. Destroy 2 years after receipt in Records Center. Cut-off at the end of each fiscal year, hold for 2 fiscal years then transfer to the Records Center.					
9 4	These files are arranged by fiscal year and consist of copies of obligation documents such as requisitions, travel orders, requests for payment and advances, and related vouchers and supporting documents used in accounting for expenditures. (FY 1963 to present)	8.0	Temporary. Cut-off at the end of each fiscal year, hold for 2 fiscal years then destroy.					
2,	d. Elapsed Appropriations:							
i.	These files are arranged chronologi- cally by fiscal year and consist of the following:	1.5						
	(1). Active Obligation records containing forms and machine listings for past appropriations. (FY 1957 - FY 1962)		Temporary. Hold until the account has been cleared then destroy.					
	(2). Authorization Control Records- These files contain Form 619, Allot- ment and Property Authorization Control Records, and ledgers that reflect obligations, expenditures, and status of allotments. (FY 1963 to present)	·	Temporary. Destroy 10 years after receipt in Records Center. Cut-off at the end of each fiscal year, hold for 2 fiscal years then transfer to the Records Center.					
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3.	Approved For Release 2005/11/21: CIA-R BUDGET AND FISCAL ADMINISTRATION - con't	DP78-0048	7A0001001900 12-0
	e. General Ledger Runs:		
	These files are arranged by fiscal year and consist of machine listings of expenditures used for reconcillation of accounts. (FY 1963 to present)	3.0	Temporary. Retain for 3 fiscal years then destroy.
4.	SECURITY, LOGISTICS, SERVICES AND COVER ADMINISTRATION		
	These files are maintained under a numeric system by subject and consist of cables, dispatches, memoranda, forms and other correspondence concerned with security, cover, logistics and general housekeeping services.	-	
	a. <u>Cover</u> :		
	These files pertain to the establishment and maintenance of the various types of cover, sterile job descriptions, cover briefing forms (worksheets), and alphabetical listing of personnel by type of cover. (1964 to present)	0.3	Temporary. Retain on a current basis destroy when superseded, or no longer needed for reference.
	b. Security:		
	(1). Clearances - These files contain correspondence requesting clearances for agency and non-agency personnel. (1962 to present)	0.1	
	(a). TOP SECRET, SPECIAL INTELLIGENCE and CRYPTOGRAPHIC Clearance.		Temporary. Retain on a current basis destroy when clearance cancelled.
	(b). T, TK, Clearance.	SEGRE	Temporary. Retain on a current basis destroy when clearance cancelled.
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·4.	SECURITY, LOGISTICS, SERVICES AND COVER ADMINISTRATION - con't	DIE OF WURS	7/A000100190012-0
	(2). Physical Security - Files consist of briefing materials and correspondence surrounding physical security violations. (1963 to present)	0,1	Temporary. Retain 2 years then destroy.
	(3). Outside Activities - Files consist of forms requesting security approval for Agency personnel to undertake or participate in outside or non-agency connected activities. (1965)	0.1	Temporary. Retain 6 months then destroy.
	(4) Equipment - Files consist of correspondence and pamphlets describing the various types of physical security equipment, i.e., KIDDE ALARM and related secure systems. (1958 to present)	0.2	Temporary. Retain on a current b destroy when superseded, or no lo needed for reference.
		0.1	Temporary. Retain on a current b destroy non-current records.
	(6). Credentials - Files consist of requests for the various types of badges, credentials, admittance certifications for the different parts of the agency and U.S. Government installations. (1963 to present)	0.1	Temporary. Retain 2 years then destroy.
	c. Logistics:		·
	(1) Table of Vehicular Allowances - Files relating to the issue, review and interpretation of directives and instructions relative to the management, control, and use of agency : CIA-R owned vehicles	0.7 DP78 ₇ 0048	Temporary. Retain active materia destroy inactive records. Destro material upon cancellation of TVA

ITEM	NO FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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: 4	. SECURITY, LOGISTICS, SERVICES AND COVER ADMINISTRATION - con't	GEG.	
	requests for allowances of vehicles indicating requirements, justifications, and approvals, or disapprovals thereof. (1961 to present)		
	(2). Requisitions - Files relating to the requisition and issuing of Headquarters and OC administrative/technical accounts, property turn-in, field requisitions, and requests for destruction devices. (1964 to present)	1.2	Temporary. Retain current fiscal yea and previous fiscal year. Destroy al others.
	(3). QUASI-Personal - Files consist of documents relating to the overall control and issuance of quasi-personal household effects and vehicles. Policy papers relating to the issuance of QP items. (1961 to present)	0.2	Temporary. Destroy 5 years after receipt in Records Center. Review every 2 years, destroy non-record material, retain material needed for current operations then transfer inactive material to the Records Center
	(4). Construction Projects - Files dealing with construction in which OC has the primary interest or is the office directly involved with OL. (1960 to present)	0.6	Temporary. Destroy 10 years after receipt in Records Center. Retain 5 years then transfer to Records Center
	d. Services:		
	These files consist of background information requests, and documents pertaining to general housekeeping services rendered to OC Headquarters Divisions and Staffs and contain the following: (1962 to present)	0.5	
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• 1	EM NO.	FILES IDENTIFICATION	FVALUME -	DISPOSITION INSTRUCTIONS
· [EM NO.	FILES IDENTIFICATION Approved for Release 2005/11/21 : CIA-	JPV8-0048	7A000100190012-0
	4.	SECURITY, LOGISTICS, SERVICES AND COVER ADMINISTRATION - con't		
		(1). Supplies - Headquarters requests for general administrative office supplies; secure devices and secure areas; telephone; property passes; reproduction; and drivers licenses.		Temporary. Retain no longer than 2 years then destroy.
		(2). Space Procurement: Requirements for space for OC Divisions and Staffs, background information, floor plans, and requests.		Temporary. Retain 5 years and destroy.
	5.	REPORTS AND SURVEYS		
		These documents are maintained under a numeric subjective system, filed chronologically by date of the report and contain the following:		
·		a. Monthly Report of Staff Activities. (1965)	0.0	Permanent. Disposal not authorized. Cut-off at the end of each calendar year; hold for 3 months then transfer to the Records Center.
		b. Monthly Report recording on duty strength. (1955 to present)	0.5	Temporary. Retain 25 years then destroy.
1 • 1		c. Monthly Report of Activities. (1964 to present)	0.1	Temporary. Retain for 2 years then destroy.
		d. Daily Reports on personnel in process. (1965)	0.1	Temporary. Retain 1 month then destroy.
		e. Weekly Reports of personnel in process. (1964 to present)	0.1	Temporary. Retain 2 years then destroy.
		f. Monthly Statistical Reports provided by the Office of Personnel. (1965) Approved For Release 2005/11/21	0.2	Temporary. Destroy when superseded or no longer needed for reference.
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l :	ORM NO.	139a EDITIONS. RECORDS CONTROL SCHEDIL	CONTINUA	TION SHEET (41)

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. }	ITEM NO.	Approved For Release 2005/41/21 CIA-RI	VOLUME	DISPOSITION INSTRUCTIONS
	[₹] 5.	REPORTS AND SURVEYS - con't	SEGIE!	
		g. Periodic statistical reports of grade authorizations, positions and employees by grade and occupational series. (Headroom Reports) (1958 to present)	0.3	Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy non-record material, retain material needed for current operations then transfer inactive material to Records Center.
		h. Cover briefing reports on all personnel processed through the Branch. (1964 to present)	0.2	Temporary. Retain for 1 year then destroy.
		i. Studies and surveys relative to housing, property and leases, site surveys. (1960 to present)	0.1	Temporary. Retain 5 years then destroy.
		j. OC internal reports and copies of Audit Reports for the Office of Communications, both Headquarters and Field. (1962 to present)	0.3	Temporary. Retain for 3 years then destroy.
		k. Special Reports on the Costs of Activities in which OC has primary interest. (1958 to present)	0.6	Temporary. Destroy 10 years after receipt in Records Center. Review every 2 years, destroy non-record material, retain material needed for current operations then transfer inactive material to the Records Center.
		1. Special Reports and Files containing cables, dispatches, forms and other correspondence pertaining to major crises, filed by geographic location and relating to personnel, evacuation, effects, travel, costs, accountings and facilities disposition. (1962 to present)		Temporary. Destroy 10 years after receipt in Records Center. Review every 2 years, destroy non-record material, retain material needed for current operations then transfer inactive material to the Records Center.
		m. TOP SECRET Inventory - A machine run inventory published bi-annually of all TS documents assigned to OC-A (1964 to (present)	o.1 SECRE	Temporary. Retain current inventory then destroy previous inventories.
L		Approved For Release 2005/11/21 : CIA-R	P 78⊦00 48	7A000100190012-0
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		7.	VOLUME	DISPOSITION INSTRUCTIONS
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to the sale	5.	REPORTS AND SURVEYS - con't	SEE AL	
Э		n. Quarterly Economy Report File - This file contains reports from OC-A and the OC Staffs and Divisions and a consolidated OC report. (1964 to present)	0.1	Temporary. Retain 2 years then destroy.
	6.	PUBLICATIONS		
		These files are maintained under a numeric system and are filed by publication issuance number. They consist of the following:		
		a. Agency Regulatory Issuances.	3.0	Temporary. Destroy when superseded, outdated or no longer needed for reference.
		b. OC Regulatory Issuances and other internal issuances.	1.5	Temporary. Destroy when superseded, outdated or no longer needed for reference.
		c. Non-Agency Regulatory Issuances.	0.3	Temporary. Destroy when superseded, outdated or no longer needed for reference.
	7.	CHRONOLOGICAL MATERIALS/REFERENCE		
•		These files are maintained under a numeric system and are filed in chronological order. (1963 to present)		
		a. Chronological Files - These files consist of IN and OUT cables, dispatches, and memoranda. Such files are maintained for the convenience of reference.	2.0	
		(1). Cables		Temporary. Retain 1 year then destroy.
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		Approved For Release 2005/11/21 : CIA-R	DP78-004	87A000100190012-0
	FORM NO.	139a USE PREVIOUS RECORDS CONTROL SCHEDULE -		(41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
\$ 37.	CHRONOLOGICATARPKAYEDIFOR Release 2005/11/21: CIA-F	DP78-004	
	CHRONOLOGICAL AMATYER! FALS REFERENCE! 11/21; CALAF	Si. 5	u } Fe •
	(2). Dispatches		Temporary. Retain 1 year then destroy.
	(3). Memoranda		Temporary. Retain 2 years then destroy.
	b. Reference Materials - Samples of forms, memoranda, and other correspondence used as guides.	1.0	Temporary. Destroy when outdated or no longer needed for reference.
	c. Federal Supply Catalogs.	0.8	Temporary. Destroy when superseded or rescinded.
	·		
		SECRE	
	Approved For Release 2005/11/21 : CIA-R	DP781 5 048	7A000100190012-0
FORM NO.	139a USE PREVIOUS RECORDS CONTROL SCHEDULE -	.	

RECABB& 664 F664-R&6456412501/21: CIA-RDP78-00487A000100100100012-0 OFFICE, DIVISION, BRANCH Office of Communications, Security Staff Chief, OC-S 11 December 1964 ITEM NO. FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) VOLUME DISPOSITION INSTRUCTIONS l. SUBJECT FILES These files are maintained under a numeric 3.5 Temporary. Destroy 5 years after receipt in system by subject and consist of correspondence, Records Center. Review every 2 years, reports, cables, dispatches, and forms pertaining destroy non-record material, retain material to Personnel, Administration, Policy, Plans, needed for current operations, and transfer Programs, Emergency Plans, Organization and inactive material to the Records Center. Administration of the OC-Security Staff, and its branches. (1961 to present) 2. REPORT FILES These files are maintained in a numeric subjective system and consist of the following: (1960 to present) a. Monthly Reports, Special Reports, and Documents pertaining to policy, liaison, problems, 1.0 Permanent. Retain two years, then transfer to the Records Center. action, and other data pertinent to the methods. standards, and protection of the Agency World-Wide Staff and Clandestine Communications Systems and Equipment, and documents pertaining to historical events of permanent significance to OC-Security Staff. b. Monthly Branch Reports Temporary. Retain 2 years and destroy. .2 c. Weekly Staff Notes of Branch Activities .5 Temporary. Retain 1 month and destroy. d. Top Secret Inventory - An inventory of all ..1 Temporary. Retain current and superseded Top Secret documents assigned. copy. Destroy previous inventories. Temporary. Retain current and superseded e. Cryptographic Inventory - An inventory .5 Destroy previous inventories. of all Cryptographic Documents and Cryptographic Approved For Release 2005/11/21 Transfer 8-10/18 Architecture 100 190012-0 Equipments. FORM NO. 139 USE PREVIOUS 1 JAN 56 TO EDITIONS.

TTEM NO	1 TEES IDENTITION	VOLUME	DISPOSITION INSTRUCTIONS				
	// Mar 1 - MS	78-004	87A000100190012-0 · `				
1	2. REPORT FILES - con't						
	f. Agent Cryptographic material status report	.2	Temporary. Retain 1 year and destroy.				
	g. Emergency Destruction: These files contain material pertaining to the general plan whereby safeguards are established and measures taken to facilitate the disposition of Communications material and summary report of emergency destruction status of each Communications Center World-wide.	.2	Temporary. Destroy after 10 years. Retain 5 years then transfer to Records Center.				
	h. Objectives and Accomplishments:						
	1. Annual report on the objectives and accomplishments of the Staff	.1	Temporary. Destroy after 20 years. Retain 5 years, then transfer to the Records Center.				
	2. Annual report of Branch objectives and accomplishments.	.2	Temporary. Destroy after 5 years. Retain 3 years, then transfer to the Records Center.				
	i. Cryptographic History Inventory - A Chronology of Cryptographic transactions for each month.	8.0	Temporary. Destroy after 25 years. Retain 3 years, then transfer to the Records Center.				
3.	SPECIAL COMMITTEES						
	Files consisting of memoranda, minutes and agenda of committees, subcommittees, working groups and briefing materials used to brief senior CIA and other agency officials regarding the Agency COMSEC policies, plans, standards, and procedures. Files contain reports, charts, and other documents accumulated in providing staff support in the field of Communications Security bearing on problems of national security, importance. Filed in sub-items below: (1953-present)		a				
	a. United States Intelligence Board (USIB),	.1 AR T T	Permanent. Disposal not authorized. Retain 5 years, then transfer to Records Center.				
	G. L. Company of the						
	Approved For Release 2005/11/21 : CIA-R	DP78-004	B7A000100190012-0				

EM NO.	FILES IDENTIFICATION Approved For Release 2005/14/21: CIA-RDF	78-00487	A000100190012 DISPOSITION INSTRUCTIONS
	3. SPECIAL COMMITTEES - con't	44-	staff-/OC
	b. United States Communications Security Board (USCSB) School (50-64)	2.0	Permanent. Disposal not authorized. Retain 5 years, then transfer to Records Center.
	c. Clark Commission	.1	Temporary. Destroy after 25 years. Retain 10 years, then transfer to Records Center.
	d. NSC on COMSEC	.2	Temporary. Destroy after 10 years. Retain years, then transfer to Records Center.
	e. NSA on COMSEC	7.5 01	Temporary. Destroy after 10 years. Retain years, then transfer to Records Center.
	f. DOD Research and Engineering Coordination (CREC)	`. 1	Temporary. Destroy after 10 years. Retain years, then transfer to Records Center.
	g. CIA Audio Countermeasure Group	.1	Temporary. Destroy after 10 years. Retain years, then transfer to Records Center.
	These files are maintained under a numeric system by subject and consist of correspondence, reports, cables, dispatches, forms and IEM runs. (1954-present)		
	a. Cryptographic: Related material and records pertaining to the established standards for cryptographic clearances and the control, issue, and revocation of these clearances.	4.0	Temporary. Destroy 5 years, after receipt in Records Center. Review every 5 years, destronon-record material, retain material needed for current operations, and transfer inactive material to the Records Center.
	b. Related materials and records pertaining to the request for, control, issue, and revocation of clearances for OC Personnel.	.2	Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to the Records Center.
	c. Control and Accountability Cards:		
	(1) Disposition record of each Crypto- graphic Clearance (True and Pseudonym.)	3.0	Temporary. Destroy after 50 years. Retain active cards, transfer inactive card to Recontent. (con't)

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TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3•	SPECIAL COMMITTEE Approved For Release 2005/11/21 : CIA-F	SECRE4	B7A000100190012-0
	b. United States Communications Security Board (USCSB).	2.0	Permanent. Disposal not authorized. Retain 5 years, then transfer to the Records Center.
	c. Clark Commission	•1	Temporary. Destroy after 25 years. Retain 10 years, then transfer to the Records Center.
	d. NSC on COMSEC	•2	Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center.
	e. NSA on COMSEC	•5	Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center.
	f. DOD Research and Engineering Coordination (CREC).	.1	Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center.
	g. CIA Audio Countermeasure Group	. l	Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center.
4.	SECURITY		
	These files are maintained under a numeric system by subject and consist of correspondence, reports, cables, dispatches, forms, and IBM runs. (1954 - present)		
·	a. <u>Cryptographic</u> : Related material and records pertaining to the established standards for cryptographic clearances and the control, issue, and revocation of these clearances.	½.O	Temporary. Destroy 5 years after receipt in the Records Center. Review every 5 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to the Records Center.
	b. Deleted		3 110 110 110 110 110 110 110 110 110 11
	c. Control and Accountability Cards:		
	(1) Disposition record of each Cryptographic Clearance (True & Pseudonym)	3.0	Temporary. Destroy after 50 years. Retain active cards; transfer inactive cards to the Records Center. (con't on next page)
		1	Amendment #3, dated 15 May 1967
	Approved For Release 2005/11/21 : CIA-F	DPZ8601	5770 000/ 100 190012-0

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ITEM NO.	FILES IDENTIFICATION	CEODET	DISPOSITION INSTRUCTIONS
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	c. Control and Accountability Cards 2 con't		
			Recall inactive cards every five years up-date inactive deck prepare inactive run then redeposit cards in Records Center.
	(2) Machine List of each Revocation of Cryptographic Clearances.	.2	Temporary. Retain 5 years and destroy when new run prepared.
	d. SI Material: Documents, Records, and control of SI Documents.	•5	Temporary. Review and determine disposition as governed by the subject of each document.
		2.0	Temporary. Destroy 5 years after receipt in Records Center. Review every 3 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to Records Center.
		2.0	Temporary. Destroy 5 years after receipt in Records Center. Review every 3 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to Records Center.
		2.0	Temporary. Destroy 5 years after receipt in Records Center. Review every 3 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to Records Center.
		2.0	Temporary. Destroy 5 years after receipt in Records Center. Review every 3 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to Records Center.
	f. Traffic Analysis and Procedures: Correspondence pertaining to the Analysis of Traffic, traffic procedures, staff and clandestine circuits, medium speed facilities, and defensive measures.	3.0	Temporary. Retain 3 years, and destroy.
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ITEM NO.	FILES IDENTIFICATION	A KOLUME	DISPOSITION INSTRUCTIONS
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	4. <u>SECURITY</u> - con't		
	g. Violations and Compromises: Correspondence pertaining to the evaluation of physical, cryptographic, and transmission security violations, determination of corrective and administrative action taken.	.2	Temporary. Destroy after 95 years. Retain 2 years, then transfer to the Records Center.
5.	OPERATIONAL		
	These files are filed under a numeric system and consist of the following: (1946 - present)		
	a. Project Files: These files consist of cables, dispatches, reports and other correspondence reflecting the development and management of clandestine communications security systems, equipment, and procedures.	3.0	Temporary. Destroy 5 years after receipt in Records Center. Review every 3 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to the Records Center.
	b. Monitoring: These files consist of correspondence, cables, and dispatches pertaining to the monitoring of OC operated staff and clandestine circuits and links, and analysis of the monitoring.	.1	Temporary. Retain 2 years and destroy.
*	c. Codes: These files consist of codes, correspondence reports, cables, and dispatches pertaining to codes, code systems and revised or modified existing systems.	4.0	Temporary. Destroy 95 years after receipt in Records Center. Review every 3 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to Records Center.
		.5	Temporary. Destroy after 5 years. Retain 3 years, then transfer to Records Center.
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_	ITEM NO.	FILES IDENTIFICATION	D TUME	DISPOSITION INSTRUCTIONS
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		5. OPERATIONAL - con't		\
		e. Equipment-Program Files: These files consist of correspondence, cables, and dispatches, regarding desired characteristics and operational specifications of crypto equipment for clandestine and staff use.	3.0	Temporary. Destroy after 5 years. Retain 3 years, then transfer to the Records Center.
		(1) Equipment Programs - Annual review of cryptographic equipment by Fiscal year.	.2	Temporary. Retain 2 years and destroy.
		f. Cryptographic Systems: Cables, dispatches, reports, and other correspondence concerning the development, implementation, and use of the clandestine cryptographic systems and technique	3.0	Temporary. Destroy 5 years after receipt in Records Center. Review every 3 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to the Records Center.
	6.	PROTECTION METHODS AND REQUIREMENTS - STATION FILES:		
		These files are filed under a numeric system and consist of cables, dispatches, reports, and other correspondence reflecting the administration of security support functions and missions for each station, base, and project; that is, the protection of classified traffic transmitted on Agency, Staff, Clandestine and Special Intelligence Links. (1954 - present)	6.0	Temporary. Destroy 5 years after receipt in Records Center. Review every 3 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to the Records Center.
	7.	SITE SECURITY SURVEY FILES:		
		These files are maintained under a Numeric File System and consist of the following: (1956 - present)		
		a. Station Files: These files consist of Security chronology inspection reports reports, dispatches, cables, memoranda, and drawings pertaining to the overall communication security of the World-Wide Communications Centers.		Temporary. Retain current material and destroy superseded, outdated, and material no longer needed for reference.
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ITEM NO.	FUEC IDENT	uodine 1	DISPOSITION INSTRUCTIONS
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1	FILES IDENTIFICATION Approved For Release 2005/11/21: C. SITE SECURITY FILES - con't	11178 -004	87A000100190012-0
	b. Communications Security Standards and Policies: These files consist of reports, dispatches, cables, memoranda, and correspondence pertaining to the physical security of the security aspects of alarms, locks, safes, vaults, destruction devices, and audio surveillance preventive measures.	5.0	Temporary. Destroy when superseded or no longer needed for reference.
	c. Communications Security Manuals: These files consist of manuals, publications, and correspondence to and from other agencies as well as this agency on the physical security of communications Stations and Communications Centers.	1.0	Temporary. Destroy when superseded or no longer needed for reference.
8.	SIGNAL AND EQUIPMENT SECURITY FILES:		
	These files are maintained under a numeric system and consist of the following: (1954 - present)		
	a. CIPHONY Files: These files contain policies, programs, systems, charts, reports, and correspondence pertaining to the secure voice equipment, cryptographic principles and transmission systems.	•5	Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center.
	b. Accountability Files: These files contain correspondence concerning the receipt, destruction, transfer, and inventory of accountable documents.		
	(1) Cryptographic Documents and Equipment	.1	Temporary. Destroy when superseded or out- dated.
	(2) Top Secret Documents	.1	Temporary. Destroy when superseded or out- dated.
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	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
*3 •		Approved For Release 2005/11/21 : CIA-R	DP78-004	87A000100190012-0
		8. SIGNAL AND EQUIPMENT SECURITY FILES - con the		
		c. Cryptographic Principle Files: These files contain correspondence on Cryptographic data sheets, Automatic key, plus special cryptographic principles for particular equipment and systems.	.2	Temporary. Destroy 5 years after receipt in Records Center. Review every 2 years, retain record material until equipment is obsolete, then transfer to Records Center.
			.2	Temporary. Destroy after 10 years.
			4.0	Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center.
			2.0	Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center.
			20.0	Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center.
		g. Modification: These files consist of modification Work Orders and equipment modifications.	.2	Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center.
		Approved For Release 2005/11/21 : CIA-R	ECRET	87A000100190012-0
	FORM NO.	1398 USE PREVIOUS DECORDS CONTROL SCHEDULE		CLON CHEET (41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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	8. SIGNAL AND EQUIPMENT SECURITY FILES - con't	OLUM	.)
	h. Provisioning Procedures: These files consist of machine lists of equipment and spare parts, and the procurement planning for the equipment and parts.	.6	Temporary. Destroy after 5 years. Retain 2 years, then transfer to the Records Center.
	i. Equipment Summary Cards: Kardex cross reference and summary cards pertaining to signal and equipment files.	.4	Temporary. Retain current material and destroy obsolete materials.
		6.0	Temporary. Destroy after 20 years. Retain 5 years, then transfer to the Records Center.
		.2	Temporary. Destroy after 10 years. Retain 5 years, then transfer to Records Center.
9.	SUPPORT FILES:		
	These files are maintained under a numeric system by subject. (1948 - present)		
	a. Equipment Files: These files consist of Schematics, specifications, maintenance, shipping information, and requirements.	.2	Temporary. Destroy 10 years after receipt in Records Center. Review every two years, destroy non-record material, retain material needed for current operations, and transfer inactive material to the Records Center.
	b. Cryptographic Administrative Files: These files consist of cryptographic requirements distribution listings, equipment status reports and modification status reports.	. 2	Temporary. Destroy after 10 years. Retain 2 years, then transfer to Records Center.
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FORM NO.	Approved For Release 2005/11/21 : CIA-R	DP78-0048	\$7Δ000100190012-0

2	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS 1x:
		Approved For Release 2005/11/21 : Cl.	A-RDP78-	00487A000100190012-0
F		9. SUPPORT FILES - con't		
		·	.2	Temporary. Destroy after 15 years. Retain 2 fiscal years, then transfer to the Records Center, providing all procurements have been completed.
		d. Devices and Techniques: These files	.2	Temporary. Destroy 50 years after receipt
		consist of Agency and non-Agency correspondence booklets, publications, and brochures on cryptographic related equipment and materials.	, '- ¬	in Records Center. Review every 3 years, destroy non-record material, retain material needed for current operations and transfer inactive material to Records Center.
•			.2	Temporary. Destroy 50 years after receipt in Records Center. Review each year, destroy non-record material, retain material needed for current operations and transfer inactive material to Records Center.
		f. Correspondence Files: These files consist of Inter and Intra Agency correspondence concerning the receipt, and transmission of cryptographic registered items.	.2	Temporary. Destroy after 10 years. Retain 2 years, then transfer to Records Center.
()		g. Cryptographic Accountability: These files are maintained under the duties and responsibilities of the OC-S/Support Branch.		(0)
*		(1) Locator Cards: Disposition Record of each Cryptographic document		Δως V
		(a) Record of Custodian	19.0	Retain while active, destroy non-current material.
		(b) Record of Item Location	19.0	Retain while active, destroy non-current material.
4		(c) Third end of Cryptographic pads.	·5	Retain while active, destroy non-current material.
	L	139a USE PREVIOUS RECORDS CONTROL SCHEDULE - C	4-RDP78-	00487A000100190012-0

	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	9.	SUPPORT FILES _Approved For Release 2005/11/21 : CIA	RDP78-00	487A000100190012-0
		f. Correspondence Files - These files consist of inter and intra-Agency correspondence concerning the receipt and transmission of cryptographic registered items.		Temporary. Destroy after 10 years. Retain 2 years, then transfer to the Records Center.
4.56		g. Cryptographic Accountability - These files are maintained under the duties and responsibilities of the OC-CS/Support Branch.		
		(1) Locator Cards - Disposition record of each cryptographic document.		
,		(a) Record of Custodian		Retain while active, destroy non-cur- rent material.
4 50 8 And 8 And		(b) Record of item loca- tion		Retain while active, destroy non-cur- rent material.
12		(c) Third end of crypto- graphic pads		Retain while active, destroy non-cur- rent material.
No. W.		(2) <u>History Run</u> - Inventory of cryptographic transactions.		Temporary. Destroy after 25 years. Retain 1 year, then transfer to the Records Center.
		(3) Semi-Annual Inventory - Inventories of cryptographic documents assigned to holder whether machine run (IBM) or Form 111.		Temporary. Destroy after 4 years. Retain 1 year, then transfer to the Records Center.
PREHIVE COMB	0	(4) Transfer and Destruction Reports - Signed transfer/destruction reports of accountable crypters of accountable crypters and the second sequivalent.	5 -	Temporary. Destroy after 5 years. Retain 2 years, then transfer to the Records Center.
	FORM NO.	Approved For Release 2005/11/21 : CIA	KD 238 00	0487A000100190012-0

1	ITEM NO.	FILES IDENTIFICATION	YOLUME	DISPOSITION INSTRUCTIONS
» þ	LIVI NO.	g. Cryptogrampiprotentiants 2005/11/21: CM		87A000100190012-0
		(2) History Run - Inventory of Cryptographic Transactions.	6.0	*Temporary. Destroy after 25 years. Retain 1 year, then transfer to Records Center.
		*(3) Semi-Annual Inventory - Inventories of cryptographic documents assigned to holder whether machine run (IEM) or Form 111.	5•0	Temporary. Destroy after 4 years. Retain 1 year, then transfer to Records Center.
		*(4) Transfer and Destruction Reports - Signed transfer/destruction reports of accountable cryptographic material on Form 111 or equivalent.	12.0	Memporary. Destroy after 25 years. Retain 2 years, then transfer to Records Center.
		(5) Stock Level Cards - Record of current holdings of Cryptographic material in the OC-S/Support Vault.	12.0	Temporary. Retain while active, destroy non-current material.
		(6) Special Machine Runs - Special jobs and runs (TOP SECRET Inventory, code material, etc.) prepared for the OC Staffs and Divisions.	12.0	Temporary. Retain while active, destroy non-current material.
		h. Work Orders - These files consist of Requests for Cryptographic Material.	0.4	Temporary. Retain 6 months and destroy.
	i	i. Employee Club - Files consist of listings and correspondence on the membership and standing of each employee.	0.4	Temporary. Destroy when no longer needed.
	10.	TOP SECRET DOCUMENTS		
		Top Secret correspondence, publications, and manuals. (1952 - present) *Indicates change from approved amendment	3•5	The subjects of these documents are contained in the file identifications in this schedule. Review and determine disposition as governed by the subject of each documents. (Return all Top Secret documents, except Cryptographic
	APF	dated 14 July 1965 ROVED: 7/6/66 Date		documents, to OC-RMS for disposition.) Amendment #2, dated 29 June 1966
		CIA Records Administration Officer	DET	APPROVE 25
		Approved For Release 2005/11/21 : C/A	4D178 004	187A000100130012-0

-14 NO T		FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
M NO.	ø .	FILES IDENTIFICATION Approved For Release 2005/11/21: CIA- Cryptographic Accountability - con t	RDP78-004	187A000100190012-0 RMS
	9.	(2) Histroy Run - Inventory of Crypto- graphic Transactions.	6.0	Temporary. Destroy after 15 years. Retain 1 year, then transfer to Records Center.
2.5	90	(3) Semi-Annual Inventory - Inventories of cryptographic documents assigned to holder.	5.0	Temporary. Destroy after 4 years. Retain 1 year, then transfer to Records Center.
いっきゃんない	<u>٠</u>	(4) Station Files - Files are in alphabetical order and contain destruction reports, transfer reports, and correspondence pertaining to these reports.	12.0	
2 2 2	•	(a) Concerned with staff link materials.		resperary. Destroy after 3 years. Retain in current files 3 years and destroy.
) (S)		(b) Concerned with clandestine use materials.	Nil	Temporary. Destroy after 10 years. Cut-of at end of 3 years, then transfer to Records Center.
00		(5) Stock Level Cards Record of current holdings of Cryptographic material in the OC-S/Support Vault.	12.06	Remporary. Retain while active, destroy non-current material.
	-	(6) Special Machine Runs - Special jobs and runs (TOP SECRET Inventory, code material, etc.) prepared for the OC Staffs and Divisions.	12.0	Temporary. Retain while active, destroy non-current material.
		Work Orders: These files consist of quests for Cryptographic materials.	.4	Temporary. Retain 6 months and destroy.
	and	Employee Club: Files consist of listings, i correspondence, on the membership and anding of each employee.	.4	Temporary. Destroy when no longer needed.
10.	TOP SE	CRET DOCUMENTS		
Α	menual PPROVE	p Secret correspondence, publications, and s. (1952-present) 7/14/65 Date CIA Records Administration Officer	3.5	The subjects of these documents are contain in the file identifications in this schedu. Review and determine disposition as governed by the subject of each document. (Return of Top Secret Documents, except Cryptographic documents, to OC-RMS for disposition.)
		Approved For Release 2005/11/21 : CIA-		APPROVED

FORM NO. 139a USE PREV

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

7	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	ITEM NO.	Approved For Release 2005/11/21 : CIA-F		87A000100190012-0
ĺ	11.	CHRONOLOGICAL FILES		
		These files are maintained under a numeric system and are filed in chronological order and consist of extra copies of IN and OUT cables, dispatches, and copies of Outgoing correspondence. Such files are maintained for the convenience of reference. (1946 - present)		
		(1) Cables - (Other than Cryptographic)	3.0	Temporary. Retain no longer than 1 year and destroy.
		(2) Dispatches	4.0	Temporary. Retain no longer than 1 year and destroy.
*		(3) Memo's for the Record, and Staff Notes	2.0	Temporary. Retain no longer than 1 year and destroy.
•		(4) Memoranda - Those written by the Staff forwarded to other components of CIA and other Agencies.	3.0	Temporary. Retain 2 years and destroy.
		(5) Cryptographic Cables - Chronological file of Outgoing, Incoming, and Cryptographic Cables arranged by station.	.2	Temporary. Destroy after 15 years. Retain 1 year, then transfer to the Records Center.
	12.	PUBLICATIONS		
•		These files are maintained under a numeric and subjective system and are filed in chronological order (1954 - present).		
		a. OC Regulations:		
			24.0	Temporary. Retain on a current basis, destroymen superseded, obsolete, or no longer needed for reference.
s . 3		(2) Staff Issuances - OC Publications, copies of OC Notices, OC-Orders, OC-Memoranda and other internal issuances	1.0	Temporary. Retain on a current basis, destroy when superseded, obsolete, or no longer needed for reference.
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[ITEM NO	FILES IDENTIFICATION		
-1		Approved For Release 2005/11/21 : CIA-F	DESTANTON	RTANDO10019001BISPOSITION INSTRUCTIONS
*			SECRET	7/4000100130012-0
		12. <u>PUBLICATIONS</u> - con't	OLUMEI	•
		b. Agency Regulations: Agency publications and DD/S Directives.	1.0	Temporary. Retain on a current basis. Destroy when superseded, obsolete, or no longer needed for reference.
		c. Other Agency Issuances: Non-Agency documents, publications, and directives.	8.0	Temporary. Retain on a current basis. Destroy when superseded, obsolete, or no longer needed for reference.
١	13.	RECORDS MANAGEMENT		
		These files are maintained under a numeric system and consist of: (1960 - present)		
		a. Document Control Records and Logs: Files contain control records and logs for incoming and outgoing CIA and Non-CIA Cables, memoranda, and dispatches.	.2	Temporary. Retain no longer than 2 years and destroy.
		b. Pouch Address: Files contain address sheet and pouch addresses. They are filed in an alphabetic system by station.	s 1.9	Temporary. Retain on a current basis, destroy when superseded or canceled.
		c. Pouch Manifests and Receipts: These files contain Pouch Manifests, and Memoranda Receipts	2.0	Temporary. Cut-off at the end of each year. Retain one additional year and destroy.
		d. Transmittal Manifests: IN and OUT Transmittal Manifests for each OC Field Station	2.0	Temporary. Retain 2 years and destroy.
		e. Top Secret Location Cards: Disposition record of each Top Secret Document.	.1	Temporary. Retain while active and destroy.
		APPR CIA Records Administration Officer Date	65	
		Approved For Release 2005/11/21 : CIA	SECRET	874000100190012-0

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4				SCHEDULE NO.
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ł	OFFICE.	DIVISION. BRANCH		
١		CE OF COMMUNICATIONS TELECOMMUNICATIONS STA	्यं ज	
١				TITLE DATE 7 Sept. 1965
١	1			Chief, Records Management Staff
	NO.	(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VULUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
	1.	SUBJECT FILES		
		These files are maintained under a numeric system by subject and consist of correspondence, cables, dispatches, and other correspondence reflecting the		
		a. Organization and Administration Files: These files pertain to the correspondence, memoranda, reports, and related records pertaining to the policy, plans, programs, functions, responsibilities, table of organization, liaison, and administration of the Staff.	1.7	Temporary. Destroy 5 years after receipt in Records Center. Review every 2 years, destroy non-record material, retain material needed for current operations, and transfer inactive record material to the Records Center.
				Temporary. Destroy 25 years after receipt in Records Center. Review every 2 years, destroy non-record material, retain material needed for current operations, and transfer inactive record material to the Records Center.
	2.	SPECIAL COMMITTEES, BOARDS, AND PANELS		
		These files consist of reports, memoranda, minutes, and agenda of committees, working groups, and materials regarding the special boards, committees, panels, and equipment groups on radio and telecommunications matters. (1963 - present)	0.4	Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center.
		Approved For Release 2005/11/21 : 0	GERDET	Excluded from automatical 8-00489940099 1900190012-0
ï	ORM NO.	139 USE PREVIOUS	OLUILI	Esclassification (41)

Approved For Release 2005/11/21: CIA-15/15/15/15/15/15/15/15/15/15/15/15/15/1	ITEM NO.	FILES IDENTIFICATION	YOUNG	DISPOSITION INSTRUCTIONS
These files are maintained in a numeric system and consist of monthly, special, and other types of reports pertaining to policy, liaison, problems, summaries, actions, traffic reporting, and other data pertinent to staff communications, communications equipment, and development of projects and programs. (1) Staff a. Monthly Reports: (1) Staff (2) Branch b. Annual Program Review and Forecast: Forecast of personnel, equipment, and facilities required by fiscal year. c. Accomplishments and Objectives: Annual Report on the Objectives and Accomplishments of the Staff. d. Economy: Quarterly report on financial matters. e. Statistical Reports: (1) Cable Costs: Breakdown of cost by station. These files are maintained in anthly, special monthly, special persons, summaries, actions, traffic reports personnel, and other data personnel, and development. Disposal not authorized. Cut-off at end of 2 calendar years, then transfer to the Records Center. 7. Temporary. Retain no longer than 1 year, then destroy. 8. Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center. 9. Temporary. Retain 2 years, then destroy. 1.7 Temporary. Retain 2 years, then destroy. 1.8 Temporary. Retain 2 years, then destroy. 1.9 Temporary. Retain 2 years, then destroy. 1.7 Temporary. Destroy after 10 years. Cut-off at end of 2 years, retain an additional 3 years, then transfer to the Records Center.	1		HUB614	\$7A000100190012-0
numeric system and consist of monthly, special, and other types of reports pertaining to policy, liaison, problems, summaries, actions, traffic reporting, and other data pertinent to staff communications, communications equipment, and development of projects and programs. (1) Staff a. Monthly Reports: (1) Staff (2) Branch b. Annual Program Review and Forecast: Forecast of personnel, equipment, and facilities required by fiscal year. c. Accomplishments and Objectives: Annual Report on the Objectives and Accomplishments of the Staff. d. Economy: Quarterly report on financial matters. e. Statistical Reports: (1) Cable Costs: Breakdown of cost by station. O.2 Permanent. Disposal not authorized. Cut-off at end of 2 calendar years, then destroy. Temporary. Retain no longer than 1 year, then destroy. O.1 Temporary. Retain 3 years, then destroy. Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center. Temporary. Retain 2 years, then destroy. Temporary. Retain 2 years, then destroy. Temporary. Destroy after 10 years. Cut-off at end of 2 years, retain an additional 3 years, then transfer to the Records Center.	3.	REPORTS		
(1) Staff (2) Branch (2) Branch (2) Branch (2) Branch (3) Annual Program Review and Forecast: Forecast of personnel, equipment, and facilities required by fiscal year. (4) C. Accomplishments and Objectives: Annual Report on the Objectives and Accomplishments of the Staff. (5) Accomplishments of the Staff. (6) Economy: Quarterly report on financial matters. (7) Cable Costs: Breakdown of cost by station. (8) Permanent. Disposal not authorized. Cut-off at end of 2 calendar years, then transfer to the Records Center. (8) Temporary. Retain 3 years, then destroy. (9) Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center. (1) Cable Costs: Breakdown of cost by station. (1) Temporary. Retain 2 years, then destroy. (1) Temporary. Retain 2 years, then destroy. (1) Temporary. Retain 2 years, then destroy.		numeric system and consist of monthly, special, and other types of reports pertaining to policy, liaison, problems, summaries, actions, traffic reporting, and other data pertinent to staff communications, communications equipment, and development of projects and programs.		
(2) Branch b. Annual Program Review and Forecast: Forecast of personnel, equipment, and facilities required by fiscal year. c. Accomplishments and Objectives: Annual Report on the Objectives and Accomplishments of the Staff. d. Economy: Quarterly report on financial matters. e. Statistical Reports: (1) Cable Costs: Breakdown of cost by station. Cut-off at end of 2 calendar years, then transfer to the Records Center. Temporary. Retain 3 years, then destroy. O.1 Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center. Temporary. Retain 2 years, then destroy. Temporary. Destroy after 10 years. Cut-off at end of 2 years, retain an additional 3 years, then transfer to the Records Center.		a. Monthly Reports:		
b. Annual Program Review and Forecast: Forecast of personnel, equipment, and facilities required by fiscal year. c. Accomplishments and Objectives: Annual Report on the Objectives and Accomplishments of the Staff. d. Economy: Quarterly report on financial matters. e. Statistical Reports: (1) Cable Costs: Breakdown of cost by station. year, then destroy. 7 Temporary. Retain 3 years, then destroy. 10.1 Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center. 11.7 Temporary. Destroy after 10 years. Cut-off at end of 2 years, retain an additional 3 years, then transfer to the Records Center.		(1) Staff	0.2	Cut-off at end of 2 calendar years,
Forecast: Forecast of personnel, equipment, and facilities required by fiscal year. c. Accomplishments and Objectives: Annual Report on the Objectives and Accomplishments of the Staff. d. Economy: Quarterly report on financial matters. e. Statistical Reports: (1) Cable Costs: Breakdown of cost by station. destroy. destroy. Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center. 0.1 Temporary. Retain 2 years, then destroy. Temporary. Destroy after 10 years. Cut-off at end of 2 years, retain an additional 3 years, then transfer to the Records Center.	:	(2) Branch	0.2	
Annual Report on the Objectives and Accomplishments of the Staff. d. Economy: Quarterly report on financial matters. e. Statistical Reports: (1) Cable Costs: Breakdown of cost by station. 1.7 Temporary. Retain 2 years, then destroy. Temporary. Destroy after 10 years. Cut-off at end of 2 years, retain an additional 3 years, then transfer to the Records Center.		Forecast: Forecast of personnel, equipment, and facilities required by fiscal	0.1	
financial matters. e. Statistical Reports: (1) Cable Costs: Breakdown of cost by station. 1.7 Temporary. Destroy after 10 years. Cut-off at end of 2 years, retain an additional 3 years, then transfer to the Records Center.		Annual Report on the Objectives and	0.1	Retain 5 years, then transfer to the
(1) Cable Costs: Breakdown of cost by station. 1.7 Temporary. Destroy after 10 years. Cut-off at end of 2 years, retain an additional 3 years, then transfer to the Records Center.		d. Economy: Quarterly report on financial matters.	0.1	
of cost by station. Cut-off at end of 2 years, retain an additional 3 years, then transfer to the Records Center.		e. Statistical Reports:		
Approved For Pologo 2005/11/21 : CIA PRINT HT87 A000100190013 0		(1) Cable Costs: Breakdown of cost by station.	1.7	Cut-off at end of 2 years, retain an additional 3 years, then transfer to
1 1 ADDIOVEU FUI REJEASE 2003/11/21 . CIA-RIDET 0-0040/ A000 100 1300 12-0		Approved For Release 2005/11/21 : CIA-F	SECRET	87A000100190012-0

ITEM NO	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	Approved For Release 2005/11/21 : CIA-REPORTS - con't	OP78-0048	7A000100190012-0
	(2)		
		4.0	Temporary. Destroy after 10 years. Cut-off at end of 2 years, retain 3 additional years, then transfer to the Records Center.
	f. Cryptographic Inventory: An inventory of all cryptographic documents.	0.1	Temporary. Retain current and superseded copy. Destroy previous inventories.
	g. Radio Interferences and Irregularities Reports: These files consist of FCC Form 74 and Canadian Form 41-3011 (Report of An Irregularity or of an Infringement of the Telecommunications Convention or of the Radio Regulations) and Off-Frequency Reports (Non-Interference) from FCC regarding irregularities in CIA frequencies.	0.4	Temporary. Destroy 10 years after receipt in Records Center. Review every 2 years, destroy non-record material, retain material needed for current operations, and transfer inactive record material to the Records Center.
	h. Project Status Reports: Reports prepared for OC Staffs and Divisions on the status of various projects, programs, and equipment evaluations.	0.1	Temporary. Destroy after 10 years. Review every 2 years, destroy non- record material, retain material needed for current operations, and transfer non-current record material to Records Center.
4.	CORRESPONDENCE FILES		
	These files are maintained under a numeric alphabetic system and consist of Agency, other agencies, Military, and Commercial Firm correspondence relating to Staff Communications support. (1955 - present)	4.3	Temporary. Destroy 10 years after receipt in Records Center. Review every year, destroy non-record material, retain material needed for current operations, and transfer inactive record material to the Records Center.
	Approved For Release 2005/11/21 :	7-3- 1278-0048	7A000100190012-0

" ITEM N	O. FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-F	VOLUME 1DP78-004	487A000100190012-0 INSTRUCTIONS
5.	• •	SECRET	7,7406:33:333:2
	These files are maintained under a numeric system and consist of correspondence relating to the various tasks setforth by the NCS and resultant requirements levied upon the Agency. (1962 - present)	1.1	Temporary. Destroy 25 years after receipt in Records Center. Review every year, destroy non-record material, retain material needed for current operations, and transfer inactive record material to the Record Center.
6.	STAFF COMMUNICATIONS EQUIPMENT FILES	<u> </u>	
	These files are maintained in a numeric subjective system and consist of the following: (1962 - present)		
	a. Equipment Program: These files are alphabetical by area and consist of cables, dispatches, and memoranda concerned with the equipment programs for field stations, Headquarters signal centers, and non-OC components using Staff Communications equipment.	0.6	Temporary. Review every year. Destroy material no longer needed fo current operations.
	b. Equipment Programming and Planning: These files contain equipment programming and planning sheets for each area, machine run of equipment, and related materials.		Temporary. Destroy after 5 years. Cut-off at end of each Fiscal Year, hold 1 additional year, then transfet to the Records Center.
	c. Requirements: Correspondence relating to Staff Communications equipment requirements.		Temporary. Destroy 5 years after receipt in Records Center. Review every 2 years, retain record materia until equipment is obsolete, then transfer to the Records Center.
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ITEM NO.	FILES IDENTIFICATION	CHAME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP	78-004	87A000100190012-0
6.	STAFF COMMUNICATIONS FILES - con't	RET	
	d. Procurement: These files consist of correspondence relating to the procurement of cryptographic material and teletype equipments.		Temporary. Retain 3 years, then destroy.
	e. Strategic Reserves: These files consist of correspondence and reports relating to equipment stockpiles world-wide.	0.1	Temporary. Destroy 10 years af receipt in Records Center. Revery year, destroy non-record material, retain material needecurrent operations, and transfeactive record material to the Record.
	f. Reference Material: These files consist of circuit charts, layout charts, equipment standards, Files	0.6	Temporary. Destroy when supers or no longer needed for referen
	reference.		
7.	SYSTEM OPERATIONS		
	These files are maintained in a numeric subjective system and consist of the following:		
	a. Station Files: These files are arranged in alphabetical order by station and consist of correspondence relating to traffic routings, opening and closing of circuits and links, procedural changes, and other correspondence.	6.0	Temporary. Destroy 5 years aft receipt in Records Center. Revery 2 years, destroy non-recomaterial, retain material needs current operations, and transferance record material to the Foresteen
	(1960 - present)		Center.
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	Approved For Release 2005/11/21 : CAURE	5-	 87A000100190012-0

	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
M NO.	Aphtrove The Railense 2005/11/21 : CIA-RE	JP78-004	37A000100190012-0
7.	SYSTEM OPERATIONS - con't	SECRE	
1	b. Indicators and Designators: These		
	files are arranged by subject and consist		
	of the following:		
- 1	01 010 1011 1 81	-	
1	(1) Routing:		
			Temporary. Retain on a current bas
	Correspondence relating	0.3	Temporary. Retain on a current bas destroy inactive and obsolete mater
	to the assignment, main-		destroy inactive and obsolete mater
	tenance, and cancellation		
}	of routing indicators for		
ļ	agency stations.		
1	(1962 - present)		
	(2) Cryptographic (System):		
			- Datain on a current
	These files consist of	1.0	Temporary. Retain on a current
	correspondence relating to		basis, destroy inactive and
	the assignment and main-		obsolete material.
	tenance of internal crypto-		
'	graphic indicators on		
٠.	traffic. (1949 - present)		
	(3) Cable Designators:		
	These files contain	0.1	Temporary. Retain on a current
	correspondence relating	0.1	basis, destroy when obsolete or
	to the assignment, and		superseded.
	maintenance of station		
	cable designators (agency).		
	(1962 - present)		
	c Procedural Documents: These	2.5	Temporary. Retain on a current
	c. Procedural Documents: These documents are maintained in a subjective	2.0	basis, destroy when superseded or
	sequence and consist of Allied Communica-		obsolete.
	sequence and consist of Affred Communication		
	tions Publications, Joint Army Navy Allied	1	
	Publications, Joint Armed Forces Publica-	1	
	tions Changes, Communications Operating	1	
	Instructions, and Communications Improve-		
	ment Notices used in the routing of		
	traffic via the various networks.		OCCRET.
	(1959 - present) Approved For Release 2005/11/21 : CIA-RE	1 -6-	374000100190012-0

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EM NU.			77AUUU 1UU 19UU12-U
7.	SYSTEM OPERATIONS - con't	SECRET	
	d. Inter and Intra Agency COMINT Files: These files consist of cables, dispatches, memoranda, and reports on COMINT matters. (1960 - present)	0.5	Temporary. Review and determine disposition as governed by the subject of each document under this schedules files identification listing.
	e. Telecommunications Systems and Programs: These files consist of: (1958 - present)		
	(1) CRITIC:		
	Critical reporting plan.	0.8	Temporary. Destroy 10 years after receipt in Records Center. Retain all current significant items and transfer non-current record materia
* .	(2) Signal Center Systems:		to the Records Center.
	Correspondence relating to the day-to-day operation and system of the Signal Centers (message precedence, re-routing, shutdowns, etc.)	0.2	Temporary. Destroy 10 years after receipt in Records Center. Retain all current significant items and transfer non-current record materiate to the Records Center.
	(3) Special Traffic Expediting Plan (STEP):		
	Correspondence dealing with the maintenance of the agency system world-wide.	0.2	Temporary. Retain on current basis destroy when superseded or obsolet
		OF FRET	

	FILES IDENTIFICATION	YOL HME	ZAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
7.	Approved For Release 2005/11/21 : CIA-R SYSTEM OPERATIONS - con't	₩1·/8-0048	PAUDUTUUTUUTZ-U
	(4) Teletape:	SECRE	
	Correspondence relating to the conception, construction and maintenance of the teletape program world-wide.	0.2	Temporary. Destroy 15 years after receipt in Records Center. Review every 3 years, destroy non-record material, retain material needed for current operations and transfer inactive record material to the Records Center.
.	TRAFFIC REPORTING AND ACCOUNTING		
	These files are maintained under a numeric subjective system and consist of:		
	a. (1959 - present)		
	(1) Manuals relating to reporting of cable traffic volumes.	0.2	Temporary. Maintain manual on a current basis, destroy when out-dated.
	(2) Correspondence relating to traffic reports.		Temporary. Retain for 15 years then destroy.
- 1	b. Station Files: These files are in alphabetical order and contain copies of cables reflecting the traffic volume of agency field stations and the consolidated computer run. (1960 - present)	1.3	
	(1) Cables		Temporary. Maintain 6 months, destro earliest month upon filing latest month.
	(2) Computer Runs		Temporary. Retain one copy of each computer run for 15 years. Retain 5 years, then transfer to the Records Center.

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1	EM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	9.	RADIO COMMUNICATIONS For Release 2005/11/21 : CIA-F	SECRET	87A000100190012-0
		These files are maintained under a numeric subjective system and consist of the following:		
			0.1	Temporary. Retain on a current basis, destroy when superseded, or no longer needed for reference.
		b. Frequency Applications: Applications to the IRAC Frequency Assignment Sub-Committee requesting frequency assignment action. (1964 - present)	0.1	Temporary. Retain on current basis, destroy when assignment action is completed.
		c. Cleared Frequencies: These files consist of correspondence regarding frequencies cleared for Agency use by the Federal Communications Commission, International Radio Advisory Council, and/or International Telecommunications Union. (1961 - present)	0.2	Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy non-record material, retain material needed for current operations, transfer inactive record material to the Records Center.
		d. IRAC Dockets: These files consist of the signed IRAC documents authorizing the Agency use of radio and microwave frequencies. (1951 - present)	0.2	Temporary. Destroy 20 years after receipt in Records Center. Review every year, retain current record material, transfer non-current record material to the Records Center.
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			SECRE	
L		Approved For Release 2005/11/21 : CIA-F	RDP78-004	87A000100190012-0

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1	ITEM NO.			
	TIEM NO.	FILES IDENTIFICATION	VOLUME	TARROCA PASPOSITION INSTRUCTIONS
1	İ	Approved For Release 2005/11/21 : CIA	-KDP78-004	4/A000100190012-0
	9.	RADIO COMMUNICATIONS - con't	SECRET	
		e. Reciprocal Radio and Amateur Agreements: These files consist of correspondence relating to reciprocal radio agreements between the US Government and other Governments and the amateur radio agreements. (1963-present)	0.7	Temporary. Destroy after 50 years, Review every 2 years, retain current record material, transfer non-current record material to the Records Center.
		f. Amateur Radio Station Approval: These files consist of requests from Agency personnel for permission to operate an amateur radio station and the Director of Communication's comments and approval, also licensing information and related correspondence. (1963 - present)	0.1	Temporary. Retain on current basis, destroy when obsolete or outdated.
		g. Communications Documents: These files consist of radio communications documents, emergency radio systemanuals, and staff signal plans. (1962 - present)	2.0	Temporary. Retain on current basis, destroy when superseded or no longer needed for reference.
		h. Medium/High Speed Communication Documents: These files consist of copie of medium/high speed radio communication documents and correspondence relating to the main- tenance of emergency radio equipment.	E 0 9	Temporary. Retain on current basis, destroy when superseded or no longer needed for reference.
		(1964 - present)	-10-	
L		Approved For Rologso 2005/11/21 · CIA	-RDP78-004	87A000100190012-0

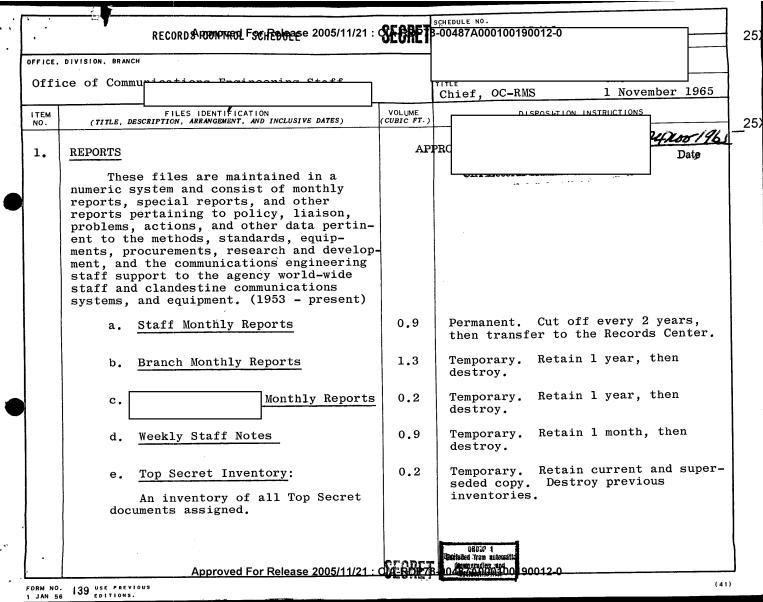
and specifications relating to types of equipment being developed by other government agencies and commercial firms. b. Projects, Programs, and Systems: These files consist of various forms of correspondence, specifications, drawings, diagrams, and brochures relating to telecommunications projects, programs, and systems in the development stage by this Agency, the US Government, or commercial firms. 2.7 Temporary. Destroy after 10 years Retain all current significant ite and transfer non-current record material to the Records Center. Temporary. Destroy after 10 years Retain all current significant ite and transfer non-current record material to the Records Center. Temporary. Destroy after 10 years Retain all current significant ite and transfer non-current record material to the Records Center.	. ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
These files are maintained under a numeric subjective system and consist of: (1963 - present) a. Equipment: These files consist of correspondence, diagrams, brochures, and specifications relating to types of equipment being developed by other government agencies and commercial firms. b. Projects, Programs, and Systems: These files consist of various forms of correspondence, specifications, drawings, diagrams, and brochures relating to telecommunications projects, programs, and systems in the development stage by this Agency, the US Government, or commercial firms. These files are maintained under a numeric system and consist of: (1958 - present) a. OC Regulatory Issuances: OC Orders and Notices. O.4 Temporary. Destroy 5 years after receipt in Records Center. Review every 2 years, retain record mater until equipment is obsolete, then transfer to the Records Center. Temporary. Destroy after 10 years Retain all current significant ite and transfer non-current record material to the Records Center. Temporary. Destroy when supersede obsolete, or no longer needed for	- R	Approved For Release 2005/11/21 : CIA-F	RP78-004	87A000100190012-0
numeric subjective system and consist of: (1963 - present) a. Equipment: These files consist of correspondence, diagrams, brochures, and specifications relating to types of equipment being developed by other government agencies and commercial firms. b. Projects, Programs, and Systems: These files consist of various forms of correspondence, specifications, drawings, diagrams, and brochures relating to telecommunications projects, programs, and systems in the development stage by this Agency, the US Government, or commercial firms. PUBLICATIONS AND MANUALS These files are maintained under a numeric system and consist of: (1958 - present) a. OC Regulatory Issuances: OC Orders and Notices. O.4 Temporary. Destroy 5 years after receipt in Records Center. Review every 2 years, retain record mater until equipment is obsolete, then transfer to the Records Center. Temporary. Destroy after 10 years Retain all current significant ite and transfer non-current record material to the Records Center. Temporary. Destroy bear after receipt in Records Center. Review every 2 years, retain record mater until equipment is obsolete, then transfer to the Records Center. Temporary. Destroy bear after receipt in Records Center. Review every 2 years, retain record mater until equipment is obsolete, then transfer to the Records Center. Temporary. Destroy bear after receipt in Records Center. Review every 2 years, retain record material every 2 years, retain record material to the Records Center. Temporary. Destroy bear after receipt in Records Center. Temporary. Destroy bear after receipt in Records Center. Temporary. Destroy bear after of the Records Center. Temporary. Destroy bear after receipt in Records Center. Temporary. Destroy 5 years after receipt in Records Center. Temporary. Destroy 5 years after receipt in Records Center. Temporary. Destroy 5 years after receipt in Records Center. Temporary bear after of the Records Center.	10.	ANALYSIS AND DEVELOPMENT	SEUTE I	
of correspondence, diagrams, brochures, and specifications relating to types of equipment being developed by other government agencies and commercial firms. b. Projects, Programs, and Systems: These files consist of various forms of correspondence, specifications, drawings, diagrams, and brochures relating to telecommunications projects, programs, and systems in the development stage by this Agency, the US Government, or commercial firms. 2.7 Temporary. Destroy after 10 years Retain all current significant ite and transfer non-current record material to the Records Center. These files are maintained under a numeric system and consist of: (1958 - present) a. OC Regulatory Issuances: OC Orders and Notices. Tremporary. Destroy when superseded obsolete, or no longer needed for		numeric subjective system and consist of:		
These files consist of various forms of correspondence, specifications, drawings, diagrams, and brochures relating to telecommunications projects, programs, and systems in the development stage by this Agency, the US Government, or commercial firms. PUBLICATIONS AND MANUALS These files are maintained under a numeric system and consist of: (1958 - present) a. OC Regulatory Issuances: OC Orders and Notices. Temporary. Destroy after 10 years Retain all current significant ite and transfer non-current record material to the Records Center. Temporary. Destroy when superseders obsolete, or no longer needed for		of correspondence, diagrams, brochures, and specifications relating to types of equipment being developed by other govern-		receipt in Records Center. Review every 2 years, retain record material until equipment is obsolete, then
These files are maintained under a numeric system and consist of: (1958 - present) a. OC Regulatory Issuances: OC Orders and Notices. Orders and Notices. Temporary. Destroy when supersede obsolete, or no longer needed for		These files consist of various forms of correspondence, specifications, drawings, diagrams, and brochures relating to telecommunications projects, programs, and systems in the development stage by this Agency, the US Government, or	2.7	Temporary. Destroy after 10 years. Retain all current significant items and transfer non-current record material to the Records Center.
numeric system and consist of: (1958 - present) a. OC Regulatory Issuances: OC Orders and Notices. OC 0.3 Temporary. Destroy when supersede obsolete, or no longer needed for	*11.	PUBLICATIONS AND MANUALS		
Orders and Notices. obsolete, or no longer needed for		numeric system and consist of:		
		a. <u>OC Regulatory Issuances</u> : OC Orders and Notices.	0.3	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
paragraphs b. and c. were changed to read a. and b. AMENDM APPROVI		paragraphs b. and c. were changed to		
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190012-0		Approved For Release 2005/11/21 · CIA-F		 87A000100190012-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
AL TIEM NO.	Approved For Release 2005/11/21 : CIA-		
*11.	PUBLICATIONS AND MANUALS - con't	OECHIE I	
	b. Reference Files: These files consist of books, publications, catalogs, periodicals, maps, charts, building plans, and similar material maintained for the convenience of reference.	8.3	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
12.	CHRONOLOGICAL FILES		
	These files are maintained under a numeric system and consist of extra copies of correspondence. Files are maintained for convenience of reference.		
	a. <u>Cables</u> :	0.3	Temporary. Retain 1 year, then destroy.
	b. <u>Dispatches</u> :	0.8	Temporary. Retain 2 years, then destroy.
	c. <u>Memoranda</u> :	0.3	Temporary. Retain 2 years, then destroy.
	d. Memoranda for the Record:	0.4	Temporary. Retain 3 years, then destroy.
	*Item, 11, sub-paragraph a. deleted; sub-paragraphs b. and c. were changed to read a. and b.		AMENDMENT #1, dated /5 May 1967.
		OCODET	APPROVE
·	Approved For Release 2005/11/21 : CIA-	RDP78-064	87Δ000100190012-0
FORM NO.	139a EDITIONS. RECORDS CONTROL SCHEDULE -	CONTINUA	TION SHEET

TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
112	Approved For Release 2005/11/21 : CIA-R		
10.	ANALYSIS AND DEVELOPMENT / Elecom	CECRET	
	These files are maintained under a numeric subjective system and consist of: (1963 - present)	DEVIIL I	50-65-05
	a. Equipment: These files consist of correspondence, diagrams, brochures, and specifications relating to types of equipment being developed by other government agencies and commercial firms.	0.4	Temporary. Destroy 5 years after receipt in Records Center. Review every 2 years, retain record material until equipment is obsolete, then transfer to the Records Center.
11.	b. Projects, Programs, and Systems: These files consist of various forms of correspondence, specifications, drawings diagrams, and brochures relating to telecommunications projects, programs, and systems in the development stage by this Agency, the US Government, or commercial firms. PUBLICATIONS AND MANUALS	R. 7	Temporary. Destroy after 10 years. Retain all current significant items and transfer non-current record material to the Records Center.
	These files are maintained under a numeric system and consist of: (1958 - present)		
	a. Agency Regulatory Issuances: Agency Notices, Regulations, and Handbooks filed in numerical order.	1.0	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
	b. OC Regulatory Issuances: OC Orders and Notices.	0.3	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
	Approved For Release 2005/11/21 : CIA-R	DP78-004	87A000100190012-0
FORM NO.	139a USE PREVIOUS PECOPOS CONTROL SCHEDULE		(41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-R		
11,		SECRET	
	c. Reference Files: These files consist of books, publications, catalogs, periodicals, maps, charts, building plans, and similar material maintained for the convenience of reference.	8.3	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
12.	CHRONOLOGICAL FILES		
	These files are maintained under a numeric system and consist of extra copies of correspondence. Files are maintained for convenience of reference.		
	a. <u>Cables</u> :	0.3	Temporary. Retain 1 year, then destroy.
	b. <u>Dispatches</u> :	0.8	Temporary. Retain 2 years, then destroy.
	c. Memoranda:	0.3	Temporary. Retain 2 years, then destroy.
	d. Memoranda for the Record:	0.4	Temporary. Retain 3 years, then destroy.
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		e controlled ()	
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FORM NO. 139a USE PREVIOUS



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		FILES IDENTIFICATION CONFIDENCE CIA F	DEVELUME 4	ZAGOGAGGAGGAG ISPOSITION INSTRUCTIONS
	REPORTS	Approved For Release 2005/11/21 : CIA-R - con't	SECRET	7 A000100130012-0
	inventor	Cryptographic Inventory: An y of all cryptographic documents tographic equipment.	0.2	Temporary. Retain current and supe seded copy. Destroy previous inventories.
	g.	Accomplishments and Objectives:		
		(1) Annual Report on the Accomplishments and Objectives of the Staff.	0.2	Temporary. Destroy after 20 years. Retain 5 years, then transfer to th Records Center.
		(2) Annual Report on the Accomplishments and Objectives of the Branches.	0.3	Temporary. Destroy after 5 years. Retain 2 years, then transfer to th Records Center.
	h.	Annual Program Forecast Files:		
i i s	annual for equipment of the control	les consist of copies of the precast requirements of personnel, t, and facilities and the prelimitimates, office estimates, operatet, narrative, and statistical ts of requirements and related ers. These files are used in the OC-E forecast and OC budget cion.		
		(1) Staff Annual Program Fore- cast	0.1	Temporary. Retain 3 years, then destroy.
		(2) Branch Annual Program Fore- cast	1.0	Temporary. Retain 1 year, then destroy.
Ter	i. Financial	Quarterly Economy Report on Matters	0.3	Temporary. Retain 2 years, then
+			ı	destroy.

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Annroyed	ATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Re	elease 2005/11/21 : CIA-		7A000100190012-0
REPORTS - con't		SECRE	
cations rquipment Report	nual Communi-	1.1	Temporary. Retain on a current basis; destroy when superseded, outdated, or no longer needed for reference.
1. Communic Question naire and Report)	cations Security	3.0	Temporary. Retain on a current basis; destroy when superseded, outdated, or no longer needed for reference.
m. Equipment Test F	Report	0.1	Temporary. Retain until equipment is obsolete, then destroy.
n. Foreign Intellig These files contain report equipment.	gence Reports: cts on foreign	0.1	Temporary. Review every 6 months, destroy reports no longer needed for reference.
o. <u>D/CO Staff Meeti</u>	ings	0.1	Temporary. Retain 1 year, then destroy.
p. Accountability R files contain corresponde the receipt, destruction, inventory of accountable	ence concerning transfer, and	0.3	Temporary. Destroy when superseded or no longer needed for reference.
(1) Top Secret manuals, and doc	publications, cuments.	3.0	The subjects of these documents are contained in the file identification in this schedule. Review and determine disposition as governed by the subject of each document. (Return all Top Secret documents to OC-RMS for disposition.)
(=)	ic documents,	4.2	Temporary. Retain until superseded, outdated, or no longer needed for

ITEM NO.	FUES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS	
I I EM NU.	FILES IDENTIFICATION Approved For Release 2005/11/21: CIA-R REPORTS - con't	DE78-004	87A000100190012-0	
	PUDODEG14	SELIKEI		
	REPORTS - con't			
	q. Annual Training Status Reports of	0.9	Temporary. Retain 2 years,	then
1	Staff Personnel		destroy.	
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	Ales Dentification PERSONNEL ADMINISTRATION FILES	ECRET	8/A000100190012-0
	a. These files are maintained under numeric system by subject and consist of cables, dispatches, memoranda, forms, and other correspondence reflecting the Staff personnel planning, programs, career development, rotation, assignment, reassignment, separations, promotions, position descriptions, programs, information on the career Boards & Panels, and other administrative reference files accumulated in the course of performing personnel functions and administration. (1951 - present)	1,5	Temporary. Retain on a current basis destroy when superseded or no longer needed for reference.
	(1) Personnel Soft Files: These files consist of individual personnel folders maintained by the Staff for each employee assigned to the Staff or under Panel E Career Cognizance. These files contain copies of documents pertaining to personne actions affecting the individual Also included are Fitness Reports, correspondence, cables, dispatches, and other documents such as training, processing, and travel information.		Temporary. Upon separation destroy. Upon transfer, screen and forward to gaining office.
	(2) Personnel Card Files: These files consist of Employee Record Cards - a card maintained for each employee. Notations of all personnel actions, training, etc., are posted to this card.	0.6	Temporary. Destroy upon separation transfer.
	(3) T/O Files: These files consist of records relating to the staffing pattern, copies of monthly personnel reports, T/O changes, Approved For Release 2005/11/21: CIA-R	0.7	Temporary. Destroy when superseded or obsolete.

	EUSC IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
ITEM NO.	Approved For Release 2005/11/21: CIA-PERSONNEL ADMINISTRATION FILES - con't	SECRET	87A000100190012-0
	authorizations, manning tables, and IBM listing of employees. (4) Biographic Data on Commercial Firm Representatives: These files are maintained in alphabetic order and contain documents pertaining to the commercial firms, representatives, clearances, and types of clearances.	2.9	Temporary. Retain on a current basis; destroy when employee transfers or resigns.
	(5) Electronic Engineer Certifications: These files consist of Electronic Engineer Certifications, and the procedural documents. (a) Certifications, test- ing results, and personnel listings for Electronic Engineers in OC, who have qualified for a General Scientific Step position.	0.5	Temporary. Destroy after 50 years. Retain 10 years, then transfer to the Records Center.
	(b) Personnel listings and test forms.	0.3	Temporary. Retain on a current basis. Destroy when no longer needed for reference.
	(c) Engineer qualification standards and test forms.	0.2	Temporary. Retain on a current basis. Destroy when no longer needed for reference.
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EM NO.		Approved For Release 2005/11/21 : CIA-F	VOLUME	DISPOSITION INSTRUCTIONS
	PERSONNEL	ADMINISTRATION FILES - con't	SECRET	
		(6) Recruitment: These files consist of Personnel Briefing Forms, and Pre-Employment Interview Reports.	0.8	Temporary. Retain file copy 1 year, then destroy. (File original in individual's official 201 file).
		(7) Retirement: These files consist of personnel listings, directives, and correspondence relating to the retirement of Staff employees.	0.1	Temporary. Retain on a current basi destroy outdated material.
		(8) Personnel Conduct: These files consist of the Personnel Conduct Handbook and the Personnel Certifications.	0.5	Temporary. Retain on a current basi destroy outdated material.
		(9) Training: These files consist of correspondence course outlines offered by external training facilities, brochures, documents relating to training programs, requests for information on training, training activities, announcements of training courses, seminars, and lectures.		Temporary. Retain on a current basi destroy when superseded, or no longe needed for reference.
		(a) Mid-Career Program - These files consist of correspondence pertaining to the selection and participation of OC-E personnel for the Mid-Caree Program.	0.1	Temporary. Retain on a current bass destroy when superseded, or no long needed for reference.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-R		87A000100190012-0
3.	SUBJECT FILES	SEUNEI	
	SOBOLCI FILLD		
1	These files are maintained under a	1	
1	numeric system by subject and consist of	,	
1]	correspondence, cables dispatches and	'	
1	Other correspondence reflecting the	'	
	activities of the Staff. (1951 - present)	1	
1			
	a. Organization and Administration	4.1	Temporary. Destroy 5 years after
4	files: These files consist of corres-]	receipt in the Records Center. Review
	pondence, memoranda, reports and related	1	every 2 years, destroy non-record
	records pertaining to the Policy Plans	1	material, retain material needed for
1 (Programs. Functions Responsibilities	1	current operations, and transfer
	Table of Organization, Liaison and		inactive material to the Records
1)	Administration of the Staff.		Center.
	h Counity Bilone Thomas file		
	b. Security Files: These files consist of correspondence, directives,	0.4	Temporary. Destroy when superseded or
	and forms relating to security.	· '	no longer needed for reference.
	and forms forating to security.	!	
	c. Emergency Communications Planning	J 0 1	Tomponant Potain on a summent besis
	Files: These files consist of memoranda	ļ U. = '	Temporary. Retain on a current basis. Destroy non-current material.
	reports, relocation procedures plans	'	Descroy non-current material.
	and other correspondence pertaining to	'	
	Emergency Relocation Planning.	.!	
	,	'	
	d. Building Construction, Reno-	3.8	Temporary. Destroy after 50 years.
	vation and Remodeling of Facilities		Retain 1 year after work completed.
1	Files: These files contain reports,	!	then transfer to the Records Center.
1	pictures, maps, blueprints, building	'	
1	drawings, floor plans, dispatches, cables,	, '	
1	and other correspondence pertaining to the	1	
	renovation, remodeling, and construction of OC stations and facilities.	,	
1	of oc stations and facilities.	1	
1	e. Services Files: These files are	1 '	
	maintained under a numeric system and	1 '	
1 1	consist of:	1	
{		'	
1 1	(1) Administrative Supplies and	1 2 = 1	
1	Services	0.5	Temporary. Retain no longer than 1 year, then destroy.
1	A	TIGGIS	
	Approved For Release 2005/11/21 : CIA-R	OF CALIFFE	\$7A000100190012-0
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS	\neg
77.2	Approved For Release 2005/11/21 : CIA-R			コ
1 1	SUBJECT FILES - con't			- \
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1				1
	(2) Library Requests	0.4	Temporary. Destroy when request is filled.	İ
	(3) Publication Requests	0.7	Temporary. Destroy when request is filled.	
	f. Travel Files: These files consist of TDY request for travel orders, vouchers, notices, blanket travel orders, advances, policies, procedures, correspondence, and the TDY Standby List.		Temporary. Retain on a current basis Destroy material no longer needed for reference.	; .
	g. Budget and Fiscal Files: These files consist of background material and related working papers for prepara-	4.6	Temporary. Retain 3 years, then destroy.	
	tion of the Staff budget, allocations, and obligations.	·		
	h. Transmittal Manifest Files:	2.0	Temporary. Retain 1 year, then	. [
	These files are maintained under a numeric system and contain "IN and OUT" transmittal manifests.	2.0	destroy.	
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TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-R		
4.	TECHNICAL AND SPECIAL COMMITTEES AND BOARD FILES:	SECRET	
	These files consist of reports, memoranda, minutes, directives, charts, and agenda of committees, sub-committees, boards, working groups and briefing material used by agency and non-agency officials regarding engineering technical research and development, supply procedures, planning, as well as support to the Agency in the communications engineering		
	support fields. (1955 - present)		
	a. Technical Equipment Board	0.3	Temporary. Retain 3 years, then destroy.
	b. Presidents Foreign Intelligence Advisory Board	0.2	Temporary. Retain 3 years, then destroy.
	c. <u>CIA Patent Board</u>	0.3	Temporary. Retain 3 years, then destroy.
	d. Technical Requirement Board	0.3	Temporary. Retain 3 years, then destroy.
	e. Technical Advisory Panel: These files are maintained under an alphabetic system and consist of background correspondence, publications, and reference materials relating to equipment, theory systems, techniques, etc., from the Department of Defense, Commercial firms, agency and non-agency facilities.	21.0	Temporary. Destroy after 10 years. Retain 3 years, then transfer to the Records Center. Forward reference material to R&D Lab for inclusion in the Technical Laboratory.
	(1) Technical Reports - These files consist of technical reports on equipment, systems, theories, and tests on present equipment. Testing and reporting are completed by the Agency, other agencies and commercial firmsproved For Release 2005/11/21: CIA-R	SECRET	Temporary. Review every 6 months and destroy outdated material.

I'TEM NO.	FILES IDENTIFICATION	,	
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	TECHNICAL AND SPECIAL COMMITTEES AND BOARD FILES - con't		
	(2) Technical Advisory Panel - These files consist of administration material, reports, etc., on the Technical Advisory Panel.	1.5	Temporary. Retain 3 years, then destroy.
	f. Bio-Medical Electronic AD HOC Panel	0.2	Temporary. Retain 1 year, then destroy.
	g. CIA Research and Development Review Board	0.2	Temporary. Destroy after 4 years. Retain 2 years, then transfer to the Records Center.
	h. Joint CIA/DOD Research and Development Committee (Tactical Command & Control):	0.2	Temporary. Destroy after 4 years. Retain 2 years, then transfer to the Records Center.
	i. Office of Communications Equipment Board	0.2	Temporary. Destroy after 3 years. Retain 1 year, then transfer to the Records Center.
	Board Research and Development Review	0.2	Temporary. Destroy after 3 years. Retain 1 year, then transfer to the Records Center.
	k. Audio Counter Measures Meetings:	0.2	Temporary. Destroy after 4 years. Retain 2 years, then transfer to the Records Center.
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5.	LIAISON FILES Tochnical Liaison Files: These	SECRET	가는 시험적인 본 신축적인상
].	a. <u>Technical Liaison Files</u> : These files are <u>maintained under an alphabetic</u>	1	
	system and consist of:		
1	system and consist or.		hood
	(1) Bio data and correspondence on commercial and/or military representatives. (forms) (1960 - present)	3.6	Temporary. Retain on a current basi destroy when no longer needed for reference.
	(2) <u>Security Clearance Files:</u> Index for military and commercial firm personnel. Listed by comment	r -	Temporary. Retain on a current basi cancel clearance and destroy when no longer needed for reference.
•	cial firm and contains name, date	9 ⋅	
	of clearance, job title, and type	∍	
	of clearance. (1952 - present)		
	(3) Correspondence Files: Letters to and from commercial firms and military establish-	2.1	Temporary. Commercial firm correspondence retain 2 years, then destroy military correspondence retain 5 years, then destroy.
	ments on requests to and from them on technical specifications	,	
	visitations, and receipt of		
	correspondence on their latest	:	
	equipment. (1957 - present)		
	(4) Synopsis Files: Liaison tasks performed for OC, FBIS, TS/D, FI and Contacts Division (DDI).	2.0	Temporary. Retain 5 years, then destroy.
	(5) <u>Technical Representative</u> Liaison Monitoring - Correspond-	0.1	Temporary. Retain on a current bas destroy outdated material.
	ence from and to commercial firm	ıs	
	regarding rotation and replace-		
	ment of personnel including		
	personnel resume.	1	
		CEORE	
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M NO.	FILES IDENTIFICATION Approved For Release 20	VOLUME 05/11/21 : CIA-RDP78-0048	DISP 7A000100190012-0	OSITION INST	RUCTIONS
LIAISON	FILES - con't	SECRET			
h	Inton & Inton Assert				
$\frac{\text{Files:}}{\text{an alph}}$	abetic system and consi	ined under	Temporary. R destroy.	etain 5	years, then
and cla	ondence on communication ndestine equipment, equipment, and/or exchange	ipment	·		
ment or and int	information to and fro ra-agency components, fents, and military esta	m inter			
(1955 -	present)				
regardi	Contractor Contract R iles consist of trip re ng specific equipment a	ports	Temporary. Redestroy.	etain 2 y	ears, then
researc	h and development of equercial firms.	uipment			
			. •		
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	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-REFERENCE MATERIALS	DP78-0048	87A000100190012-0
.	REFERENCE MATERIALS	CCOBET	
- 1	· · · · · · · · · · · · · · · · · · ·	SEUNE 1	
	a. Working Files: These files are	82.0	Upon completion of a specific job,
1	maintained for the convenience of the	ļ	return any loaned materials to file
- 1	user and consist of documents, books,		the Library, then destroy remaining
į	publications, catalogs, periodicals, maps	ļ ·	papers.
- 1	rough notes, drafts, forms, etc.,		
	accumulated and temporarily maintained	İ	
	separate from any file system until a		
	specific job has been completed. The		
)	collection may also include folders		
1	and documents temporarily charged out of		
	a file system or on loan from the Library	ļ	
1		1	
	b. Reference Materials: These	285.0	Temporary. Destroy when obsolete,
	materials consist of classified and	1	superseded, or no longer needed for
i	unclassified catalogs, schematics,		reference; except material that has
	bulletins, books, commercial report data,	1	future value may be sent to the
1	manuals, brochures, trip reports,		Records Center for 5 years, then
1	booklets, periodicals, maps, and similar		destroy.
1	material from various sources, and used		
	for reference purposes. This information		
j	relates to communications equipment,	1	
- 1	system, theory, and techniques relating		
ì	to communications support functions at		
	Headquarters and in the field.		
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- 1			
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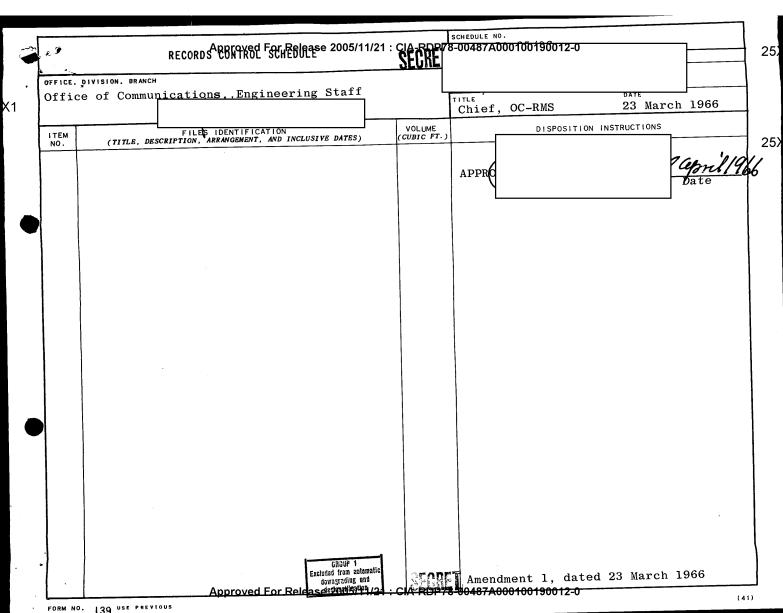
NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-R	VOLUME DISPOSITION INSTRUCTIONS		
	CHRONOLOGICAL FILES	SECRET	7/4000100130012-0	
.	CIMONOLOGICAL FILES	OFAIIF !		
	These files consist of extra copies of correspondence and are maintained under a numeric system for convenience of reference. (1958 - present)	r		
	a. <u>Cables</u>	4.4	Temporary. Maintain 1 year, destroy earliest month upon filing latest month.	
	b. <u>Dispatches</u>	2.4	Temporary. Retain 2 years, then destroy.	
	c. Memoranda	3.0	Temporary. Retain 2 years, then destroy.	
	d. Transmittal Manifests - IN and OUT Field Station Transmittal Manifests.	6.0	Temporary. Retain 1 year, then destroy.	
	e. Memoranda for the Record	2.3	Temporary. Retain no longer than 2 years, then destroy.	
	f. Mail Control Records - These files consist of control records for incoming and outgoing material.	+ s		
	(1) Logs	4.0	Temporary. Break annually, hold for 1 year, then destroy.	
	(2) Abstract Tickets	1.0	Temporary. Retain until action is completed, then return to OC-RMS	
	(3) Mail Receipts and Manifests	1.0	Temporary. Retain 30 days, then destroy.	
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M NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA	-RDPY BUMBAS	DISPOSITION INSTRUCTIONS
8.	PUBLICATIONS AND HANDBOOKS	SECRET	77 A000 100 1300 12-0
	These files are maintained under a numeric system and are filed in chronological order. (1953 - present) a. OC Regulatory Issuances:		
	(1) OC Notices, Orders, Memoranda Handbooks, and other internal issuances and directives.	6.0	Temporary. Destroy when superseded obsolete, or no longer needed for reference.
	(2) Equipment Notices: Notice on new equipment developed by (and commercial firms.	2.0 OC	Temporary. Destroy when superseded obsolete, or no longer needed for reference.
	(a) Equipment Notice Index: 3x5 cards indexing the equipment notices.		Temporary. Destroy when superseded obsolete, or no longer needed for reference.
	(3) Work Orders and Work Order Modifications: These files consist of Work Orders, Request and modification work orders for communications equipment	ts	Retain until superseded, outdated, on longer needed for reference, their transfer one copy to the Records Center. Destroy after 5 years.
	(4) Engineering Technical Bulletins: Field handbooks on Technical communications engine ing theory, test procedures, equipment, and equipment parts interest to Communications components.		Temporary. DESCRIPTION Retain until superseded, outdated, on longer needed for reference, ther transfer one copy to the Records Center. Destroy after 5 years.
	(5) Engineering Technical Manuals: Manuals consisting of technical information and date on OC Equipment.	8.0	Temporary. Destroy when superseded obsolete, or no longer needed for reference.
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ITEM NO.	FILES IDENTIFICATION	VOLUME DISPOSITION INSTRUCTIONS			
IIEM NU.	Approved For Release 2005/11/21 : CIA-R	DP78-004	37A000100190012-0		
	PUBLICATIONS AND HANDBOOKS - con't				
	(b) Agency Regulatory Issuances: Agency notices, regulations, handbooks, and DD/S directives.	4.0	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.		
	(c) Other Agency Issuances: Other Agency documents, publications, and directives.	8.0	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.		
		}			
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EOBM NO	139a USE PREVIOUS RECORDS CONTROL SCHEDULE -		· · · · · · · · · · · · · · · · · · ·		

FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-	RDP78-0048	87A000100190012-0
CORRESPONDENCE FILES	SECRET	
These files are maintained under a numeric system by subject and consist of: (1952 - present)		
a. Inter and Intra-Agency Liaison Correspondence: These files contain Agency, Military, Commercial, and other Agency correspondence concerning communications equipment, or systems, and equipment developments for application in the implementation of communications activities, and the technical evaluation of equipment and systems used in support of Agency operations.	12.0	Temporary. Destroy 5 years after receipt in the Records Center. Recevery 2 years, destroy non-record material needed for current operation than transfer to the Records Center.
 b. Records Management: These file contain materials dealing with the OC Records Management Program, i.e., reference material, procedural guidance, records of archiving, destruction, management improvement, and filing	s 1.0	Temporary. Destroy when outdated on longer needed for reference.
systems.		

		VOLUME I	DISPOSITION INSTRUCTIONS
M NO.	<u> </u>	₹ ₽₽78-00 4	87A000100190012- 0
0.	RESEARCH AND DEVELOPMENT FILES		
	These files are maintained under a numeric system.		
	a. General Administration and Planning Files: These files consist of documents, R&D contracts and programs, correspondence relating to the overall administration and support of the Branch and its budget, reports, requirements, work schedules, and control systems. The files reflect the activities, support, administration, and the general planning, supervision, and control of the research and development contracts and programs.	16.0	Temporary. Destroy after 25 years. Close files every 3 years; when completed or when terminated whichever comes first, then transfer to Records Center.
	(1) Production Cost Data: These files consist of Project Compilation Summaries of cost by project. (1962 - present)	0.5	Temporary. Retain 10 years, then destroy.
	(2) Project Control Files: These files consist of control cards, logs, indices, and the monthly project status reports, and other media reflecting comprehensive individual contracts administered by the Branch. (1962 - present)	4.5	Temporary. Retain 5 years, then destroy.
	b. Project Approval Requests: These files consist of approval memoranda for projects, contracts, and the Planning, Programming, and Budgeting (O/PPB) Control Records and Catalog Forms. (1964 - present	í	Temporary. Destroy after 25 years Close files every 3 years, then transfer to the Records Center.
		. ************************************	
	Approved For Release 2005/11/21 : CIA-F	_19-	1



FORM NO. 139 USE PREVIOUS

	ELIEC IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
ITEM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-R	DP78-0048	37A000100190012-0
ا يم	RESEARCH AND DEVELOPMENT FILES - con't	EGRET	
8	c. Technical Committee and Board Files: These files consist of:		
	(1) Agenda, directives, minutes of meetings, and reports covering general operations of the committee or board.	2.0	Permanent. Disposal not authorized. Retain 2 years, then transfer to the Records Center.
	(2) Papers relating to the establishment, revision, or termination of individual projects and contracts.	4.0	Permanent. Disposal not authorized. Retain 3 years, then transfer to the Records Center.
	(3) Correspondence files per- taining to the committees and boards.	2.0	Permanent. Disposal not authorized. Close file every 3 years, then transfer to the Records Center.
	(4) Meetings with foreign representatives on communications equipment.	1.0	Permanent. Disposal not authorized. Retain 2 years, then transfer to the Records Center.
	d. Special Equipment Studies Files: These files contain correspondence and studies on communications equipment, contracts, projects, systems designs, etc. (1955 - present)	4.0	Permanent. Disposal not authorized. Retain while active, hold inactive records 1 additional year, then transfer to the Records Center.
	e. External Contract Files: These files consist of individual procurement translations, i.e., documents relating to the negotiations, commitments, placements and administration of the contracts, purchase orders, comparable instruments, procurements, proc	5 -	Permanent. Disposal not authorized. Retain 2 years after completed, terminated, or cancelled, then transfer to the Records Center.
	posed contracts, correspondence and receipts to and from commercial firms and Office of Logistics, basic contracts, amendments, task orders, payments, audit		
·	of accounts, specifications, modification technical publications, conference report	SECRET.	Amendment 1, dated 23 March 1966
l	Approved For Release 2005/11/21 : CIA-R	DP78200748	37A000100190012-0

			DISPOSITION INCTRUCTIONS
ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21: CIA-F RESEARCH AND DEVELOPMENT FILES - con't	אטריא-004	07 AUUU 1UU 13UU 12-U
	TANDHIMOI MID DUTHEOLIMANT LIMED - COM C	SECRET	
2	trip reports, work orders, contract	OLUMLI	
1		1	
1	monthly reports, Analysis and Appraisal	1	
1	Reports, OC-E Equipment Notices, etc.,	1 1	
1	on the equipment status and development.		
	(1956 - present)		
1	(1) 0	9.0	Permanent. Disposal not authorized.
1	(1) Special Communications	J 8.0	Retain 2 years, then transfer to
1	Satellite Projects. (1963 -	1	the Records Center.
1	present)	1 . 1	the necords center.
		00 -	Temporary. Destroy when determined
1	f. Source Data Files: These files	60.0	that the files have corred all
, 1	contain material collected and assembled	1	that the files have served all
	on data of a preliminary or intermediate	1: 1	research purposes.
	character generated from such processes	1	
1	as experiments or observations of a	1	
	routine, repetitive nature, and used for	1	
1 1	reference in arriving at determinations	1	
1	in the conduct of research contracts.		
	g. Reference Files: These files	15.0	Temporary. Destroy when no longer
	consist of technical and scientific data		needed for research or reference
	accumulated in conducting the research		purposes.
	and development of assigned projects.	1	
	and development of apprent projects.		
1	(1) Project Notebooks: Note-	4.0	Temporary. Destroy 6 months after
	books containing data accumulate		cancellation completion, or
	by technical personnel either to	1	termination of the related contract.
	by technical personnel either to	1	
	be duplicated in technical repor	1 5 5	
	or elsewhere in case files, or t	,ψ 639	
1	be of such a routine or fragmen-	-	
1	tary nature that their retention	1	
1	would not add significantly to		
1	the contract file.		
1			Permanent. Disposal not authorized.
1	h. OC Equipment Manuals: These	6.0	Retain on a current basis; forwardkl
	files contain manuals created by the	,	copy to the R&D Lab as created for
1	Staff for OC equipment. (1951 - present)		copy to the Kan Lan as cleated for
1			inclusion in the Library.
-{ - 1			
1			
1 1		1_21	Amendment 1 dated 23 March 1966
}	Approved For Release 2005/11/21 : CIA-F	40P78-004	by A000100190012-0
EOPM NO	130a USE PREVIOUS DECORDS CONTROL SCHEDULF		14

			
ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
` 	RESEARCH AND DEVELOPMENT LABORATORY FILES	DP78-0048	7A000100190012-0
$\cdot \cdot $	RESEARCH AND DEVELOPMENT LABORATORY FILES	SEGRET	
1,	m1 - 011	AFMIIF	
	These files are maintained under a		
1	numeric system by subject and consist of		
1	reports, cables, dispatches, and corres-		
1	pondence reflecting the activities of the	-	
	Research and Development Laboratory.		
1	A 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	47. 0	Permanent. Disposal not authorized.
1	a. Analysis and Appraisal Report	47.0	Cut-off at end of 5 years, then trans-
	Files: These reports are filed by number		fer to the Records Center.
	and cross referenced by project number.		Ter to the Records Center.
	The reports relate to the research and		
1	development, testing, and evaluation of		
	agency, commercial, and foreign items	1	
1 1	(and in some cases production items) to		
	make sure that design, technical char-		
	acteristics, and requirements are met and		
1	to provide information for corrective		
	action. Included are research, envir-		
	onmental, engineering service, and other	1	
1 1	test directives; plans, preliminary, fina	р.	
	Analysis and Appraisal Reports; related	1	
	correspondence; and comparable test data.		
	(1951 - present)		
	b. Internal Design Project Files:	44.0	Permanent. Disposal not authorized.
	These files contain/reflect a complete		Cut-off at end of 5 years; then
	history of each project from initiation		transfer to the Records Center.
	through research, development, design,		
	testing, procurement, and production.		
}	They include correspondence, notes, man-	1	
	uals, schematics, drawings, authorization	,	
	requirements, requisitions; test and		
	trial results; specifications; and		
	photographs considered to be essential		
	to document design, modifications, and		
	engineering development; technical and		
	progress reports; notice of cancellation		
	and/or completion; research, applied		
	research, and development projects,		
[[tasks, and subtasks. All or any segments	, ·	
	may be filed together or separate when	or ansur	a d
	and an desirable for officiency		
	(1951 – preseptoved For Release 2005/11/21 : CIA-R	DP7820048	37 A000100 900012-0 dated 23 March 1966
	TOOL PRODUCTION	•	

EM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
EM NO.			B7A000100190012-0
	RESEARCH AND DEVELOPMENT LABORATORY FILES COn't	ECRET	7/4000100130012-0
~			
1	c. Laboratory Notebooks: These	23.0	Permanent. Disposal not authorized.
	notebooks are used to record and preserve		Cut-off at end of 5 years; then
.	engineering and scientific data and to		transfer to the Records Center.
- 1	provide legal evidence of the date of		
- 1	conception of invention. They contain		
1	data essential in establishing patent		
	rights. All laboratory notebooks are		
l	identified by the author's name and		
1	contain the reports, development progress	,	
	and the projects, tasks, or subtasks to		
l	which they pertain. (1951 - present)		
	d. R&D Technical Reference Files:	12.0	Temporary. Destroy 10 years after
	These files consist of R&D technical	12.0	receipt in the Records Center. Rev
	reports, investigated findings, and		every 2 years; destroy non-record
- (scientific publications maintained as a		material needed for current operation
	source of ready reference for R&D per-		then transfer inactive material to
- 1	sonnel. (1950 - present)		Records Center.
	sonner. (1950 - present)		necords center.
	e. Drawing Files: These files con-	51.0	Permanent. Disposal not authorized
1	sist of correspondence, requirements,		Retain while active, hold 1 addition
	schematics, specifications, design lay-	}	year, then transfer to the Records
	outs, and equipment drawings for OC		Center.
	peculiar equipment. (1951 - present)		
	f. Project Control Files: These		
1	files consist of cards, logs, and indices		
	filed by project. (1951 - present)		
			_
	(1) Project Cards - indexed to	0.5	Temporary. Destroy when no longer
	active and inactive project		needed for reference.
	files. (1951 - present)		
	(2) Project Initiation Assign-	0.5	Temporary. Destroy when no longer
	ment Sheets - (1951 - present)	"."	needed for reference.
	mont bhocos - (1301 - present)		100000
		OF OFF	
1		2Filling	
1			7A 0001001190112-0 , dated 23 March 1966

	FILES IDENTIFICATION Approved For Release 2005/11/21: CIA-R RESEARCH AND DEVELOPMENT LABORATORY	VOLUME DP78-0048	DISPOSITION INSTRUCTIONS
	RESEARCH AND DEVELOPMENT LABORATORY		*7A000100190012-0
	FILES - con't	SECRET	
	(3) Project Completion Sheets - consisting of production costs and estimate value of completed projects. (1963 - present)	0.2	Temporary. Retain 10 years, then destroy.
,	(4) Project Cost Cards - contain hours spend on each project for equipment production cost per unit. (1964 - present)	1.0	Temporary. Retain until information is transferred to production completio sheets, then destroy.
	(5) Research and Development Work Schedules - consist of development, fabrication, and design work schedules for pro- jects completed by the Laborator	0.2	Temporary. Retain 3 years, then destroy.
	g. OC-E Research and Development Manuals: (1953 - 1963)	3.0	Permanent. Disposal not authorized. Retain 5 years, then transfer to the Records Center.
	h. Research and Reference Files: These files consist of agency and com- mercial catalogs, brochures, equipment manuals, technical manuals, or communi- cations equipment. (1955 - present)	325.0	Temporary. Destroy when no longer needed for reference.
	i. Foreign Equipment Information Files: These files consist of documents relating to the exchange and collection of foreign equipment and information pertaining to the equipment, Includes papers relating to plans for visits with foreign government officials, and col- lection of equipment data. (1960 - present)	0.5	Permanent. Disposal not authorized. Retain 3 years, then transfer to the Records Center.
	Approved For Release 2005/11/21 CIA D	DP7824h4s	37 ለፅመዋወፅካዓመ ሳ 2 . 1 ₀ , dated 23 March 1966

ITEM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-RDF7	8-0548	7A000100190012-0
	RESEARCH AND DEVELOPMENT FILES - con't	CRET	C. fir 50-65/06
	c. Technical Committee and Board Files: These files consist of:		
	(1) Agenda, directives, minutes of meetings, and reports covering general operations of the committee or board.	.0	Temporary. Retain 2 years, then destroy.
	(2) Papers relating to the establishment, revision, or termination of individual projects and contracts.	6	Temporary. Destroy after 25 year Retain 3 years, then transfer to Records Center.
	(3) Correspondence files pertaining to the dommittees and boards.	.0	Temporary. Destroy after 15 year Close file every 3 years, then to to the Records Center.
	(4) Meetings with foreign 1 representatives on communications equipment.	nso.	Temporary. Destroy after 10 year Retain 2 years, then transfer to Records Center.
L	d. Special Equipment Studies Files: 4 These files contain correspondence and studies on communications equipment, contracts, projects, systems designs, etc. (1955 - present)	\ \ \ 	Temporary. Retain on a current be destroy when outdated or no longer needed for reference.
ĵ.	e. External Contract Files: These files consist of individual procurement translations, i.e., documents relating to the negotiations, commitments, placements, and administration of the contracts, purchase orders, comparable instruments, proposed contracts	.0	Temporary. Destroy after 25 year Retain 2 years after completed, terminated, or cancelled, then tr to the Records Center.
	proposed contracts, correspondence and receipts to and from commercial firms and Office of Logistics, basic contracts, amendments, task orders, payments, audit of accounts, specifications, modifications technical publications, conference reports Approved For Release 2005/11/21: CIA-RDE2	MILL	7A000100190012-0

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TIEM NO.	Approved For Release 2005/11/21 : CIA-F	DRAMMO4	874000100190019 OF STRUCTIONS
	RESEARCH AND DEVELOPMENT FILES - con't	SECRET	
	trip reports, work orders, contract monthly reports, Analysis and Appraisal Reports, OC-E Equipment Notices, etc., on the equipment status and development. (1956 - present)		
	(1) Special CommunicationsSatellite Projects.(1963 - present)	9.0	Temporary. Destroy after 25 years. Retain 5 years, then transfer to the Records Center.
	f. Source Data Files: These files contain material collected and assembled on data of a preliminary or intermediate character generated from such processes as experiments or observations of a routine, repetitive nature, and used for reference in arriving at determinations in the conduct of research contracts.	60.0	Temporary. Destroy when determined that the files have served all research purposes.
	g. Reference Files: These files consist of technical and scientific data accumulated in conducting the research and development of assigned projects.	15.0	Temporary. Destroy when no longer needed for research or reference purposes.
	(1) Project Notebooks: Notebooks containing data accumulated by technical personnel either to be duplicated in technical reports or elsewhere in case files, or to be of such a routine or fragmentary nature that their retention would not add significantly to the contract file.	4.0	Temporary. Destroy 6 months after cancellation, completion, or termination of the related contract.
	h. OC Equipment Manuals: These files contain manuals created by the Staff for OC equipment. (1951 - present)	6.0	Temporary. Retain on a current basis; forward 1 copy to the R&D Lab as created for inclusion in the Library.
	Approved For Release 2005/11/21 : CIA-F	SEC BETA	87A000100190012-0
FORM NO.	39a USE PREVIOUS RECORDS CONTROL SCHEDULE . C		

TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	RESEARCH AND DEVELOPMENT LABORATORY FILES		7A000100190012-0
11.	Ithorniton into but man i materialiti i indice	JEPUE!	
ŀ	These files are maintained under a		
	numeric system by subject and consist of		
	reports, cables, dispatches, and corres-		
	pondence reflecting the activities of the		
. 1	Research and Development Laboratory.		
İ	- · · · · · · · · · · · · · · · · · · ·		
i.	a. Analysis and Appraisal Report	47.0	Temporary. Destroy after 25 years.
	Files: These reports are filed by		Cut-off at end of 5 years; then
	number and cross referenced by project		transfer to the Records Center.
l	number. The reports relate to the		
1	research and development, testing, and		
ĺ	evaluation of agency, commercial, and		
	foreign items (and in some cases production	n	
ļ	items) to make sure that design, tech-		
	nical characteristics, and requirements		
	are met and to provide information for		
	corrective action. Included are research,		
- 1	environmental, engineering service,		
	and other test directives; plans, pre-		
	liminary, final Analysis and Appraisal		
	Reports; related correspondence; and		
- 1	comparable test data. (1951 - present)		
. 1	h Tutomus 1 Dominu Dundont Edlas	44.0	Temporary. Destroy after 25 years.
4	b. Internal Design Project Files: These files contain/reflect a complete	44.0	Cut-off at end of 5 years; then
	, <u>-</u>		transfer to the Records Center.
	history of each project from initiation		transfer to the Records Center.
ŀ	through research, development, design, testing, procurement, and production.		
	They include correspondence, notes,		
1	manuals, schematics, drawings,		
	authorization, requirements, requisitions;		
l	test and trial results; specifications;		
.	and photographs considered to be		
i	essential to document design, modifi-		· ·
	cations, and engineering development;	·	
	technical and progress reports; notice of	· .	
	cancellation and/or completion; research,		
	applied research, and development		
j	projects, tasks, and subtasks. All or any		·
1	segments may be filed together or separate	OBORFF	
	when economical or desirable for	SHUKE	
- 1	efficiency. Approved For Release 2005/11/21: CIA-R	DP-72820048	7A000100190012-0

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-	ITEM NO. FILES IDENTIFICATION		_VOLUME	TARGOLOGICA DASPOSITION INSTRUCTIONS
د	Approved For Releas	se 2005/11/21 : CIA-R)P78-0048	7A000100190012-0
	RESEARCH AND DEVELOPMENT L	ABORATORY FILES	SECRET	
	c. Laboratory Notebo notebooks are used to reco engineering and scientific provide legal evidence of conception of invention. data essential in establising rights. All laboratory notidentified by the author's contain the reports, develoand the projects, tasks, of to which they pertain.	rd and preserve data and to the date of They contain hing patent tebooks are name and	23.0	Temporary. Destroy after 25 years. Cut-off at end of 5 years; then transfer to the Records Center.
	(1951 - present)			
	d. R&D Technical Reference files consist of R&D reports, investigated finds scientific publications maisource of ready reference files personnel. (1950 - present	technical ings, and intained as a for R&D	12.0	Temporary. Destroy 10 years after receipt in the Records Center. Review every 2 years; destroy non-record material needed for current operations, then transfer inactive material to the Records Center.
	e. Drawing Files: The consist of correspondence, schematics, specifications, outs, and equipment drawing peculiar equipment. (1951 –	requirements, design lay-	51.0	Temporary. Retain on a current basis; destroy when outdated or no longer needed for reference.
	f. Project Control Fi files consist of cards, log filed by project. (1951 - pr	les: These		
	(1) <u>Project Cards</u> active and inactive files. (1951 - pres	e project	0.5	Temporary. Destroy when no longer needed for reference.
	(2) Project Initia	ation Assign-	0.5	Temporary. Destroy when no longer needed for reference.
Ļ	Approved For Release	se 2005/11/21 : CIA-RÎ	3P78-0048	7A000100190012-0
FO	ORM NO. 139a USE PREVIOUS	•		

TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
j	RESEARCH AND DEVELOPMENT LABORATORY	DP78-0048	/A000100190012-0
	FILES - con't	SECRET	
	(3) Project Completion Sheets - consisting of production costs and estimate value of completed projects. (1963 - present)	0.2	Temporary. Retain 10 years, then destroy.
	(4) Project Cost Cards - contain hours spent on each project for equipment production cost per unit. (1964 - present)	1.0	Temporary. Retain until information is transferred to production completisheets, then destroy.
	(5) Research and Develop- ment Work Schedules - consist of development, fabrication, and design work schedules for projects completed by the Laboratory	0/2	Temporary. Retain 3 years, then destroy.
4	g. OC-E Research and Development Manuals: (1953 - 1963)	3.0	Temporary. Destroy after 25 years. Retain 5 years, then transfer to the Records Center.
	h. Research and Reference Files: These files consist of agency and commercial catalogs, brochures, equipment manuals, technical manuals, or communications equipment. (1955 - present)	325.0	Temporary. Destroy when no longer needed for reference.
	i. Foreign Equipment Information Files: These files consist of documents relating to the exchange and collection of foreign equipment and information pertaining to the equipment. Includes papers relating to plans for visits with foreign government officials, and collection of equipment data. (1960 - present)	o.5	Temporary. Destroy after 10 years. Retain 3 years, then transfer to the Records Center.
	Annroyed For Release 2005/11/21 CIA-B	DEZIS-0048	37Δ000100190012 - 0
	Approved For Release 2005/11/21 : CIA-R	DE78-0048	7A000100190012-0

TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21: CIA-RI RESEARCH AND DEVELOPMENT LABORATORY FILES - con't	SECRET	2/AUUU1UU19UU12-U
	j. External Project Files: These files consist of extra copies of external projects, trip reports, inspection reports, project reports, etc. (1961 - present)	4.0	Temporary. Destroy after 25 years. Retain 5 years, then transfer to the Records Center.
11./	PROCUREMENT AND SUPPLY FILES		
	These files are maintained by Project under a numeric system and consist of: (1955 - present)		
	a. Petty Cash Accounting Files: These files contain reports, correspondence, and receipts documenting the \$300 petty cash transactions and monthly audits. (1964 - present)	0.1	Temporary. Retain 1 year, then destroy.
	b. Parts and Equipment Stock Control:Records: These files consist of the control land maintenance records for the parts and equipment used by the R&D Lab. (1955 - present)	4.0	Temporary. Destroy when no longer needed for reference.
	c. Supply Unit Subject Files: These files consist of copies of memoranda to and from Headquarters and papers used in the administration of the supply unit. (1962 - present)	0.3	Temporary. Retain 3 years, then destroy.
	d. Purchase Order Files: These files consist of files documenting the procurement of equipment, supplies, and services by informal purchases from local sources. These files include initiating	2.0	Temporary. Transfer to inactive file in office area at end of Fiscal Year. Retain there until after audit. Retin to the Records Center, then destroy 3 years after end of Fiscal Year covered
	requisitions, specifications, purchase orders, delivery information, and related correspondence and papers. Approved For Release 2005/11/21: CIA-R	SECREI	7A000100190012-0

ITEM NO.	FILES IDENTIFICATION 2005/44/24 CIA F	T WOLLINE	T
1	Approved For Release 2005/11/21 : CIA-R	· - · · · · · · · · · · · · · · · · · ·	87A000100190012-06POSITION INSTRUCTIONS
	PROCUREMENT AND SUPPLY FILES - con't	SECRET	
-	Maximum value of purchase orders is usually under \$5,000. (transactions of \$25,000 and over must be retained 6 years) (1960 - present)		
	e. Requisition Files: These files consist of copies of requisitions for equipment and supplies requested from Headquarters. (1962 - present)	4.0	Temporary. Hold 6 months after fulfillment of request, then destroy.
	f. Reference Material: These files consist of brochures, procurement procedural guides and other materials used as reference. (1955 - present)	16.0	Temporary. Destroy when revised, superseded, or no longer needed for reference.
	g. Master Voucher Files: These files consist of receiving reports, PTI's, RIA's, requisitions, and Issue Slips covering equipment and/or supplies issued by the warehouse. These slips reflect signature of recipient and are used in posting to stock record cards. (1960 - present)	0.5	Temporary. Segregate into completed files after receipt, deliver, and adjustment. Destroy 4 years thereafter. Retire to the Records Center following inventory and audit for balance of the 4 years.
	h. Consolidated Memorandum of Receipt: Issue Slips made on all non- expendable equipment and property charged to an employee indicates signature of recipient. PTI executed when property is turned in. (1962 - present)	0.5	Temporary. Destroy upon change of responsible officer, upon revision, or after audit.
1 '	i. Property Passes: These files consist of forms reflecting all equipment or property taken off post. (1965 - present)	0.2	Temporary. Destroy 3 months after return to issuing officer.
	Approved For Release 2005/11/21 : CIA	\$600 T	87A000100190012-0

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2.	ENGINEERING SUPPORT FILES	SECRET	•
	These files are maintained under an alphabetic system and contain:		
	a. Equipment Files: These files consist of intra and inter-agency cables, dispatches, reports and other correspondence relating to installed facilities in base and field stations. (1958 - present)	23.0	Temporary. Review annually; destroy outdated and obsolete material no longer needed for reference.
	b. Station Files: These files consist of cables, dispatches, reports, surveys, IBM listings, and other correspondence reflecting engineering requirements and administrative support functions for the stations and projects. (1953 - present)	30.0	Temporary. Retain 2 years, then destroy.
	c. Project Files: These files consist of cables, dispatches, reports, maps, drawings, manuals, and other correspondence relating to building construction, programming, renovations, equipment installations, etc. (1954 - present)	16.0	Temporary. Destroy 10 years after receipt in the Records Center. Rev annually, destroy non-record materi retain material needed for current operations, transfer inactive mater and terminated projects to the Records Center.
	d. Equipment Evaluation Files: These files consist of proposals, dispatches, cables, manuals, drawings from commercial firms, and agency components or the evaluations and other items relating to screen rooms, patch panels, antenna and antenna equipment, etc. (1958 - present)		Temporary. Review annually, destro superseded and outdated material no longer needed for reference.
	e. Planning Group Files: These files consist of base station planning and improvements to base stations; construction of new sites; equipment layouts for communications sites and stations;	24.0	Temporary. Review annually, destro superseded and outdated material no longer needed for reference.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
T	ENGINEERING SUPPORT FILES - con t	RDP78-004	B7A000100190012-0
	ZOLIONI FILES - COU t	SECRET	
1	remodeling of radio stations; and the	30	
١.	drawings of the stations and the equip-	1 . 1	
j	ment layout plans.		
	· · · · · · · · · · · · · · · · · · ·		
1	f. Drawing and Layout Files:	1	
	These files consist of building and	1	
	equipment designs, drawings, maps,	1	
	specifications, etc. (1952 - present)		
	(1) Design of Air Trans-	2.0	Temporary. Retain on a current basis
-	portable communications station		destroy when obsolete or no longer
	for overseas installation and		needed for reference.
	receivers, equipment from com-	. I	
	mercial firms, and paper	1	
1	analysis of data on equipment.	1 . 1	
}	(2) Equipment drawings, station	4.0	Temporary. Retain until equipment is
	wirings, specific systems, and	1	obsolete or station closed, then
	equipment layouts.	4	destroy.
- 1	• •	_ "	
	(3) Drawings of stations and	2.0	Temporary. Retain no longer than 1
	projects equipment layouts for	1	year, then destroy.
	planning purposes.	.	
	(4) drawings of all area	s34.0	Temporary. Retain on a current basis
.	and stations.	[destroy when no longer needed for
		1	reference.
-	(5) Teletype equipment drawings	16.0	Temporary. Retain on a current basis
	consisting of wire diagrams,		destroy when obsolete or no longer
	schematics, and drawings for		needed for reference.
	Modification Work Orders.	1	
		1.	
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ITEM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-R	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-R	1010-874U	57AUUUTUUT9UU1Z-U
13.	LOGISTICS SUPPORT FILES	SECRET	·
	These files are filed under a subjective numeric system. (1951 – present)		
	a. Logistical Administration Files: These files contain reports, correspondence, cables, dispatches, copies of instructions, and internal issuances relating to the administration of logistical support functions at Headquarters and the field stations.	12.0	Temporary. Retain 3 Fiscal Years, then destroy.
	b. Receipt and Control Files:		
	(1) Signed copies of memo- randum receipts for non- expendable property.	0.5	Temporary. Destroy upon receipt of Consolidated Memorandum Receipt Listings.
	(2) Copies of Consolidated Memorandum Receipt Listings (IBM run furnished by Office of Logistics).	0.9	Temporary. Destroy when superseded or no longer needed for reference.
	(3) Activity Registers - Received from OL on a monthly and semi-annual basis. Reports relate to the consolidated his- tory run of equipment and stock issued, transferred, or on hand.		
	(a) Monthly Reports	0.4	Temporary. Retain 30 days, then destroy.
	(b) Semi-Annual Reports	0.4	Temporary. Retain 3 Fiscal Years, then destroy.
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	LOGISTICS SUPPORT FILES - con't	SECRET	
	c. Receiving Reports	32.0	Temporary. Retain 3 Fiscal Years, then destroy.
	d. <u>Materiel Support Files:</u> These files are <u>maintained under a numeric</u> system and consist of:		
	(1) Field Support Files: These files contain contracts, purchase instructions, receipt- ing reports, shipping notices, requisitions, and correspondence dealing with supply matters and request for supplies.	150.0	Temporary. Retain 3 Fiscal Years, then destroy.
	(2) Supply Stock Requisitions: Requisitions for materiels to stock the ware- houses with OC equipment.	12.0	Temporary. Retain 3 Fiscal Years, then destroy.
	(3) Requisition Logs: Logs and requisitions containing requisition numbers, line items numbers, method of shipment, reference, date originated, and an abstract of the contents.	0.5	Temporary. Retain 3 Fiscal Years, then destroy.
	(4) Station Supply Files: These files contain cables, dispatches, and memoranda pertaining to supply support matters.	4.0	Temporary. Retain 3 Fiscal Years, then destroy.
	e. <u>Materiel Records</u> : Materiel records consisting of stock record cards, lists, voucher registers, and property vouchers.	1.0	Temporary. Retain 3 Fiscal Years, then destroy.
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		SEGRET	
	(1) Allocated Stock Records: These records are used to control, issue, and maintain stock levels of non-expendable items; includes strategic stock- pile and clandestine equipment.	2.0	Temporary. Destroy 5 years after receipt in the Records Center. Retain until equipment is obsolete, then transfer to the Records Center.
	(2) Financial Analysis Number Account Directory: A directory containing OC allotment numbers for equipment funding.	0.5	Temporary. Destroy when new listing received.
	f. Alphabetic Equipment Listings (FIIN): IBM listings of all OC equipment and parts. (Federal Identification Item Numbers).	6.0	Temporary. Destroy when new listing received.
	g. Supply Catalogs and Maintenance Parts Listings: These catalogs and Tistings provide property identification, classification, and maintenance parts numbers for which there is a recurring demand or continuing need.	,	
	(1) Supply Catalogs	400.0	Temporary. Destroy when superseded, outdated, or no longer needed for reference.
	(2) Maintenance Parts List (includes military)	225.0	Temporary. Destroy when superseded, outdated, or no longer needed for reference.
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7	Approved For Release 2005/11/21 : CIA-F	₹DP78 0048	37A000100190012-0 (41)

			DISPOSITION INSTRUCTIONS			
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1	Eddinitor politori limbo - con t	SECRET				
1	· · · · · · · · · · · · · · · · · · ·					
	h. Master Cross Index: Control	3.5	Temporary. Destroy when superseded,			
	card cross indexed to Agency and manu-		outdated, or no longer needed for			
1	facturer designation numbers to obtain		reference.			
, i	stock numbers or reference memo numbers.					
		14.0	Temporary. Destroy when superseded,			
1	i. Description Cards: Cards con-	14.0	outdated, or no longer needed for			
1 1	tain the stock numbers for procurement or		reference.			
1	to establish a stock number for equip- ment identification and for corrections					
1	to change descriptions or to change					
1	equipment coding.					
1	• • •					
1	j. Agency Designation Cards:	0.8	Temporary. Destroy when superseded,			
1 1	Cross index to the designation folders		outdated, or no longer needed for			
	on OC equipment (Agency developed equip-		reference.			
1	ment).		1			
1		2.0	Temporary. Destroy when superseded,			
1	k. Parts Identification Cards:	2.0	outdated, or no longer needed for			
]	Card index on communications equipment	1	reference.			
	parts.					
1	1. Control Cards: Supply Action	9.0	Temporary. Destroy when superseded,			
	Requests number card system maintained to		outdated, or no longer needed for			
1	check on basis file and a cross index to	1	reference.			
]	descriptionsfiles.	'				
	<u>-</u>	١ , , ١	Temporary. Retain on a current basis.			
1	m. Drawing Index: Card indexes to	1.0	Temporary. Retain on a current basis. Destroy outdated or obsolete cards.			
1	drawings.	1	Destroy outdated of obsolete cards.			
	n. Department of Defense Nomencla-	17.0	Temporary. Destroy when superseded,			
	ture Cards: Description of items,	1	outdated, or no longer needed for			
	manufacture indicator, and other pertin-		reference.			
	ent data filed by number and code.	Į.				
1	o. OL Change Notices: Notices	1.0	Temporary. Destroy when changes are			
}	from OL on equipment deletions and other		completed.			
1	changes to be posted to control cards,	GFARFT	1			
	cross index, and description cards.	FUKE	· •			
		-32-	I.			
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p. Special Allocations for Equipment and Supplies: These files contain requisitions and other correspondence relating to special procurement equipment and supplies for special operations, stockpiling, and clandestine operations. 1.0 Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center.		ELIES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
p. Special Allocations for Equipment and Supplies: These files contain requisitions and other correspondence relating to special procurement equipment and supplies for special operations, stockpiling, and clandestine operations. q. Drawing of OC Peculiar Equipment: These files contain drawings of OC equipment and parts used for reference in requisitioning materiels. 1.0 Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center. Temporary. Destroy after 25 years. Retain 15 years, then transfer to the Records Center.	TEM NO.	'Approved For Release 2005/11/21 : CIA-	₹DP78-00 #	87A000100190012- 0
ment and Supplies: These files contain requisitions and other correspondence relating to special procurement equipment and supplies for special operations, stockpiling, and clandestine operations. q. Drawing of OC Peculiar Equipment: These files contain drawings of OC equipment and parts used for reference in requisitioning materiels. Temporary. Destroy after 25 years. Retain 15 years, then transfer to the Records Center.		·	SECREI	
q. Drawing of OC Peculiar Equipment: These files contain drawings of OC equipment and parts used for reference in requisitioning materiels. Temporary. Destroy after 25 years. Retain 15 years, then transfer to the Records Center.		ment and Supplies: These files contain requisitions and other correspondence relating to special procurement equipment and supplies for special operations,		Retain 5 years, then transfer to the
		q. Drawing of OC Peculiar Equip- ment: These files contain drawings of OC equipment and parts used for reference		Retain 15 years, then transfer to the
			SEUREI	
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4.	These files are maintained under a	SECRET	0/AU00100190012-0
4.	These files are maintained under a	SECRE	
	These files are maintained under a	1 . 1	
	numeric system and consist of correspondence pertaining to electronic and wire maintenance, OC equipment and cryptographic equipment utilized by the Agency, testing and inspection of equipment, repair and/or recondition of OC stock equipment, repair service for OC elements, and maintenance crystal processing facilities, stock levels and issuance of crystals.		
	a. Langley Technical Section: (1) Electronic Maintenance Files: These files consist of technical data, manuals, correspondence, and drawings relating to the maintenance of equipment such as: KY 1's, KY 3's,	6.0	Temporary. Review every 2 years and destroy outdated, superseded, or obsolete material.
	MICROWAVE, etc., within the Headquarters Complex. (1964 - present) (2) Wire Unit Maintenance Files: These files consist of correspondence, technical data, drawings, manuals, etc., relating to wire unit maintenance of teletape equipment. (1964 -	}	Temporary. Review every 2 years an destroy outdated, superseded, or obsolete material.
	(1) Administration and Plannin Files: These files consist of cables, dispatches, manuals, and other correspondence reflecting the activities, planning, programming, and administration	t SEUBE	Temporary. Retain on a current bas destroy when superseded, or no long needed for reference.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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14.	TECHNICAL SERVICES - con't	SECRET	·
	of the Section. (1960 - present)		
	(2) Allotment 26 - Control Cards: These files consist of (5x8 cards) allotment 26 serial numbers, index to testing and inspection reports, equipment location, equipment movements and responsible element. (1960 - present)	1.0	Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.
	(3) Equipment Accountability Files: These files consist of property-turn-ins, vouchers, repair request, job orders for requisitioning equipment, and property destruction certifi- cations. (1963 - present)	0.5	Temporary. Retain 2 years, then destroy.
	(4) Equipment Standardizations: These files consist of stand-ards and categories for repairable and non-repairable equipment. (1963 - present)	0.5	Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.
	(5) Contract Correspondence Files: These files consist of correspondence, copies of brochures, copies of contracts for crystals, equipment, equip- ment parts, notices of contract expiration/renewal, and request for service agreements. (1961 - present)	1.0	Temporary. Retain 2 years, then destroy.
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Ĭ	14	FILES IDENTIFICATION Approved For Release 2005/11/21: CIA- TECHNICAL SERVICES - con't	SECRET	87A000100190012-0
		(6) Equipment Information Files: These files are main- tained under an alphabetic system by equipment and contain crystal data, parts listings, schematics, and adjustments peculiar to OC equipment. (1963 - present)	1.5	Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.
		(7) Stock Data Reports: Equipment IBM runs containing the stock status of supplies in the warehouse. (1963 - present)	1.0	Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.
		(8) Stock Equipment Listings: These files consist of an alphabetic and numeric IBM stock listing of all agency equipment and price listings. (1957 - present)	3.0	Temporary. Destroy upon receipt of new listing.
		(9) Supply and Equipment Accountability Files: These files contain an inventory of equipment assigned to OC at for shop use, invoices, requisitions, property-turn-ins, and job orders. (1963 - present)		Temporary. Retain 2 years, then destroy.
		(10) Crystal Orders: These files contain cables, dispatches, correspondence, work orders, requisitions, crystal orders, and receipts for crystals. (1964 - present)	3.2	Temporary. Retain 2 years, then destroy.
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		Approved For Release 2005/11/21 : CIA-F		(41)

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ITEM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-R	VOLUME	DISPOSITION INSTRUCTIONS
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14	TECHNICAL SERVICES - con't	SECRET	
	(11) Crystal Shop Equipment Inventory: These fites contain an inventory of the crystal lab equipment with instruction bro- chures. (1950 - present)	0.5	Temporary. Retain until equipment is obsolete, then destroy.
	(12) Teletape Technical Files: These files consist of manuals and correspondence relating to the testing, inspecting, and rehabili- tating of teletype equipment. (1961 - present)	5.0	Temporary. Retain on a current basis; destroy when obsolete, outdated, or superseded.
	(13) Testing & Inspection Receiving Reports: These files consist of receiving reports for expendable cargo, non-expendable cargo, stock items, and local items. (1964 - 1966)		
	(\underline{a}) Non-Expendable Cargo	12.0	Temporary. Retain 3 Fiscal Years, then destroy.
	(<u>b</u>) Expendable Cargo	2.0	Temporary. Retain 6 months, then destroy.
	(<u>c</u>) Stock & Local Items	1.0	Temporary. Retain 90 days, then destroy.
	(14) Testing & Inspection Work Reports: These files consist of reports to be completed on equip- ment received from contractors. Reports include contractor speci- fications for each type of equip- ment received for testing &	-	Temporary. Retain 3 Fiscal Years, then destroy.
	inspection. (1962 - present)	SECRE	1 .
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14.			
7.	TECHNICAL SERVICES - con't	SECRET	
	(15) Reference Materials and Manuals: These files are maintained for convenience and consist of: (1955 2 present)		
	(a) Technical Bulletins (Test Procedures)	5.0	Temporary. Destroy when revised, superseded, or no longer needed for reference.
	(<u>b</u>) Classified OC Equip- ment Manuals	5.0	Temporary. Destroy when revised, superseded, or no longer needed for reference.
	(<u>c</u>) Agency Parts Lists	2.0	Temporary. Destroy when revised, superseded, or no longer needed for reference.
	(d) Brochures (Government Contract Guideline)	1.0	Temporary. Destroy when revised, superseded, or no longer needed for reference.
	(e) Commercial Manuals, Price Listings, and Brochures	80.0	Temporary. Destroy when revised, superseded, or no longer needed for reference.
	(\underline{f}) General Electric Data	5.0	Temporary. Destroy when revised, superseded, or no longer needed for reference.
	(g) Analysis & Appraisal Reports	6.5	Temporary. Destroy when revised, superseded, or no longer needed for reference.
	(<u>h</u>) Crystal Lab Manuals	5.0	Temporary. Destroy when revised, superseded, or no longer needed for reference.
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	PECONDS CONTROL CONTROL	₹DP78-0048	37A000100190012-0

ITEM NO.	FILES IDENTIFICATION 2005/44/24 CIA	YOLUME	DISPOSITION INSTRUCTIONS 87A000100190012-0
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14.	TECHNICAL SERVICES - con't	SLUNE	
1	TECHNICAL SERVICES - CON'T		
	(i) Department of Defense	0.5	Temporary. Destroy when revised,
	Index of Specifications & Standards		superseded, or no longer needed for reference.
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FORM NO.	139a USE PREVIOUS RECORDS CONTROL SCHEDULE -		

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		RECORD & PEOPPYROLF SCREET 82 2005/11/21:	SECRET	schedule №. -00487A0001_061⁄90012-0
	OFFICE	, DIVISION, BRANCH		SIGN
		OC-Records Management Staff		Administration Officer
Ì	ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
	1.	SUBJECT FILES		
		These files are maintained under a numeric system by subject and consist of correspondence, reports, cables, dispatches, and forms reflecting the activities of the OC-Records Management Staff. (1955 to present)		
*		a. OC-RMS Organization and Administration Files: Consists of correspondence, memoranda, reports, and related records pertaining to the plans, programs, operation, and administration of the Staff.	1.1	Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to Records Center.
		b. Records Management: These files contain material dealing with the OC Records Management program, i.e., reference material, procedural guidance, records of archiving, vital documents, destruction management improvement, filing systems and equipment, forms management, machine processing, etc.	6.1	Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to Records Center.
		c. Records Control: These files contain internal procedures, requirements, instructions and research material dealing with the operational activities of OC-RMS/RC.	2.5	Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to Records Center.
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ITEM NO	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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	d. OC Field Station Files: Files consist of cables, dispatches, and other correspondence reflecting OC-RMS support to the OC Field Stations.	2.5	Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy non-record material, retain material needed for current operations, transfer inactive material and deactivated station files to Records Center.
	e. Headquarters Correspondence Files: These files consist of memoranda and other correspondence reflecting OC-RMS liaison and activities with other OC, Agency, and U.S. Government components.	.2	Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy non-record material and transfer record material to Records Center.
2.	REPORTS		
	These files are maintained in a numeric subjective system and consist of the following: (1951 to present)		
	a. Monthly, Special, Statistical, Recapitulation Reports and Documents pertaining to historical events of permanent significance to OC-RMS.	2.6	Permanent. Cut off at the end of each calendar year, retain one additional year, and transfer to the Records Center.
	b. Weekly reports of OC-RMS activities.	1.0	Temporary. Retain one year, then destroy.
	c. Weekly reports of outstanding OC correspondence under suspense dates for action by OC components.	.4	Temporary. Retain 30 days, then destroy.
3.	TRANSMITTAL MANIFESTS		
	Files are maintained under a numeric system and contain "In" and "Out" trans-mittal manifests for each OC field station. (1966 - present)	4.0	Temporary. Destroy after two years. Cut off at the end of each calendar year, then transfer to the Records Center.
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ITE	M NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
.2	2.	REPORTS - con 'Approved For Release 2005/11/21 : CIA-	SECRE	87A000100190012-0
		 c. Weekly reports of outstanding OC correspondence under suspense dates for action by OC components. 		Temporary. Retain 30 days, then destroy.
3	3.	OVERSEAS CORRES-		
		These files are maintained under a numeric system and contain dispatches, "IN" and "OUT", to each OC field station and includes RYBAT, TOP SECRET, and information copies of DDP dispatches.		Temporary. Destroy after 50 years. Cut off at the end of each year, retain one year, then transfer to the Records Center.
4	4.	CABLES		
		These files are maintained in a numeric, alphabetic system and are filed chronologically by "IN" and "OUT" station number.		
1		a. CIA Cables		Temporary. Retain one year, then destroy.
1550		b. Non-CIA Cables		Temporary. Retain one year, then destroy.
7 5	5.	DOCUMENT CONTROL FILES		
)		These files are maintained in a numeric system by origin and type of document.		
		a. <u>Document Control Ticket</u> - <u>Form 717a</u> : These files contain control forms for incoming and out- going CIA and non-CIA cables, memorandums, and incoming dis- patches.		Temporary. Retain two years, then destroy.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-F	RQH781004	B7A000100190012-0
4.	OVERSEAS CORRESPONDENCE	BULUILL	
1	FILES		
	Files are maintained under a numeric system and contain dispatches, "In" and "Out", to each OC field station and includes RYBAT, TOP SECRET, and information copies of DDP dispatches. (1966 - present)		Temporary. Destroy after 50 years. Cut off at the end of each calendar year. Retain one year, then transfer to the Records Center.
5.	CABLES		
	These files are maintained in a numeric alphabetic system and are filed chronologically by "In" and "Out" station number. (1966 - present)		
	a. CIA Cables	28.0	Temporary. Retain for one calendar year, then destroy.
	b. Non-CIA Cables	7.0	Temporary. Retain for one calendar year, then destroy.
6.	DOCUMENT CONTROL FILES		
	These files are maintained in a numeric system by origin and type of document. (1962 - present)		
	a. Document Control Form 717a: Files contain control forms for incoming and outgoing CIA and Non-CIA cables, memoranda, and incoming dispatches.	8.1	Temporary. Destroy after 5 years. Retain two calendar years, then trans- fer to the Records Center.
	b. Mail and Courier Receipts Form 240: Courier receipts, other than TOP SECRET, filed by date.	.3	Temporary. Destroy after one month.
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FORM NO	1202 USE PREVIOUS		

ps to (1 8. ad (1	Approved For Release 2005/11/21: CIA- RYPTIC REFERENCES Identification cards consisting of seudonyms, cryptonyms, and action indicators filed in each category alphabetically, 1951 - present) POUCH RECORDS These files contain pouch manifests, address information, and related records. 1964 - present) a. Incoming and Outgoing Pouch	.9	Temporary. Retain on a current basis. Upon separation, termination, or when otherwise made obsolete or superseded, place cards in an inactive file, hold one year and destroy.
ps to (1 ad (1	Identification cards consisting of seudonyms, cryptonyms, and action indicators filed in each category alphabetically 1951 - present) POUCH RECORDS These files contain pouch manifests, address information, and related records. 1964 - present)	.9	Temporary. Retain on a current basis. Upon separation, termination, or when otherwise made obsolete or superseded, place cards in an inactive file, hold
8. ad (1	pouch RECORDS These files contain pouch manifests, ddress information, and related records.		Upon separation, termination, or when otherwise made obsolete or superseded, place cards in an inactive file, hold
ad (1	These files contain pouch manifests, ddress information, and related records. 1964 - present)	12 5	
(1	ddress information, and related records. 1964 - present)	12 5	
9. PU	a. Incoming and Outgoing Pouch	12 5	
9. <u>PU</u>	Manifests: These files are maintaine in an alphabetic system by station and contain Incoming Pouch Manifests and Receipted Outgoing Pouch Manifests. (1966 - present)		Temporary. Cut off at the end of each calendar year. Retain one year and destroy.
9. <u>PU</u>	b. Pouch Addresses: Files contain address sheets and addressing labels and are filed in an alphabetic system by station. (1964 - present)	1.9	Temporary. Retain on a current basis, destroy when superseded or cancelled.
	UBLICATIONS		
an	These files contain regulatory issunces and other publications of OC, CIA, ther Agencies, and offices.(1951-present)		
	a. OC Regulatory Issuances: These files are maintained in a chronological numeric system and contain one copy of each OC Regulatory Issuance, as the OC official record copy.	2.6	Permanent. Retain on a current basis, retain superseded, rescinded or expired issuances for one calendar year, then transfer to the Records Center.
	b. Agency Regulatory Issuances:	1.0	Temporary. Destroy after 20 years. Retain for 10 years, then transfer too the Records Center.
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pseudonyms, cryptonyms, and action indicators filed in each category alphabetically. (1951 - present) Dough Records				
CRYPTIC REFERENCES Identification cards consisting of pseudonyms, cryptonyms, and action indicators filed in each category alphabetically. (1951 - present) These files contain pouch manifests, address information, and related records. (1964 - present) a. Incoming and Outgoing Pouch Manifests: These files are maintained in an alphabetic system by station and contain Incoming Pouch Manifests and Receipted Outgoing Pouch Manifests (1966 - present) b. Pouch Addresses: Files contain regulatory issuances and are filed in an alphabetic system by station. (1964 - present) PUBLICATIONS These files contain regulatory issuances and other publications of OC, CIA, other Agencies, and offices. (1951 - present) a. OC Regulatory Issuances: These files are maintained in a chronological numeric system and contain one copy of	ITEM NO	FILES IDENTIFICATION	VOLUME-	DISPOSITION INSTRUCTIONS
pseudonyms, cryptonyms, and action indicators filed in each category alphabetically. (1951 - present) These files contain pouch manifests, address information, and related records. (1964 - present) a. Incoming and Outgoing Pouch Manifests: These files are maintained in an alphabetic system by station and contain Incoming Pouch Manifests and Receipted Outgoing Pouch Manifests and Receipted Outgoing Pouch Manifests and and are filed in an alphabetic system by station. (1964 - present) b. Pouch Addresses: Files contain abels and are filed in an alphabetic system by station. (1964 - present) publications These files contain regulatory issuances and other publications of OC, CIA, other Agencies, and offices. (1951 - present) a. OC Regulatory Issuances: These files are maintained in a chronological numeric system and contain one copy of	7.		SECRET	
These files contain pouch manifests, address information, and related records. (1964 - present) a. Incoming and Outgoing Pouch Manifests: These files are maintained in an alphabetic system by station and contain Incoming Pouch Manifests and Receipted Outgoing Pouch Manifests. (1966 - present) b. Pouch Addresses: Files contain addressing labels and are filed in an alphabetic system by station. (1964 - present) 9. PUBLICATIONS These files contain regulatory issuances and other publications of OC, CIA, other Agencies, and offices. (1951 - present) a. OC Regulatory Issuances: These files are maintained in a chronological numeric system and contain one copy of		pseudonyms, cryptonyms, and action indicators filed in each category alphabetically.		otherwise made obsolete or superseded, place cards in an inactive file, hold
address information, and related records. (1964 - present) a. Incoming and Outgoing Pouch Manifests: These files are maintained in an alphabetic system by station and contain Incoming Pouch Manifests and Receipted Outgoing Pouch Manifests and Receipted Outgoing Pouch Manifests. (1966 - present) b. Pouch Addresses: Files contain address sheets and addressing labels and are filed in an alphabetic system by station. (1964 - present) 9. PUBLICATIONS These files contain regulatory issuances and other publications of OC, CIA, other Agencies, and offices. (1951 - present) a. OC Regulatory Issuances: These files are maintained in a chronological numeric system and contain one copy of	8.	POUCH RECORDS		
and other publications of OC, CIA, other Agencies, and offices. (1951 - present) a. OC Regulatory Issuances: These files are maintained in a chronological numeric system and contain one copy of vears, then transfer to the Records	9.	address information, and related records. (1964 - present) a. Incoming and Outgoing Pouch Manifests: These files are maintained in an alphabetic system by station and contain Incoming Pouch Manifests and Receipted Outgoing Pouch Manifests, (1966 - present) b. Pouch Addresses: Files contain address sheets and addressing labels and are filed in an alphabetic system by station. (1964 - present)	e M	Temporary. Retain on a current basis,
files are maintained in a chronological retain superseded issuances for 10 numeric system and contain one copy of vears, then transfer to the Records		These files contain regulatory issuances and other publications of OC. CIA. other		1
official record copy.		files are maintained in a chronological numeric system and contain one copy of each OC Regulatory Issuance, as the OC	2.6	retain superseded issuances for 10
b. Agency Regulatory Issuances: 1.0 Temporary. Destroy after 20 years. Retain for 10 years, then transfer to the Records Center.		b. Agency Regulatory Issuances:	1.0	Retain for 10 years, then transfer to
Approved For Release 2005/11/21 : CIA-ROP78-00487A000100190012-0			10P78-00	187A000100190012-0

ITEM NO.	V.		242222
	FILES IDENTIFICATION PARTY T CAPTA CASC Approved For Polococ 2005/11/21 - CIA F	VOLUME	DISPOSITION INSTRUCTIONS
9.	PUBLICATIONS -ARRANGE For Release 2005/11/21: CIA-F	ZEUKET	87A000100190012-0
	c. Agency Regulatory Issuances: These files are maintained in a subject numeric system.	4.0	Temporary. Retain on a current basis, destroy when superseded, obsolete, or no longer needed for reference.
	d. Other Publications: These files contain U.S. Government Statutes, Suppor Bulletins, DDS Administration, Issuances Bulletins, OC Staff, Division, and Field Directives, and are maintained in a numeric chronological system.	,	Temporary. Retain on a current basis, destroy when obsolete, superseded, or no longer needed for reference.
	e. OC Regulatory Issuance Background Material: These files consist of drafts, references, coordination sheets, and other data used when formulating OC regulatory issuances.	1.0	Temporary. Retain for one calendar year, then destroy.
10.	TOP SECRET		
	These files are maintained under the duties and responsibilities of the OC/TOP SECRET Control Officer.		
	a. TOP SECRET Documents: These files are maintained in a numeric system and contain copies of OC and other CIA originated correspondence, and publications. (1947 - present)	2.5	Temporary. Review and determine disposition as governed by this Records Control Schedute files identification.
	b. Locator Cards: Disposition record of each TOP SECRET Document. (IBM and 3x5 cards)	.5	Permanent. Retain while active and one calendar year after inactive, then transfer to Records Center.
	c. TOP SECRET Control Receipts: Forms 615 and 2800. (1964 - present)	.2	Temporary. Retain 2 years, then destroy.
	d. <u>Document Control Tickets</u> : Files consist of originals of TOP SECRET Document Control Tickets. (1964 - present)	.4	Permanent. Retain 5 years, then transfer to Records Center.
	Approved For Release 2005/11/21 : CIA-F	SEG-004	87A000100190012-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10.	TOP SECRET - conproved For Release 2005/11/21 : CIA-	OP TO POT	87A000100190012-0
	e. TOP SECRET Cover Sheets: Files contain cover sheets for TOP SECRET Documents.	2.5	Temporary. Destroy after 25 years. Cut off at the end of each calendar year, then forward to Records Center.
	f. Non-CIA TOP SECRET Documents: These files contain documents originated by the Operations Coordinating Board, National Security Council, and those pertaining to SEATO, CENTO, and COSMIC documents. These files are maintained in a numeric system. (1964 - present)	.1	Temporary. Transfer to Central TOP SECRET Control when no longer required.
11.	OC FORMS CONTROL FILES		
	These files contain correspondence, forms, and samples of all OC/Office of Primary Interest forms and are filed numerically by form number. (1960-present)	1.1	Temporary. Retain on a current basis, destroy when obsolete or superseded.
12.	MEMORANDA FILES		
	These files are maintained under a numeric system by origin; and contain OC correspondence with other agency and U.S. Government components.	2.0	Temporary. Destroy after 50 years. Cut off at the end of each calendar year. Retain one year, then transfer to the Records Center.
			25>
			APPROVED 7 Date ficer
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OC-Records Management Staff FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) SUBJECT FILES These files are maintained under a numeric system by subject and consist of correspondence, reports, cables, dispatches, and forms reflecting the activities of the OC-Records Management a. OC-RMS Organization and Administration Files: Consists of correspondence, memoranda, reports, and related records pertaining to the plans, programs, operation, and administration of the Staff. B. Records Management: These files contain material dealing with the OC Records Management program, i.e., reference material procedural guidance, records of archiving. SIGNATURE OC Records Administration Officer 14 Sept. 19 VOLUME (CUBIC FT.) Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy non-record material, retain material needed for current operations, and transfer inactive material procedural guidance, records of archiving.	OC-Records Management Staff OC-Records Administration Officer 14 Sept. 19 FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) SUBJECT FILES These files are maintained under a numeric system by subject and consist of correspondence, reports, cables, dispatches, and forms reflecting the activities of the OC-Records Management Staff. (1951 to present) a. OC-RMS Organization and Administration Files: Consists of correspondence, memoranda, reports, and related records pertaining to the plans, programs, operation, and administration of the Staff. B. Records Management: These files contain material dealing with the OC Records SIGNATURE DISPOSITION INSTRUCTIONS 1.1 Temporary. Destroy 5 years after receipt in material to Records Center. Review every 5 years, destroy for current operations, and transfer inactive material to Records Center. B. Records Management: These files contain material dealing with the OC Records SIGNATURE OC Records Administration Officer 14 Sept. 19 COUBIC FT.) DISPOSITION INSTRUCTIONS 1.1 Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy 6 years, destroy 6 years, des	RECANBIDED VOOR	TROLR 6 (中国) 12005/11/21: CIA	SECRED	487A0001005	19664/29	
OC Records Administration Officer 14 Sept. 19 (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) SUBJECT FILES These files are maintained under a numeric system by subject and consist of correspondence, reports, cables, dispatches, and forms reflecting the activities of the OC-Records Management a. OC-RMS Organization and Administration Files: Consists of correspondence, memoranda, reports, and related records pertaining to the plans, programs, Operation, and administration of the Staff. b. Records Management: These files contain material dealing with the OC Records Management program, i.e., reference material procedural guidance, records of archiving. OC Records Administration Officer 14 Sept. 19 VOLUME (CUBIC FT.) Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy material to Records Center. 6.1 Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy material to Records Center. Review every 5 years, destroy material to Records Center. Review every 5 years, destroy material procedural guidance, records of archiving.	Collect Files identification of correspondence, reports, cables, dispatches, and forms reflecting the activities of the OC-Records Management of the Staff. (1951 to present) a. OC-RNS Organization and Administration Files: Consists of correspondence, memoranda, reports, and related records pertaining to the plans, programs, operation, and administration of the Staff. B. Records Management: These files contain material dealing with the OC Records Management program i.e. reference material procedural guidance, records of srchiving, vital documents, destruction management improvement, filing systems and equipment, forms management machine processing, etc. c. Records Control: These files contain internal procedures, requirements, instructions and research material dealing with the control material procedures, requirements, instructions and research material dealing with the	FFICE, DIVISION, BRANCH			SIGNATURE	CONCURRENCE	
SUBJECT FILES These files are maintained under a numeric system by subject and consist of correspondence, reports, cables, dispatches, and forms reflecting the activities of the OC-Records Management (1951 to present) a. OC-RMS Organization and Administration Files: Consists of correspondence, memoranda, reports, and related records pertaining to the plans, programs, operation, and administration of the Staff. B. Records Management: These files contain material dealing with the OC Records Management program i.e. reference material procedural guidance, records of archiving. VOLUME (CUBIC FT.) VOLUME (CUBIC FT.) DISPOSITION INSTRUCTIONS VOLUME (CUBIC FT.) DISPOSITION INSTRUCTIONS 1.1 Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy material to Records Center. 6.1 Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy material to Records Center. Review every 5 years, destroy material procedural guidance, records of archiving.	These files are maintained under a numeric system by subject and consist of correspondence, reports, cables, dispatches, and forms reflicting the activities of the OC-Records Management Staff. (1951 to present) a. OC-RMS Organization and Administration Files: Consists of correspondence, memoranda, reports, and related records pertaining to the plans, programs operation, and administration of the Staff. b. Records Management: These files contain internal procedural guidance, records of archiving, vital documents, destruction management improvement, filing systems and equipment, forms management machine processing, etc. c. Records Control: These files contain internal procedures, requirements, instructions and research material dealing with the OC Records and research material dealing with the OC Records Center. Review every 5 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to Records Center. 6.1 Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy non-record material to Records Center. 6.2 Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy non-record material to Records Center. 7. Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy non-record material to Records Center. 8. Records Center Review every 5 years, destroy non-record material to Records Center. 9. Temporary. Destroy 5 years after receipt in Records Center. 1.1 Temporary. Destroy 5 years after receipt in Records Center. 1.2 Temporary. Destroy 5 years after receipt in Records Center. 1.3 Temporary. Destroy 5 years after receipt in Records Center. 1.4 Temporary. Destroy 5 years after receipt in Records Center. 1.5 Temporary. Destroy 5 years after receipt in Records Center.	OC-Records Mana	gement Staff			Administration Officer	14 Sept. 19
These files are maintained under a numeric system by subject and consist of correspondence, reports, cables, dispatches, and forms reflecting the activities of the OC-Records Management Staff. (1951 to present) a. OC-RMS Organization and Administration Files: Consists of correspondence, memoranda, reports, and related records pertaining to the plans, programs, operation, and administration of the Staff. b. Records Management: These files contain material dealing with the OC Records Management program i.e. reference material procedural guidance, records of archiving. 1.1 Temporary. Destroy 5 years after receipt in Records Center. 6.1 Temporary. Destroy 5 years after receipt in Records Center. Records Center. Review every 5 years, destroy material to Records Center. 6.1 Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy material to Records Center.	These files are maintained under a numeric system by subject and consist of correspondence, reports, cables, dispatches, and forms reflecting the activities of the OC-Records Management a. OC-RMS Organization and Administration Files: Consists of correspondence, memoranda, reports, and related records pertaining to the plans, programs, operation, and administration of the Staff. B. Records Management: These files contain material dealing with the OC Records Management program i.e., reference material procedural guidance, records of archiving, vital documents, destruction management improvement, filing systems and equipment, forms management machine processing, etc. c. Records Control: These files contain internal procedures, requirements, instructions and research material dealing with the	TEM FILES IDENT NO. (TITLE, DESCRIPTION, ARRANGE	IFICATION MENT, AND INCLUSIVE DATES)	VOLUME			
system by subject and consist of correspondence, reports, cables, dispatches, and forms reflecting the activities of the OC-Records Management Staff. (1951 to present) a. OC-RMS Organization and Administration Files: Consists of correspondence, memoranda, reports, and related records pertaining to the plans, programs, operation, and administration of the Staff. b. Records Management: These files contain material dealing with the OC Records Management program i.e., reference material procedural guidance, records of archiving. 1.1 Temporary. Destroy 5 years after receipt in Records Center. 6.1 Temporary. Destroy 5 years after receipt in Records Center. Records Center. Review every 5 years, destroy material to Records Center. 6.1 Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy material to Records Center. 6.1 Temporary Destroy 5 years after receipt in Records Center. Review every 5 years, destroy material, retain material needed for current operations, and transfer inactive material procedural guidance, records of archiving.	system by subject and consist of correspondence, reports, cables, dispatches, and forms reflecting the activities of the OC-Records Management (1951 to present) a. OC-RMS Organization and Administration Files: Consists of correspondence, memoranda, reports, and related records pertaining to the plans, programs, operation, and administration of the Staff. b. Records Management: These files contain material dealing with the OC Records Management program i.e., reference material procedural guidance, records of archiving, vital documents, destruction management improvement, filing systems and equipment, forms management machine processing, etc. c. Records Control: These files contain internal procedures, requirements, instructions and research material dealing with the contain record material procedures, requirements, instructions and research material dealing with the contain reports of the OC-Records Management and research material dealing with the contain records Center. 1.1 Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to Records Center. Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to Records Center. Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to Records Center. 2.5 Temporary. Destroy 5 years after receipt in Records Center.	1. SUBJECT FILES				·	
	vital documents, destruction management improvement, filing systems and equipment, forms management machine processing, etc. c. Records Control: These files contain internal procedures, requirements, instructions and research material dealing with the 2.5 Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy non-record material, retain material needed	system by subject and consider reports, cables, dispetched the activities of the OC-I Staff. (1951 to present) a. OC-RMS Organization of the Staff. (2000) Files: Consists of corresponds, programs, operation of the Staff. b. Records Management contain material dealing Management program i.e.	sist of correspondence, and forms reflecting/secords Management on and Administration respondence, memoranda, cords pertaining to the con, and administration These files with the OC Records reference material		Records Cenon-record for currer material t Temporary. Records Cenon-record	enter. Review every 5 3 d material, retain material and transco Records Center. Destroy 5 years after enter. Review every 5 y material, retain material	rears, destroyrial needed ofer inactive receipt in rears, destroyrial needed

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4 6	ITEM NO	FILES IDENTIFICATION	. VOLUME	
	1.	Approved For Release 2005/11/21 : CIA-	SECRE1	87A000100190012 8 POSITION INSTRUCTIONS
	·	e. Headquarters Correspondence Files: These files consist of memoranda and other correspondence reflecting OC-RMS liaison and activities with other OC, Agency, and U. S. Government components.	.2	Temporary. Destroy 5 years after receipt in Records Center. Review every 5 years, destroy non-record material and transfer record material to Records Center.
٠	2.	REPORTS		
		These files are maintained in a numeric subjective system and consist of the following: (1951 to present)		
		a. Monthly, Special, Statistical, Recapitulation Reports and Documents pertaining to historical events of permanent significance to OC-RMS.	2.6	Permanent. Cut off at the end of each calendar year, retain one additional year, and transfer to the Records Center.
		b. Weekly reports of OC-RMS activities.	1.0	Temporary. Retain one year and destroy.
		c. Weekly reports of outstanding OC correspondence under suspense dates for action by OC components.	.4	Temporary. Retain 30 days and destroy.
	3.	TRANSMITTAL MANIFESTS		
		Files are maintained under a numeric system and contain "In" and "Out" transmittal manifests for each OC field station. (1962 - present)	4.0	Temporary. Destroy after two years. Cut off at the end of each calendar year, then transfer to the Records Center.
		OVERSEAS CORRESPONDENCE		
		Files are maintained under a numeric system and contain dispatches, "In" and "Out", to each OC field station and includes RYBAT, TOP SECRET, and information copies of DDP dispatches. (1962 - present)	27.8	Temporary. Destroy after 50 years. Cut off at the end of each calendar year. Retain one year, then transfer to the Records Center.
		<u>SE</u>	CRET	197 A 999 1 99 1 99 1 99 1 99 1 99 1 99
F (JAN 56	139a USE PREVIOUS Approved For Release 2005/11/21 . CIA-RECORDS CONTROL SCHEDULE - C	KDP7U-004 Ontinuati	

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
ا ا	Approved For Release 2005/11/21 : CIA-F	3DR78-004	87A000100190012-0
15.	CABLES	AFCHE!	
\f` '	(
1	These files are maintained in a numeric		1 3
1	alphabetic system and are filed chronologically		4 × ·
1	by "In" and "Out" station number. (1963 - present)	
1 '		1	
1 1	a. CIA Cables	28.0	Temporary. Retain for one calendar year,
1 '		•	then destroy.
'			1
'	b. Non-CIA Cables	7.0	Temporary. Retain for one calendar year, then destroy.
1	<u> </u>		
6.	DOCUMENT CONTROL FILES		
1			
1 '	These files are maintained in a numeric		•
'	system by origin and type of document. (1960 -		
1	present)		
1			
1 '	a. Document Control Form 717:	8.1	Temporary. Destroy after 5 years. Retain
1	Files contain control forms for incoming		two calendar years, then transfer to the
1 '	and outgoing CIA and Non-CIA cables,	·	Records Center.
1 '	memoranda, and incoming dispatches.		
'		_	
·	b. Document Control Form 238:	1.5	Obsolete. Destroy.
'	Information copies only of Form 238		
'	are filed by TOP SECRET control number.		
'			
1 '	c. Mail and Courier Receipts Form 240:	-3	Temporary. Destroy after one month.
1	Courier receipts, other than TOP SECRET,		
1 '	filed by date.		
'	· · ·		
7.	CRYPTIC REFERENCES		
1			
	Identification cards consisting of pseudonyms,	.9	Temporary. Retain on a current basis. Upon
1	cryptonyms, and action indicators filed in each		separation, termination, or when otherwise
	category alphabetically. (1951 - present)		made obsolete or superseded, place cards in
1	1		an inactive file, hold one year and destroy.
1 1	· '		
1 1	!		The second section is a second section of the second section is a second section of the second section is a second section of the second section is a second section of the second section is a second section of the section of the sectio
1 1	;		CROSP . Excluded from automac: i
	, · · · · · · · · · · · · · · · · · · ·		downgrading and
1			declassification
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FORM NO	IOO USE PREVIOUS		

These files contain pouch manifests, address information, and related records. (1960 - present) a. Incoming and Outgoing Pouch Manifests: These files are maintained in an alphabetic system by station and Receipted Outgoing Pouch Manifests (1962 - present) b. Pouch Addresses: Files contain address sheets and addressing labels and are filed in an alphabetic system by station (1960 - present). 9. PUBLICATIONS **Temporary. Cut off at the end calendar year. Retain one year destroy. 13.5 Temporary. Retain one year destroy. 1.9 Temporary. Retain on a current destroy when superseded or cancellate the end calendar year. Retain one year destroy.	
These files contain pouch manifests, address information, and related records. (1960 - present) a. Incoming and Outgoing Pouch Manifests: These files are maintained in an alphabetic system by station and contain Incoming Pouch Manifests and Receipted Outgoing Pouch Manifests (1962 - present) b. Pouch Addresses: Files contain address sheets and addressing labels and are filed in an alphabetic system by station (1960 - present). 9. PUBLICATIONS 13.5 Temporary. Cut off at the end calendar year. Retain one year destroy. Temporary. Retain on a current destroy when superseded or cancellate the end calendar year. Retain one year destroy.	i
Manifests: These files are maintained in an alphabetic system by station and contain Incoming Pouch Manifests and Receipted Outgoing Pouch Manifests (1962 - present) b. Pouch Addresses: Files contain address sheets and addressing labels and are filed in an alphabetic system by station (1960 - present). 9. PUBLICATIONS calendar year. Retain one year destroy. Temporary. Retain on a current destroy when superseded or cancel destroy when superseded or cancel destroy when superseded or cancel destroy.	
address sheets and addressing labels and are filed in an alphabetic system by station (1960 - present). 9. PUBLICATIONS	
These files contain regulatory issuances and other publications of OC, CIA, other Agencies, and offices. (1951 - present).	
a. OC Regulatory Issuances: These files are maintained in a chronological numeric system and contain one copy of each OC Regulatory Issuance, as the OC official record copy. 2.6 Permanent. Retain on a current retain superseded issuances for years, then transfer to the Rec Center.	r 10
b. Agency Regulatory Issuances: 1.0 Temporary. Destroy after 20 ye Retain for 10 years, then trans the Records Center.	
c. Agency Regulatory Issuances: These files are maintained in a subject numeric system. 4.0 Temporary. Retain on a current destroy when superseded, obsole no longer needed for reference.	ete, or
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190012-0	1966 25 Shown t cluded from automatic downgrading and declarabilisation

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5		Approved For Release 2005/11/21 : CIA-F	DPZ8-004	B7A000100190012-0
	9.	PUBLICATIONS - con't	SECKET	
		d. Other Publications: These files contain U.S. Government Statutes Support Bulletins, DDS Administration, Issuances, Bulletins, OC Staff, Division, and Field Directives, and are maintained in a numeric chronological system.	.7	Temporary. Retain on a current basis, destroy when obsolete, superseded, or no longer needed for reference.
		* e. OC Regulatory Issuance Back- ground Material: These files consist of drafts, references, coordination sheets, and other data used when formulating OC regulatory issuances.	1 _• 0 *	Temporary. Retain for one calendar year, then destroy.
	10.	TOP SECRET		
		These files are maintained under the duties and responsibilities of the OC/TOP SECRET Control Officer.		
		* a. TOP SECRET Documents: These files are maintained in a numeric system and contain copies of OC and other CIA originated correspondence, and publications. (1947-present)	2.5	Temporary. Review and determine disposition as governed by this Records Control Schedule files identification.
		b. Locator Cards: Disposition record of each TOP SECRET Document.	.5	Permanent. Retain while active and one calendar year after inactive, then transfer to Records Center.
		* Indicates change from approved schedule dated 25 September 1964.	SEGRI	Amend 966. 2
_		Approved For Release 2005/11/21 : CIA	SDF78'007	\$7A000100190012-0

EM NO.	Apregvas mor Ralegae 2005/11/21 : CIA-R	PP/ARK	7A00010019001209sposition Instructions
o.	TOR SECRET These files are maintained under the duties and responsibilities of the OC TOP SECRET Control Officer	250 ur .	Alebed by arnendment # 1 dated 94 Sept 1466
	a. TOP SECRET Rocuments: These Files are mainteined in a numeric system and contain copies of OC and other CIA oxiginated correspondence, and publications. (1947 - present)	2.5	····· Temporary. Review and determine dispositi o ·····ss governed by the subject of each document
·	b. Locator Cards: Disposition record of each TOP SECRET Document. c. TOP SECRET Control Receipts:	.5 —	Permanent. Retain while active and one calendar year after inactive, then transfer to Records Center.
	These files are maintained in a chrono- logical system. (1) Classified Document Receipts Form 615. (1962 - present)	.2	Temporary. Retain for 2 years and destroy.
	(2) Courier Receipts Form 240a.	.1	Temporary. Retain for 3 months and destroy
	(3) Document Control Tickets: These files consist of originals of Document Control tickets (Form 238) and are maintained in a numeric system. (1951 - present)	•3	Permanent. Retain 5 years then transfer to the Records Center.
	d. TOP SECRET Cover Sheets: These files contain cover sheets for TOP SECRET Documents and are maintained in a numeric system. (1947 - present)	21	Permanent. Cut off at the end of each calendar year and transfer to Records Cente
		ornbr:	CROUR 1 Excluded from extenses, a downstading end declassification
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ITEM NO.	FILES IDENTIFICATION	VOLUME!	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-F	DP78-004	87A000100190012-0
10.	CON'T		
	e. Non-CIA TOP SECRET Documents: These files contain documents originated by the Operations Coordinating Board, National Security Council, and those pertaining to SEATO, CENTO, and COSMIC documents. These files are maintained in a numeric system. (1960 - present)	.1	Temporary. Transfer to Central TOP SECRET Control when no longer required.
11.	OC FORMS CONTROL FILES		
	These files contain correspondence, forms, and samples of all OC/Office of Primary Interest forms and are filed numerically by form number. (1947 - present)	1.1	Temporary. Retain on a current basis, destroy when obsolete or superseded.
	APPRO 25 Sq. 196 CLA Records Administration Officer	; ; ;	
			Excluded from Section 11 and Object College Co
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TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
•	Approved For Release 2005/11/21 : CIA-RI	P78-0048	7A000100190012-0
İ	REPORTS - con t	O An-	
	d. Field Station Data Reports: These reports provide a consolidated	0.2	Temporary. Destroy when superseded or no longer needed for reference.
	resume of each communications station		or no longer needed for reference.
	regarding communications equipment, emergency communications, primary means		
	of communication, personnel listing, station data, hours of communication		
	coverage, housing, and transportation, etc. (1964 - present)		
	e. Program Review and Forecast: Review and forecast of personnel, equip-	0.1	Temporary. Retain 3 years, then destroy.
	ment, and facilities required by Fiscal Year. (1965)		
	f. Accomplishments and Objectives:	0.1	Townson, Doctor ofter 10 weeks
	Annual report of the Accomplishments and Objectives. (1965)	0.1	Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center.
٠.	g. <u>Economy</u> : Quarterly report on financial matters. (1965)	0.1	Temporary. Retain 2 years, then destroy.
	h. Significant Events: A narrative resume of significant events in the area requiring an extra report. (1964 - present)	0.2	Temporary. Destroy after 10 years. Retain 3 years, then transfer to the 2 Records Center.
	i. Reports: These reports contain relative to the	1.0	Temporary. Retain on a current basis
	physical and cryptographic security of the communications activities of the station.		Destroy when superseded or obsolete.
	(1963 - present)		
	j. Reports: These reports contain information relating to the lay-out, wiring, configuration, etc., of	1.0	Temporary. Retain on a current basis Destroy when superseded or obsolete.
	equipment. (1962 - present)		
- 1	Approved For Release 2005/11/21 : CIA-RI	P78200487	ŽΔ000100190012-0

, 1	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
, de	TILWI NO.	Approved For Release 2005/11/21 : CIA-R		
	2.	AREA POLICY	SECRET	
		These files are maintained under a numeric system and consist of cables, dispatches, and correspondence reflecting major policy, scope of area activities, and the establishment of joint communications facilities. (1946 - present)	0.1	Permanent. Disposal not authorized. Cut-off at end of 2 calendar years, then transfer to the Records Center.
	3.	SUBJECT FILES		
		These files are maintained under a numeric system and consist of cables, dispatches, forms, and correspondence reflecting the activities of the Area and the communications electronics and administrative support necessary to the accomplishment of the overseas missions and operations.	1.2	Temporary. Retain 2 years, then destroy.
	4.	a. Personnel Management Files: These files consist of material dealing with staffing, positions, movements, and personnel matters of concern to Chief, and Chief, OC- ENGINEERING FILES	0.6	Temporary. Retain 2 years, then destroy.
		These files are maintained under a numeric system and consist of correspondence reflecting the administrative and logistical support to stations, i.e., modification: work orders, property in-use account, communications equipment and programs, maintenance parts list, technical bulletins, and the accountability for equipment documents. (1963 - present)	4.1	Temporary. Retain 3 years, then destroy.
		Approved For Release 2005/11/21 : CIA-R		7A000100190012-0
Ī	ORM NO.	139a USE PREVIOUS RECORDS CONTROL SCHEDULE -	CONTINUAT	LON SHEFT (41)

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\ [ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
- }-		SECURITY FILE proved For Release 2005/11/21 : CIA-F		
	5.	SECURITY FILESPIOVED FOR Release 2003/11/21 . CIA-h	DF 70-004	57A000100190012-0
*		These files are maintained under a numeric system and consist of cables, dispatches, forms, and correspondence reflecting the cryptographic and physical security support to (1960 - present)	1.6	Temporary. Retain 3 years, then destroy.
		a. <u>Clearances</u> : Requests for agency and liaison clearances for staff, contract, and non-agency personnel.	0.1	Temporary. Retain 1 year, then destroy.
		b. Cryptographic Files: These files consist of work orders; inventories of registered document holders, accountability records for cryptographic materials, and technical inspection surveys.	0.6	Temporary. Retain 2 years, then destroy.
			0.4	Temporary. Retain 10 years, then destroy.
	6.	TELECOMMUNICATIONS FILES These files are maintianed under a	1.6	Temporary. Review every 2 years.
		numeric system and consist of cables, dispatches, memoranda, forms, and correspondence relating to the activation, maintenance, deactivation, traffic routings, and precedence, systems, services, improvements, and requirements of the communications network. (1962 - present)		Retain current material and destroy non-current material.
		Approved For Release 2005/11/21:CIA-R	DE78-004	87A000100190012-0
E.	ORM NO.	139a USE PREVIOUS RECORDS CONTROL SCHEDULE - CO		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	Approved For Release 2005/11/21: CIA-RI SPECIAL COMMITTEES, BOARDS, AND PANELS	SECRET	Temporary. Retain 3 years, then destroy.
	These files consist of reports,		
	memoranda, minutes, agenda, and correspondence relating to committees, sub-		
1 1	committees, working groups, task forces,		
	Technical Equipment Board, Technical		
	Requirements Board, and the President's Foreign Intelligence Advisory Board.		
	(1959 - present)		
	a. National Communications Sub-	0.4	Temporary. Destroy after 10 years.
	Committee: Correspondence relating to	0.4	Retain current record material and
	National Communications Subcommittee		transfer non-current record material to the Records Center.
	Organization and resultant requirements levied upon OC-		to the Records Center.
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		2.8	Temporary. Retain on a current basis Destroy when terminated, superseded,
			or outdated.
		6.2	Temporary. Retain 2 years, then
		0.2	destroy.
1		0.1	Temporary. Destroy after 50 years. Review every 2 years, retain materia
1			needed for current operations, destr
1 L			non-record material, and transfer no current record material to the Record
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TEN NO	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
ITEM NO.	Approved For Release 2005/11/21 : CIA-		87A000100190012-0
10.	•	SECRET	
	These files are maintained under a numeric system and consist of cables, dispatches, reports, and correspondence reflecting the administration of support missions and functions for stations and projects, i.e., staffing, administration, engineering, and operations. (1961 - present)	9.2	Temporary. Destroy after 50 years. Review every 2 years, retain material needed for current operations, destroy non-record material, and transfer non-current record material to the Records Center.
11.	CORRESPONDENCE FILES These files are maintained under a numeric system and consist of agency and	0.7	Temporary. Retain 2 years, then destroy.
	military correspondence relating to staff and clandestine communications support of (1960 - present)		
12.	REFERENCE FILES		
	These files consist of:		
	a. OC and OTR Training Bulletins	0.4	Temporary. Retain on a current basis. Destroy when superseded or no longer needed for reference.
	b. FCC Frequency Register	0.4	Temporary. Retain on a current basis. Destroy when superseded or no longer needed for reference.
13.	CHRONOLOGICAL FILES		
	These files consist of: (1963 - present)		
	a. Cables	0.8	Temporary. Retain 2 years, then destroy.
	b. Dispatches	0.8	Temporary. Retain 2 years, then destroy.
	Approved For Release 2005/11/21 : CIA-F	7-0 3DP78-00	1100190012 0
FORM NO.	1202 USE PREVIOUS DECADDS CONTROL SCHEDILLE		(4

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1	CHRONOLOGICATAPPROVES For Release 2005/11/21: CIA-F		
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	c. Memoranda	0.8	Temporary. Retain 2 years, then destroy.
14.	REGULATORY ISSUANCES	1	
	These files are maintained under a numeric system and are filed by publication issuance number.		
	a. Agency Directives	0.8	Temporary. Retain on a current basis; destroy when superseded or no longer needed for reference.
	b. OC Directives	1.8	Temporary. Retain on a current basis; destroy when superseded or no longer needed for reference.
	c. Non-Agency Directives	1.0	Temporary. Retain on a current basis; destroy when superseded or no longer needed for reference.
.A.	2 Nov 196 3 Date CIA Records Administration Unicer		
	Approved For Release 2005/11/21 : CIA	80 <u>53</u> 8-00	187A000100190012-0

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			#U/ Auve 100 100 00 00	
·ICE.	DIVISION, BRANCH			
	OC-ASD		Chief, OC-ASD	 15 May 1964
Г ЕМ О.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION	INSTRUCTIONS
	REPORTS			
	These files are maintained under a numeric system and consist of the following:			
	a. Area Monthly Reports of Communications Activities: These reports are received from all major OC Areas, stations, and other facilities. These reports contain information as to policy liaison, problems, actions, and other data pertinent to the operation of the Agency world-wide communications system. These are considered to be historical documents and should be retained permanently. (1963-1964)	8" 8	Permanent. Disposal no at end of each calendar months and then transfer	r year; hold for 3
	b. Division Monthly Reports of Communications Activities: These reports contain information as to policy, liaison, problems, actions, and other data pertinent to the operations of the Agency world-wide communications system. These are considered to be historical documents and should be retained permanently. (1963-1964)	2"	Permanent. Disposal no at end of each calendar months then transfer to	r year; hold for 3
	c. Field Station Data Report Forms - Form 1212 which provides a consolidated resume of each Commo Station, its facilities, location, equipment, housing, transportation, educational facilities, frequencies, and primary back-up and emergency communications.	5,,	Temporary. Destroy whe longer needed.	en superseded or no
	d. Top Secret Inventory - An IRM I published bi-annually of all TS Doc assigned to OC-ASD. (1964) APPRO		ry. Retain for stroy.	r one calendar year 1964

FORM NO. 139 USE PREVIOUS 1 JAN 56

ITEM NO.	FILES IDENTIFICATION	VOLUME	. DISPOSITION INSTRUCTIONS
	e. Area Inspection and other correspondence on Area inspection trips by Headquarters and field personnel, also reports and briefings of TDY trips. (1959-present)	DP7 @ +0048	74000010019001200troy after 4 years, Cut-off at end of 1 calendar year, hold for 3 additional years and destroy.
2.	AREA POLICY		
	These files are maintained under a numeric system and consist of cables, dispatches, and other correspondence reflecting major policy and scope	5"	Permanent. Disposal not authorized. Cut-off at end of 2 calendar years; then transfer to the Records Center.
3.	SUBJECT FILES - Overseas Area		
	These files are maintained under a numeric system and consist of correspondence, reports, and forms reflecting the activities of the OC Areas and the communications electronics and administrative support necessary to the accomplishment of the overseas missions and operations. (1958-present)		
	a. Personnel Management Files: Materials dealing with staffing, positions, movements, and other personnel matters of concern to an overseas area.	2"	Temporary. Retain 2 years in the Office of Record and destroy.
	b. Staffing Material: Files consist of correspondence in assembly and presentation of positions and staffing and assignments; and table of organization for each area.	2"	Temporary. Retain 2 years in the Office of Record and estroy.
	c. <u>Programming Information:</u> Annual program review of personnel, equipment, and facilities in each area.	2"	Temporary. Retain 2 years in the Office of Record and destroy.
	d. Area Telecommunications Files: Correspondence on the training, installation, and operation of staff communications, equipment and circuits.	4 "	Temporary. Retain 2 years in the Office of Record and destroy.
OPM NO	Approved For Rologso 2005/11/21 · CIA-RI	DP78-0048	37A000100190012-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	e. Area Emergence Province Transfer Section 11/21: CIA-R Correspondence pertaining to the status of emergency and evacuation communications facilities		7A00010019001250 roy after 5 years. Cut-off at end of 1 calendar year then transfer to the Records Center
	f. Area Engineering/Supply Files: Chronological order for reference purposes in researching OC-Engineering staff matters.	6"	Temporary. Retain 2 years in the Office of Record and destroy.
	g. Area Security Files: Filed in Chronological order for reference purposes in researching the OC-Security staff matters.	6"	Temporary. Retain 2 years in the Office of Record and destroy.
	h. Area Operational Files: Correspondence in chronological order for reference purposes in researching operational matters.	6"	Temporary. Retain 2 years in the Office of Record and destroy.
	i. Area Direction Finding Files: Correspondence in chronological order on Direction Finding equipment, systems, and administrative support matters.	3"	Temporary. Retain 2 years in the Office of Record and destroy.
	j. Area Special Forces Files: Correspondence relative to liaison and special training programs.	4 "	Temporary. Destroy after 5 years. Cut-off after 2 years then transfer to the Records Center.
4.	OC FIELD STATION FILES These files are filed under a numeric and alphabet: system and consist of cables, dispatches, reports, and other correspondence reflecting the admistration of support functions and missions for stations and projects, i.e., staffing, administration, engineering and operations. (1958-present)		Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center
5.	These files are filed under a numeric and alphabet: system and consist of cables, dispatches, reports and other correspondence reflecting the administration of support functions and missions for stat: and projects, i.e., staffing, administration, engineering, and operations release 2005711721: CIA-R	ion	Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.

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1	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
۱.	6.	Approved For Release 2005/11/21 : CIA-R	DP78-004	87A000100190012-0
		These files are filed under a numeric and alphabetic system and consist of cables, dispatches, reports, and other correspondence on the development and management of clandestine communications projects and project annexes. (1958-present)	: 61	Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.
	7.	SUBJECT FILES - Headquarters - Division		
		These files are maintained under a numeric system and consist of correspondence, reports, and forms reflecting the activities of the OC-Headquarters Division. (1958-present)		
		a. Amateur Radio: Application for permission to operate and correspondence requesting authorization for an Amateur Radio operation overseas.	1"	Temporary. Retain for 3 calendar years then destroy.
			ħ :,	Temporary. Destroy after 2 years. Cut-off at end of 2 years then transfer to Records Center.
			3"	Permanent. Disposal not authorized. Cut-off at end of 2 years then transfer to the Records Center.
			4"	Temporary. Retain in Office of Record for 2 years and destroy.
			6"	Temporary. Destroy after 10 years. Retain current record material in Office of Record; retire non-current material to Records Center.
		f. Records Management: Materials dealing with the OC Records Management Programs, i.e., archiving, vital documents, Top Secret Inventory, etc.	2"	Temporary. Destroy when superseded or no longer needed for reference.
	ļ	Approved For Release 2005/11/21 : CIA-R	DP78-004	 87A000100190012-0
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	1 JAN SE	RECORDS CONTROL SCHEDULE - C	CAURITROS	TION SHEET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-R		
j	Approved for Release 2000/11/21: OlA-R	D. 70-0040	77 A 0 0 1 0 0 1 2 - 0
	g. <u>Significant Events</u> : A narrative resume of significant events in an Area requiring an extra ordinary report by the Division.	1"	Temporary. Destroy after 10 years. Cut-off after 3 years; retain for 2 additional years, then transfer to the Records Center.
	h. <u>CINSTRIKE Files</u> : Correspondence and document on the responsibilities and the responses to react to crisis or emergency overseas situations by the military forces at CINSTRIKE.	s 4"	Temporary. Destroy after 10 years. Maintain on a current basis; transfer non-current record material to the Records Center.
	i. Far East Traffic Volumes: Field station cable traffic volumes for the FE Division, all FE field stations and base stations.	2"	Temporary. Retain in Office of Record on a current basis; destroy obsolete material.
	j. Reorganization Far East Assets - Cables, dispatches, memoranda, and other correspondence regarding the reorganization and proposed realignment of the FE assets. (Area reorganization	2" on	Temporary. Destroy after 10 years. Cut-off at end of 3 years then transfer to the Record Center.
	k. <u>Headquarters Program Planning:</u> Correspondence pertaining to the forecast and actual prografor facilities, personnel, and equipment by Fiscal Year.	4" ms	Screen on annual basis and retain in Office of Record.
	1. Unconventional Broadcast: Cables, dispatches, and other correspondence on unconventional broadcast, and the assignment of responsibility for unconventional broadcasts. Historical Documents.	2"	Permanent. Disposal not authorized. Cut-off at end of 2 years then transfer to the Record Center.
8.	REFERENCE FILES:		·
	These files are maintained under a numeric aystem and are filed in chronological order.		
	a. Chronological Files: These files consist of extra copies of in and out cables, dispatches, and copies of outgoing correspondence. Such files are maintained for the convenience of reference.		
	Approved For Polease 2005/11/21 · CIA-R	DP78-0048	R7Δ000100190012-0
ORM NO.	139a USE PREVIOUS DECORDS CONTROL SCHEDULE		

- [ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
-		Approved For Release 2005/11/21 : CIA-R	DP78-0048	7A000100190012-0
1				
	8.	REFERENCE FILES: con't		
		(1) Cables: File Chronologically	3"	Temporary. Maintain 6 months; destroy earliest month upon filing latest month.
		(2) Dispatches: File Chronologically.	2"	Temporary. Retain 6 months in Office of Record and destroy.
		(3) Memo for the Record: Chronologically file of memoranda written by Division.		Temporary. Retain 2 calendar years in Office of Record and destroy.
	9.	PUBLICATIONS		
		These files are maintained under a numeric system and are filed by publication issuance number. They consist of the following:		
		a. Agency Regulations: Agency publications and DD/S directives.	5"	Temporary. Destroy when superseded or no longer needed for reference.
		b. OC Regulations: OC Publications, copies of OC notices, Orders, Memorandums, and other internal issuances, such as	1.2'	Temporary. Destroy when superseded or no longer needed for reference.
1		Approved For Release 2005/11/21 : CIA-R	DP78-0048	37A000100190012-0

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	RECABBOGON TROLESCHESON 12005/11/21 : CIA	TEUKETY	48/A000100190012-0	URRENCE
FICE.	DIVISION, BRANCH			
	, oc.			DATE
		,		26 October 1964
TEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSIT	ION INSTRUCTIONS
1.	REPORTS			•
	These files are maintained under a numeric system and consist of the following: (1962-present)			
	a. Station Monthly Reports of Communication Activities: These reports contain information as to policy, liaison, problems, actions, and other data pertinent to the operations of the Agency World-Wide Communications System.	.1	Temporary. Destroy at end of each cale to the Records Center	after 3 years. Cut-off ndar year, then transfer er.
	b. Newsletters: These Newsletters contain information of importance to the Agency World-Wide activities. They contain items on policy, liaison, administration, support problems, and actions and other pertinent data.	.1	Temporary. Retain	l year and destroy.
	c. Monthly Reports and correspondence on OC transmission and Cryptographic workloads.	.1	Temporary. Retain	l year and destroy.
	d. Traffic Volumes: Reports and correspondence on the Traffic Volumes handled by	e .1	Temporary. Retain	l year and destroy.
	e. Reports and correspondence on the Semi-Annual Engineering Report and drawings of the stations.	.1		lO years and destroy. Out endar years, then transfer er.
	f. Progress Report-Wire Section: Monthly progress reports, forms, and correspondence relating to the Wire Section.	.1	Temporary. Retain	3 months and destroy.
	Excluded down	ROUP 1 from automatic grading and assification	487A000100190012-0	

EM NO	Approved For Release 2005/11/21: CIA-R	L WOLLINE	7A00010019001 PASPOSITION INSTRUCTIONS
2.	POLICY, PLANS, AND PROGRAM	SECRE	7/A000100190019-05-11-0N INSTRUCTIONS
	These files are maintained under a numeric system and consist of correspondence reflecting policy, scope of OC activities, and the establishment of the communications facilities. (1959-present)	.1	Temporary. Destroy after 25 years. Retain 5 years then transfer to the Records Center
3.	These files are maintained under a numeric system and consist of correspondence, reports, and forms reflecting the activities of the stations and the Communications electronics and administrative support necessary to the accomplishment of the stations missions and operations. (1956-present)		
	a. Personnel Management Files: Materials dealing with staffing, positions, movements, and other personnel matters of concern to the Receiver and Transmitter sites.	.6	Temporary. Retain 2 years and destroy.
	LIGHTONICO SI (es.		
	b. Personnel Folders (soft): Staff employees individual personnel folders maintained by station for employees assigned. The folders contain copies of papers documenting all personnel actions affecting the individual. Also, copies of Fitness Reports Correspondence, Cables, and other materials pertaining to the assignments, training, processing and travel of the employee.	1.5	Temporary. Upon separation of transfer of employee. Retain folder (6) months and dest
	c. <u>W.A.E Employees File:</u> Contains a copy of contract and copies of instructions, reports, and other correspondence pertaining to the employees status and contract.	.1	Temporary. Upon termination, screen out and destroy duplicate material. Hold six (6) months then transfer to OC-A to be disposed as prescribed in disposition instructions for Agency Official Personnel Files.
- 19	d. Staffing Material: Files consist of correspondence in assembly and presentation of positions and staffing and assignments.	.1	Temporary. Destroy when superseded or no lonneeded for reference.
		CODET	

ITEM NO.	FILES IDENTIFICATION	A VOID IN Fine	DISPOSITION INSTRUCTIONS
	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-F	DE 18 10 04	B7A000100190012-0
	↓	İ	Temporary. Destroy when no longer needed.
	e. Employee Club: Files consist of Directives	.1	Temporary. Descroy when no longer needed.
	listings, and correspondence on the membership and		
	standing of each employee.		
	f. Petty Cash Accounting: Reports, correspondence,	.1	Temporary. Retain 1 year and destroy.
	and receipts documenting the \$25 Petty Cash trans-	•	
ı	actions and monthly audits.		'
	actions and monomity augusts.		
	g. Operational: Correspondence in chronological	.1	Temporary. Destroy when revised, supersede
	order for reference purposes, dealings with	-	or no longer needed.
	operational support matters, crystal requests,		-
	h. Telecommunications: Correspondence on the	.1	Temporary. Destroy when superseded or revi
	training, installation, and operation of staff		or no longer needed.
	communications, equipment, circuits, assigned		
	frequencies, leases, tracer actions, TWX and		
	information and test messages.		
		1	
_	i. Emergency Communications Planning Files:	.1	Temporary. Destroy when superseded or no
	Files consist of Memoranda, reports, leases	ĺ	longer needed.
	relocation Plan Communication Annexes, and other	ļ	
	correspondence pertaining to Headquarters Emergency	ŀ	
	Relocation Planning. (1958-present)	l.	
			Temporary. Destroy when revised, supersede
	j. Training: Files consist of correspondence and	.1	or no longer needed.
	Course Training materials for the Office of Commu-		or no longer needed.
	nications courses and correspondence courses.		
	(1958-present)		
	k. Program Review and Forecast: Annual Program	.1	Temporary. Retain 3 years and destroy.
	review of personnel, equipment and facilities at		150000000000000000000000000000000000000
Г	review of personner, equipment and ractificies at		
4.	ENGINEERING SUBJECT FILES		
·+·	THEORITAGE DOING TITLE		
	These files are filed under a numeric system and	1	
	consist of the following: (1956-present)		
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		PRODET	
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FORM NO.	139a EDITIONS. RECORDS CONTROL SCHEDULE -	_	

TEM NO	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-R	H78 10 04	DISPOSITION INSTRUCTIONS 37A000100190012-0
	a. Agent and Staff Communications Equipment and Systems Files: Reports and correspondence regarding all aspects of Staff and Agent Communications equipment and systems including appropriate Manuals and Handbooks. (1958-present)	.14	Temporary. Destroy when no longer needed for reference or when obsolete.
	b. Microwave Facilities: Files consists of correspondence on/and relating to; allocations, schematics, circuitry, reports, drawings, and wiring diagrams on the stations' Microwave Facilities.	.1	Temporary. Destroy when revised, supersed or no longer needed.
	c. Building Construction and Expansion: Files contain Reports and correspondence on the construction and expansions	.1	Temporary. Retain 2 years and destroy.
	d. Work Onders: Consist of work orders for work performed for each work order and/or modification. Filed by work order number.	.1	Temporary. Retain 2 years and destroy.
5.	e. Blue Prints and Drawings: Consists of copies of blue prints and drawings for Stations. STATION FILES	2	Temporary. Destroy when revised, supersed or no longer needed.
	These files are filed under a numeric and alphabetic system and consist of cable and other correspondence reflecting the administration of support functions and missions (1962-present)	2	Temporary. Retain 2 years and destroy.
6.	PROJECT FILES		
	These files are filed under a numeric and alphabetic system and consist of cables and other correspondenc on the development and management of clandestine Communications projects and annexes. (1959-present)	•5 e	Temporary. Destroy when revised, supersed or no longer needed.
7.	SECURITY FILES:		
	These files are maintained under a numeric system and consist of the following: (1958-present)		
	Approved For Release 2005/11/21 : CIA-RI	FGRE.	₹ \$7∆000100190012-0

ITEM NO.	FILES IDENTIFICATION		DISPOSITION INSTRUCTIONS
1 1 1 1 1 1 1	Approved For Release 2005/11/21 : CIA-R	DP78-904	DISPOSITION INSTRUCTIONS 87A000100190012-0
7.	SECURITY	muner.	
	a. Clearances-SI and Cryptographic and Visitors: Files contain reports, and copies of listings and correspondence pertaining to Security Clearances for employees and visitors.	.1	Temporary. Destroy when superseded, rescinded or no longer needed.
	b. Locks and Combinations: File contains combinations to the safes and locks	.1	Temporary. Destroy when rescinded, superseded or no longer needed.
	c. and Safety: Files contains correspondence nandbooks. and documents on the and instructional	. 1	Temporary. Destroy when rescinded, superseded or no longer needed.
	d. <u>Violations and Compromises:</u> File contains documents, cables, and other correspondence on Physical and Cryptographic Security Violations	.1	Temporary. Destroy when rescinded, superseded or no longer needed.
1 1	and compromises.		
8.	REFERENCE FILES:		
	These files are maintained under a numeric system and are filed in chronological order. (1962-present)	
1	a. Chronological Files: These files consist of extra copies of in and out correspondence. Such files are maintained for the convenience of reference correspondence is filed in Chronological order.	.2 ee.	Temporary. Retain 2 years and destroy.
1	PUBLICATIONS AND MANUALS		
	These files are maintained under a numeric system and are filed by publication number. They consist of Engineering Technical Bulletins, Modifications Work Orders, Catalogs, Brochures, and Operating	12	Temporary. Destroy when revised, superseded or no longer needed.
	Manuals.		
	Approved For Release 2005/11/21 : CIA-R	ECRET	 87A000100190012-0

Ī	TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
T		Approved For Release 2005/11/21 : CIA		
	9.	PUBLICATIONS and MANUALS	LUILL	
		a. Agency Regulatory Issuances: Agency Notices, Regulations and Handbooks filed in numerical order. (1958-present)	.2	Temporary. Destroy when rescinded or no longer needed.
		Regulatory Issuances: Regulations Handbooks, and Notices filed in numerical order. (1958-present)	,1.1	Temporary. Destroy when rescinded or no longer needed.
		c. OC-Regulatory Issuances: OC-Orders, Notices, Handbooks, and Manuals. (1958-present)		Temporary. Destroy when rescinded or no longer needed.
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		Approved For Pologoe 2005/44/24 CIA 5	recret	P7A00010010012 0
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			VOLUME	DISPOSITION INSTRUCTIONS
٠.	ITEM NO.	FILES IDENTIFICATION		
	10.	Approved For Release 2005/11/21 : CIA	ecker4	87A000100190012-0
.		These files are maintained under a numeric system and consist of the following:		
		Report of inventory adjustments, memoranda receipts, and issue slips made on all expendable and non-expendable equipment and property charged Indicates signature of recipient. PTI executed when property is turned in, and inventory adjustments. Filed by sub-account numbers (1962-present).	.2	Temporary. Retain 3 years. Destroy when accountability is transferred and receipted for by a responsible officer, upon revision and after audit.
		b. Shipping Documents: Expendable and non-expendable of Shipping Documents on expendable and non-expendable items. (1962-present)	le .l	Temporary. Retain 3 fiscal years and destroy.
		c. Requisition Files: Copies of Requisition for equipment and supplies requested from Headquarters. Filed by requisition number. (1962-present)	.1	Temporary. Retain 3 fiscal years and destroy.
		d. <u>Issue Slips (Form 14)</u> (1963-present)	.1	TEMPORARY. Retain 2 fiscal years and destroy.
		APPRO Date	84	
		CIA Records Administration United	ocode:	
		Approved For Release 2005/11/21 : CIA-F		
	FORM NO.	139a EDITIONS. RECORDS CONTROL SCHEDULE -	CONTINUA	TION SHEET (41)

		RECORD&P CONVRO LF SIC REDULE 2005/11/21 : C	Segret	SCHEDULE NO. PA	S
Ì	OFFICE	DIVISION, BRANCH			-
	Offi	ce of Communications.		Chief, OC 25 January	y 1967
	ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
	1.	REPORTS	n		
		These files are maintained under a subjective system and consist of the following:			
		a. Area Monthly Reports of Communications Activities: These reports are received from all major OC Areas. These reports contain information and other data pertinent to the operation of the Agency world-wide communications system. These are considered to be historical documents and should be retained permanently. (1963 - present)	.2	Permanent. Disposal not author: Cut off at end of each calendar hold for 3 months, then transfer the Records Center.	year;
		b. Division Monthly Reports of Communications Activities: These reports contain information and data pertinent to the operations of the Agency world-wide communications system. These are considered to be historical documents and should be retained permanently. (1963 - present)	.1	Permanent. Disposal not author: Cut off at end of each calendar hold for 3 months, then transfer the Records Center.	year;
		c. Top Secret Inventory: An IBM Inventory published bi-annually of all TS documents assigned to (1963 - present)	.1	Temporary. Retain for 6 months destroy.	, then
		Approved For Release 2005/11/21 : 0	SECRET	GROUP † Excluded from entomatic, downgrading and -0448 **Septemble*** 0012-0	

FORM NO. 139 USE PREVIOUS 1 JAN 56

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1.	REPORTS - COnApproved For Release 2005/11/21 : CIA-F	PPPDETE	7A000100190012-0
	d. Area Inspection Trips and Reports: Correspondence on area inspection trips by Headquarters and Field personnel, also reports and briefings of TDY trips. (1963 - present)	.1	Temporary. Destroy after 3 years. Cut off at end of 1 calendar year, hold for 2 additional years, then destroy.
2.	AREA POLICY		·
	These files are maintained under a subjective system and consist of correspondence reflecting major policy and scope of OC area activities and the establishment of	.1	Permanent. Disposal not authorized. Cut off at end of 2 calendar years, then transfer to the Records Center.
3.	SUBJECT FILES - Overseas Area		
	These files are maintained under a sub- jective system and consist of correspond- ence reflecting the activities of the OC areas and the communications electronics and administrative support necessary to the accomplishment of the overseas missions and operations. (1958 - present)		
	a. Area Administration: Materials dealing with staffing, position, movements, and other administrative matters of concern to an overseas area.	.1	Temporary. Retain 2 years, then destroy.
	b. Programming Information: Annual program review of personnel, equipment, and facilities in each area.	.5	Temporary. Retain 2 years, then destroy.
	c. Area Telecommunications Files: Correspondence on the training, instal- lation, and operation of staff communi- cations equipment and circuits.	.1	Temporary. Retain 2 years, then
	Approved For Release 2005/11/21 : CIA-F	10726 -004	37A000100190012-0

FORM NO. 1398 USE PREVIOUS

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Ī	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	3.	Approved For Release 2005/11/21 : CIA- SUBJECT FILES - Overseas Area - con't	SECRET	87A000100190012-0
		d. Area Engineering/Supply Files: Chronological order for reference purposes.	.1	Temporary. Retain 2 years, then destroy.
		e. Area Security Files: Filed in chronological order for reference purposes.	.1	Temporary. Retain 2 years, then destroy.
		f. Area Operational Files: Correspondence in chronological order for reference purposes.	.1	Temporary. Retain on a current basis, destroy obsolete material.
			.1	Temporary. Retain on a current basis, destroy obsolete material.
		h. Area Medium Speed: Correspondence on all aspects of medium speed systems.	.1	Temporary. Retain on a current basis, destroy obsolete material.
	4.	OC FIELD STATION FILES These files are filed under an alphabetic system and consist of correspondence reflecting the station activity. (1958 - present)	3.0	Temporary. Destroy after 50 years. Cut off at the end of 3 calendar years, then transfer to the Records Center.
	5.	FILES		
		These files are filed under an alphabetic system and consist of correspondence reflecting the station activity. (1958 - present)	.5	Temporary. Destroy after 50 years. Cut off at end of 3 calendar years, then transfer to the Records Center.
	6.	PROJECT FILES		
		These files are filed under an alphabetic system and consist of correspondence pertaining to projects. (1958 - present)		Temporary. Destroy after 50 years. Cut off at the end of 2 calendar years, then transfer to the Records
.	- 1	Approved For Release 2005/11/21 : CIA-	REP78-004	87Ă000100190012-0
; F	ORM NO. JAN 56	139a USE PREVIOUS RECORDS CONTROL SCHEDULE -	O un	

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	ITEM NO.			
	TIEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	7.	Approved For Release 2005/11/21: CIA-F SUBJECT FILES - Headquarters - Division These files are maintained under an alphabetic system and consist of corres-	SECRET	07A000100120
		pondence relating to the OC activities. (1958 - present) a. Agent and Staff Communications	.3	Temporary. Destroy when no longer
)		Equipment Files: Correspondence regard- ing all aspects of Staff and Agent Communications Equipment. (1958 - present)		needed for reference or when obsolete.
		b. Records Management: Materials dealing with the OC Records Management Programs. (1958 - present)	.1	Temporary. Destroy when superseded or no longer needed for reference.
		c. Significant Events: A narrative resume of significant events in an area requiring an extra ordinary report by the Division. (1963 - present)	.1	Temporary. Destroy after 10 years. Retain 3 years, then transfer to the Records Center.
		d. Traffic Volumes Work- loads: Field Station cable traffic vol- umes and workloads. (1960 - present)	.1	Temporary. Retain on a current basis, destroy obsolete material.
	8.	REFERENCE FILES		
		These files are maintained under a sub- jective system and are filed chronological	ly.	
		a. Chronological Files: Consist of copies of correspondence originated by OC-ED. Files are maintained for reference.		
1		1. Cables	.2	Temporary. Maintain 1 year, destroy earliest month upon filing latest month.
		Approved For Release 2005/11/21 : CIA-	OP TOP	87A000100190012-0
4 F	ORM NO. JAN 56	139a USE PREVIOUS RECORDS CONTROL SCHEDULE - C	ONTINUAT	ION SHEET (41)

ITEM NO.			
TIEM NO.	FILES IDENTIFICATION Approved For Polesce 2005/11/21 : CIA	VOLUME	DISPOSITION INSTRUCTIONS
8.	Approved For Release 2005/11/21 : CIA-REFERENCE FILES - con't	SECRET	67A000100130012-0
-	2. Dispatches	.2	Temporary. Retain 1 year in the Offi of Record, then destroy.
	3. Memoranda	.2	Temporary. Retain 2 calendar years in the Office of Record, then destroy.
9.	PUBLICATIONS		
	These files are filed by publication issuance number.		
	a. <u>Publications</u> : OC Notices and Orders and other internal issuances, such as .	1.0	Temporary. Destroy when superseded or no longer needed for reference.
	APPROVED		14 Fib 1967 Date
	CIA R	ecords Ad	ministration Officer
			`
	Approved For Release 2005/11/21 : CIA-	RDPX8-004	187A000100190012-0
ORM NO.	39a USE PREVIOUS RECORDS CONTROL SCHEDULE - C	SCURE	ON SHEET (4

			SCHEDULE NO.
	RE CARPA SO CONTROL FEMALES 4 12005/11/21 § [A]	RDP78-00	87A0059691446612-0
OFF	ICE, DIVISION, BRANCH		1
	Office of Communication		Ohief, OC 23 June 1964 25
IT NO	FILES IDENTIFICATION	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
	. REPORTS		
	These files are maintained under a numeric system and consist of the following:		
	a. Area Monthly Reports of Communications Activities: These reports are received from all major OC Areas, stations, and other facilities. These reports contain information as to policy liaison problems actions, and other data pertinent to the operation of the Agency world-wide communications system. These are considered to be hisotical documents and should be retained permanently. (1963-present) b. Division Monthly Reports of Communications	.1	Permanent. Disposal not authorized. Cut-off at end of each calendar year; hold for 3 months and then transfer to the Records Center. Permanent. Disposal not authorized. Cut-off
	Activities: These reports contain information as to policy, liaison, problems, actions, and other data pertinent to the operations of the Agency world-wide communications system. These are considered to be historical documents and should be retained permanently. (1963-present)		at end of each calendar year; hold for 3 months then transfer to the Records Center. Temporary. Retain for six (6) months then
	c. Top Secret Inventory - An IBM Inventory published bi-annually of all TS Documents assigned to O (1963-present)		destroy.
	d. Area Inspection Trips and Reports - Cables, dispatches, memoranda, and other correspondence on Area Inspection trips by Headquarters and field personnel, also reports and briefings of TDY trips. (1963-present)	.1	Temporary. Destroy after 3 years. Cut-off at add APPRO
	Approved For Release 2005/11/21 : 8	BETS-004	487A000100190012-0

FORM NO. 139 USE PREVIOUS 1 JAN 56

ITEM NO.	FILES IDENTIFICATION	VOLUME		DISPOSITION INSTRUCTIONS
2.	AREA POLICY Approved For Release 2005/11/21	DP78-004	7A0001001900	12-0
۲.	AREA FORICE			
	These files are maintained under a numeric system	.1	Permanent.	Disposal not authorized. Cut-off
1	and consist of cables, dispatches, and other		at end of 2	calendar years; then transfer to
1	correspondence reflecting major pelicy and scope	1	the Recerds	Center.
1	of OC Area Activities and the establishment of			!
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L				Ì
3.	SUBJECT FILES - Overseas Area			
	Managa filog and matutating a suplem a number			
	These files are maintained under a numeric system and consist of correspondence, reports, and forms			
ļ	reflecting the activities of the OC-Areas and the			į
	Communications electronics and administrative			
1	support necessary to the accomplishment of the			
	overseas missions and operations. (1958-present)			i i i i i i i i i i i i i i i i i i i
	overbeas missions and operations. (1)/o probato,			
	a. Personnel Management Files: Materials	.1	Temporary.	Retain 2 years and destroy.
	dealing with staffing, positions, movements,			· · ·
	and other personnel matters of concern to an			
	overseas area.			1
			~	_
	b. Programming Information: Annual program	•5	Temporary.	Retain 3 years and destroy.
	review of personnel, equipment, and facilities			
	in each area.			
1				
1	c. Area Telecommunications Files: Correspon-	.1	Temporary.	Retain 2 years and destroy.
	dence on the training, installation, and operation	na l		
	of staff communications, equipment and circuits.			*
	d Ames Therefore and a Committee Title of Manager Transfer	,	Mommo mare	Retain 2 years and destroy.
	d. Area Engineering/Supply Files: Chronological order for reference purposes in researching	.1	Temporary.	Retain 2 years and descroy.
1	OC-Engineering staff matters.			1
	oo-migriseering scarr macters.			·
	e. Area Security Files: Filed in Chronological	.1	Temporary.	Retain 2 years and destroy.
	order for reference purposes in researching the	•-		
1	OC-Security staff matters.			1
1	f. Area Operational Files: Correspondence in	.1		Retain on a current basis, destroy
[chronological order for reference purposes in		obsolete ma	terial
1	researching operational matters.	_		
L	Approved For Release 2005/11/2 🔭 📢 📢	P78-0048	7A0001001900	12-0
FORM NO.	139a USE PREVIOUS RECORDS CONTROL SCHEDULE		ION SHEET	(41)

M NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	CON'T Approved For Release 2005/11& Lake	DP78-0048	87A000100190012-0
		.1	Temporary. Retain on a current basis, dest
		. !	COSOTE OF MADE LAI.
	h. Area Medium Speed: Cables, Memorandums, and dispatches on all aspects of medium speed systems.	.1	Temporary. Retain on a current basis, dest obsolete material.
	câbles, Dispatches, and Memorandums on the world-wide emergency communications plan as it pertains to Exempted Stations under the direction of OC	.1	Temporary. Retain one year and destroy.
4.	OC FIELD STATION FILES		
	These files are filed under a numeric and alphabetic system and consist of cables, dispatches, reports and other correspondence reflecting the administration of support functions and missions for stations and projects, i.e., staffing, administration, engineering and operations. (1958-presented)	3.0	Temporary. Destroy after 50 years. Cut-of at the end of 3 calendar years then transfe to the Records Center.
5.	FILES		I
	These files are filed under a numeric and alphabetic system and consist of cables, dispatches, reports and other correspondence reflecting the administration of support functions and missions for station and projects, i.e., staffing, administration, engineering, and operations. (1958-present)	•5	Temporary. Destroy after 50 years. Cut-off at end of 3 calendar years, then transfer to the Records Center.
5.	PROJECT FILES		
	These files are filed under a numeric and alphabetic system and consist of cables, dispatches, reports and other correspondence on the development and management of clandestine communications projects, and project annexes. (1958-present)	3.0	Temporary. Destroy after 50 years. Cut-off at the end of 2 calendar years, then transfe to the Records Center.

1 JAN 56 139a USE PREVIOUS

ì	.==			DISPOSITION INSTRUCTIONS
	ITEM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-4	CATANAE	
	7.	SUBJECT FILES - Headquarters - Division	(DF:7:0-004	07A000100130012-0
- July	''	SOURCE LITTLE - Headquarteers - DIVISION)
		These files are maintained under a numeric system		
	. 1	and consist of correspondence, reports, and forms		
		reflecting the activities of the OC-Headquarters		
		Division. (1958-present)		
		a. Amateur Radio - Application for permission to operate and correspondence requesting authorization for an Amateur Radio Operation	.1	Temporary. Retain for 3 calendar years then destroy.
		overseas. (1958-present)		
		b. Agent and Staff Communications Equipment Files Correspondence regarding all aspects of Staff and Agent Communications Equipment including appropriate Manuals and Handbooks. (1958-present)	<u>:</u> .3	Temporary. Destroy when no longer needed for reference or when obsolete.
		c. <u>National Communications Subcommittee:</u> Correspondence relative to National Communications Subcommittee organization and resultant requirements levied of Country stations. (1962-present)	•1	Temporary. Destroy after 10 years. Cut-off at the end of 3 calendar years, then transfer to the Records Center.
			.1	Temporary. Destroy after 10 years. Cut-off at end of 3 calendar years, then transfer to the Records Center.
•			.1	Temporary. Destroy after 10 years. Cut-off at end of 3 calendar years, then transfer to the Records Center.
			.1	Temporary. Destroy after 10 years. Cut-off at end of 3 calendar years, then transfer to the Records Center.
	<u> </u>	Approved For Release 2005/11/21 : CIA-F		
	FORM NO. 1 JAN 56	139a BECORDS CONTROL SCHEDULE .	ONTHUAT	ION SHEET (41)

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TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA	RDP78-004	87A000100190012-0
		.1	Temporary. Destroy after 10 years. Cut-off at end of 3 calendar years, then transfer to the Records Center.
		.1	Temporary. Destroy after 10 years. Cut-off at end of 3 calendar years, then transfer to the Records Center.
		.1	Temporary. Destroy after 10 years. Cut-off at end of 3 calendar years, then transfer to the Records Center.
	d. RECORDS MANAGEMENT: Materials dealing with the OC Records Management Programs, i.e., Archiving, Vital Documents, Top Secret Inventory etc. (1958-present)	.1	Temporary. Destroy when superseded or no longer needed for reference.
	e. <u>Significant Events</u> : A narrative resume of significant events in an Area requiring an extra ordinary report by the Division. (1963-present)	.1	Temporary. Destroy after 10 years. Retain 3 years; then transfer to the Records Center
	f. Traffic Volumes Workloads: Field Station cable traffic volume station workloads for the OC Areas nd exempted and under OC direction. (1960-present)	.1	Temporary. Retain on a current basis; destroy obsolete material.
8.	REFERENCE FILES:		
	These files are maintained under a numeric system and are filed in chronological order.		
	a. <u>Chronological Files</u> ; These files consist of extra copies of In and Out cables, dispatches,	•	

3. Memo for the Record: Chronologically file of Memoranda written by Division. 9. FUBLICATIONS These files are maintained under a numeric system and are filed by publication issuance number. They consist of the following: a. Agency Regulation: Agency publication and DD/S directives. b. OC Regulations: OC Publications, copies of OC Notices, Orders, Memorandums, and other internal issuances, such as Record and Destroy. Temporary. Retain 2 calendar years in Of of Record and Destroy. Temporary. Destroy when superseded or no longer needed for reference.	ITEM NO.	FILES IDENTIFICATION (WARTHWE	DISPOSITION INSTRUCTIONS
a. Chronological files: con't and copies of outgoing correspondence. Such files are maintained for the convenience of reference. 1. Cables: File chronologically. 2. Dispatches: File chronologically 3. Memo for the Record: Chronologically file of Memoranda written by Division. 9. FUBLICATIONS These files are maintained under a numeric system and are filed by publication issuance number. They consist of the following: a. Agency Regulation: Agency publication and DD/S directives. b. OC Regulations: OC Publications, copies of OC Notices, Orders, Memorandums, and other internal issuances, such as	8	REFERENCE RILES. Approved For Release 2005/11/21 : CIA	RDP78-00	487A000100190012-0
1. Cables: File chronologically. 2. Dispatches: File chronologically 3. Memo for the Record: Chronologically file of Memoranda written by Division. PUBLICATIONS These files are maintained under a numeric system and are filed by publication issuance number. They consist of the following: a. Agency Regulation: Agency publication and DD/S directives. b. OC Regulations: OC Publications, copies of OC Notices, Orders, Memorandums, and other internal issuances, such as Temporary. Maintain 1 Year; destroy earliest month upon filing latest month. Temporary. Retain 1 year in the Office of Record and Destroy. Temporary. Retain 2 calendar years in Of of Record and Destroy. Temporary. Destroy when superseded or no longer needed for reference.		a. Chronological files: con't and copies of outgoing correspondence. Such files are maintained for the convenience of		
3. Memo for the Record: Chronologically file of Memoranda written by Division. 9. FUBLICATIONS These files are maintained under a numeric system and are filed by publication issuance number. They consist of the following: a. Agency Regulation: Agency publication and DD/S directives. b. OC Regulations: OC Publications, copies of OC Notices, Orders, Memorandums, and other internal issuances, such as Record and Destroy. Temporary. Retain 2 calendar years in Of of Record and Destroy. Temporary. Destroy when superseded or no longer needed for reference. Temporary. Destroy when superseded or no longer needed for reference.			.2	
file of Memoranda written by Division. 9. PUBLICATIONS These files are maintained under a numeric system and are filed by publication issuance number. They consist of the following: a. Agency Regulation: Agency publication and DD/S directives. b. OC Regulations: OC Publications, copies of OC Notices, Orders, Memorandums, and other internal issuances, such as 1.0 Temporary. Destroy when superseded or no longer needed for reference. Temporary. Destroy when superseded or no longer needed for reference.		2. <u>Dispatches</u> : File chronologically	.2	Temporary. Retain 1 year in the Office of Record and Destroy.
These files are maintained under a numeric system and are filed by publication issuance number. They consist of the following: a. Agency Regulation: Agency publication and DD/S directives. b. OC Regulations: OC Publications, copies of OC Notices, Orders, Memorandums, and other internal issuances, such as 1.0 Temporary. Destroy when superseded or no longer needed for reference. Temporary. Destroy when superseded or no longer needed for reference.			.2	Temporary. Retain 2 calendar years in Offi of Record and Destroy.
and are filed by publication issuance number. They consist of the following: a. Agency Regulation: Agency publication and DD/S directives. b. OC Regulations: OC Publications, copies of OC Notices, Orders, Memorandums, and other internal issuances, such as 1.0 Temporary. Destroy when superseded or no longer needed for reference. Temporary. Destroy when superseded or no longer needed for reference.	9.	PUBLICATIONS		
and DD/S directives. b. OC Regulations: OC Publications, copies of OC Notices, Orders, Memorandums, and other internal issuances, such as longer needed for reference. 1.0 Temporary. Destroy when superseded or no longer needed for reference.		and are filed by publication issuance number. They		
OC Notices, Orders, Memorandums, and other internal issuances, such as longer needed for reference.		a. Agency Regulation: Agency publication and $\overline{\text{DD/S}}$ directives.	.1	Temporary. Destroy when superseded or no longer needed for reference.
		OC Notices, Orders, Memorandums, and other	1.0	Temporary. Destroy when superseded or no longer needed for reference.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190012-0		Approved For Polesco 2005/44/24 · CIA	BDD78_00	#87A000100190012.0

	D. W. G. LOW.		-	
FICE.	DIVISION, BRANCH			
	oc		Chief, OC-	13 May 1964
TEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)		SPOSITION INSTRUCTIONS
1.	REPORTS		1	
	These files are maintained under a numeric system and consist of the following:			
	a. Area Monthly Reports of Communications Activities: These reports are received from all major OC Areas, stations, and other facilities. These reports contain information as to policy, liaison, problems, actions, and other data pertinent to the operation of the Agency world-wide communications system. These are considered to be historical documents and should be retained permanently. (1958 - present)	2"	at end of eac	Disposal not authorized. Cut-orth calendar year; hold for 3 cransfer to the Records Center.
	b. Division Monthly Reports of Communications Activities: These reports contain information as to policy, liaison, problems, actions, and other data pertinent to the operations of the Agency world-wide communications system. These are considered to be historical documents and should be retained permanently. (1958-present)	2"	at end of eac	Disposal not authorized. Trt-och calendar year; hold for 3 cransfer to the Records Center
	c. Field Station Data Report Forms - Form 1212 which provides a consolidated resume of each Commo station, its facilities, location, equipment, cover, housing, transportation, educational facilities, frequencies, and primary back-up and emergency communications.	1"	Temporary. I longer needed	Destroy when superseded or no

FORM NO. 139 USE PREVE 1 JAN 56

ITEM			
	TELS IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2. اُرُ	AREA POLICY Approved For Release 2005/11/21 : CIA-F	RDP78-0048	37A000100190012-0
	These files are maintained under a numeric system and consist of cables, dispatches, and other correspondence reflecting major policy and scope of OC Area activities. (1958-present)	2"	Temporary. Destroy after 25 years. Cut-off at end of 3 calendar years; then transfer to the Records Center.
3.	SUBJECT FILES - Overseas Area		
	These files are maintained under a numeric system and consist of correspondence, reports, and forms reflecting the activities of the OC-Areas and the communications electronics and administrative support necessary to the accomplishment of the overseas missions and operations: (1958-present)		
	a. Personnel Management Files: Materials dealing with starring, positions, movements, and other personnel matters of concern to an overseas area.	2"	Temporary. Destroy after 5 years. Cut-off at end of each calendar year; hold for 1 additional year then transfer to the Records Center.
	b. <u>Staffing Material:</u> Files consist of correspondence in assembly and presentation of positions and staffing and assignments.	2"	Temporary. Destroy when superseded or no longer needed for reference.
	c. Administrative Support Files: Contains correspondence and materials dealing with area administrative matters other than Logistics and personnel matters.	2"	Temporary. Destroy after 5 years. Cut-off at end of each calendar year; hold for 1 additional year then transfer to the Records Center.
	d. Program review: Annual program review of personnel equipment, and facilities.	2"	Temporary Destroy after 10 years Cut-off at end of 2 calendar years; hold for 1 additional year then transfer to the Records Center.
	e. Cables, dispatches, memoranda, and other correspondence on the support and the administration matters for Activities for the	2"	Temporary. Destroy after 25 years. Cut-off at end of 2 years; then transfer to the Records Center.
	Approved For Release 2005/11/21 : CIA-F	RDP78-0048	87A000100190012-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Ť	Approved For Release 2005/11/21 : CIA-R	DP78-0048	37A000100190012-0
	f. Staff Communications: Cables, dispatches, memoranda, and other correspondence on the management of staff communications for OC overseas activities.	2"	Temporary. Destroy after 15 years. Cut=off at end of 2 calendar years, then transfer to the Records Center.
	g. Emergency communications Files: Cables, dispatches, memoranda, and other correspondence on Area Emergency Staff and emergency communications systems.	ן נ"	Temporary. Destroy after 15 years. Cut-off at end of 3 years; then transfer to the Records Center.
	h. <u>Clandestine Support Files</u> : Cables, dispatches, memoranda, and other correspondence on the management on Area Staff Communications (non-project material.)	2"	Temporary. Destroy after 15 years. Cut-off at end of 3 calendar years; then transfer to the Records Center.
	i. <u>Psychological Broadcasts Files:</u> Cables, dispatches, memoranda, and other correspondence on the management and programming of are psychological broadcasts.	2"	Temporary. Destroy after 15 years. Cut-off at end of 3 calendar years then transfer to the Records Center.
اِ	j. <u>Progagation:</u> Charts on radio propagation for each area's radio propagation circuits.	1"	Temporary. Retain 2 years in the Office of Record, and destroy.
		2"	Temporary. Destroy after 5 years. Cut-off at end of 2 calendar years then transfer to the Records Center.
	1. Cables, dispatches, memoranda, and other correspondence regarding policy agreements on the establishment and the limbon of	נ"	Temporary. Destroy after 10 years. Retain all significant items that are current and then send non-current material to the Records Center.
4.	OC Field Station Files		
	These files are filed under a numeric and alphabetic system and consist of cables, dispatches, reports and other correspondence reflecting the administration of support function, and missions for station and projects, i.e., staffing, administration, engineering and operations. (1958-present)	3'	Pemporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.
	Approved For Release 2005/11/21 : CIA-R	DP78-0048	7A000100190012-0
FORM NO.	139a USE PREVIOUS DECORDS CONTROL CONTROL		

FORM NO. 139a USE PREVIOUS

LTE	M NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
-	5. [Appropried For Release 2005/11/21 : CIA-RI	DP78-0048	37A000100190012-0
		These files are filed under a numeric and alphabetic system and consist of cables, dispatches, reports, and other correspondence reflecting the administration of support functions and missions for station and projects, i.e., staffing, administration, engineering, and operations. (1958-present)		Temporary Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.
	6.	PROJECT FILES		
		These files are filed under a numeric and alphabetic system and consists of cables, dispatches, reports, and other correspondence on the development and management of clandestine communications projects and project annexes. (1958-present)	2'	Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.
	7.	SUBJECT FILES - Headquarters - Division		
		These files are maintained under a numeric system and consist of correspondence, reports, and forms reflecting the activities of the OC-Headquarters Division. (1958-present)		
		a. Amateur Radio: Application for permission to operate and correspondence requesting authorization for an Amateur Radio operation overseas.	2 [#]	Temporary. Retain 3 calendar years then destroy.
		b. Crisis Briefing: Presentation material on OC facilities and staffing resources for specified cities, where potential conditions may indicate seizure or closure of the OC facility.	1"	Temporary. Maintain on a current basis. Destroy non-current records.
		c. Engineering Equipment: Materials from OC-E dealing with equipment and engineering principles not specifically pertinent for projects.	3"	Temporary. Maintain on a current basis. Destroy non-current records.
		d. Medium Speed/Techniques: Correspondence regarding medium speed equipment and techniques.	2"	Temporary. Maintain on a current basis. Destroy non-current records.
		Approved For Release 2005/11/21 : CIA-RI	DP78-0048	ΥΔ000100190012-0
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TEM NO.	Approved For Release 2005/11/21 : CIA FILES IDENTIFICATION	VULUME I	
•	e. National Communications Subcommittee: Correspondence relative to National Communications Subcommittee organization and resultant	3"	Temporary. Destroy after current record material in Office cretire non-current material to Records Cenuc
L	f. Records Management: Materials dealing with the OC Records Management Programs, i.e., archivin vital documents, Top Secret Inventory, etc.	l" g,	Temporary. Destroy when superseded or no longer needed for reference.
	g. Significant Events: A narrative resume or significant events in an Area requiring an extra ordinary report by the Division.	1"	Temporary. Destroy after 20 years. Cut-off after 3 years; retain for two additional years then transfer to the Records Center.
		3"	Temporary. Destroy after 50 years. Maintain on a current basis; transfer non-current recommaterial to the Records Center.
	1	i	
8.	REFERENCE FILES		
	REFERENCE FILES These files are maintained under a numeric system and are filed in chronological order.(1963-present)		
-	These files are maintained under a numeric system		
-	These files are maintained under a numeric system and are filed in chronological order.(1963-present) a. Chronological Files: These files consist of extra copies of in and out cables, dispatches and copies of outgoing correspondence. Such files are maintained for the convenience of	3"	Temporary. Maintain 6 months; destroy earliest month upon filing latest month
-	These files are maintained under a numeric system and are filed in chronological order.(1963-present) a. Chronological Files: These files consist of extra copies of in and out cables, dispatches and copies of outgoing correspondence. Such files are maintained for the convenience of reference.	3"	Temporary. Maintain 6 months; destroy earliest month upon filing latest month. Temporary. Retain 6 months in Office of Record and destroy.
-	These files are maintained under a numeric system and are filed in chronological order.(1963-present) a. Chronological Files: These files consist of extra copies of in and out cables, dispatches and copies of outgoing correspondence. Such files are maintained for the convenience of reference. (1) Cables: File chronologically.		earliest month upon filing latest month. Temporary. Retain 6 months in Office of Record and destroy.
	These files are maintained under a numeric system and are filed in chronological order.(1963-present) a. Chronological Files: These files consist of extra copies of in and out cables, dispatches and copies of outgoing correspondence. Such files are maintained for the convenience of reference. (1) Cables: File chronologically. (2) Dispatches: File chronologically.	1"	earliest month upon filing latest month. Temporary. Retain 6 months in Office of Record and destroy. Temporary. Retain 2 calendar years in Office

1	ITEM NO.	FILES IDENTIFIC≰TION	VOLUME	DISPOSITION INSTRUCTIONS
- 1	• 140.	Approved For Release 2005/11/21 : CIA-F		B7A000100190012-0
. •	9.	PUBLICATIONS - con't		
		and are filed by publication issuance number. They consist of the following: (1962-present)	ן יי	Temporary. Destroy when superseded or no
		a. Agency Regulations: Agency publications and DD/S directives.	1	longer needed for reference.
		b. OC Regulations:		
		OC Publications, copies of OC Notices, Orders, <u>Memorandums</u> , <u>and other internal</u> issuance such as	2" s,	Temporary. Destroy when superseded or no longer needed for reference.
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		Approved For Release 2005/11/21 : CIA-F	ф Р78-004 8	87.0000100190012-0

	RECORDAp ronivient For Medicia se 2005/11/21 :	CA HOPE	-05004-816/A70/01.044 0.00	190012-0
ICE,	DIVISION, BRANCH			
ffi	ce of Communications,		Chief	OC 21 April 1
EM 0.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)		DISPOSITION INSTRUCTIONS
•	REPORTS Files are maintained under a numeric system and consist of material dating from 1958 to present.			•
	a. Area Monthly Reports of Communications Activities: These reports are received from Chief, and contain information as to policy, liaison problems, actions, and other data pertinent to the operation of the	.5	Cut-off a hold for	Disposal not authorized t end of each calendar years a months, then transfer to ds Center.
	b. Division Monthly Reports of Communications Activities: Reports contain information as to policy, liaison problems, actions, and other data pertinent to the operations of the These are considered to be nistorical documents and are to be retained permanently.		Cut-off a hold for	Disposal not authorized t end of each calendar yea 3 months, then transfer to ds Center.
	c. Field Station Data Report: Provides a resume of each Communications Station, its facilities, location, equipment, cover, etc.		Temporary supersede reference	ed, or no longer needed for
	d. Top Secret Inventory: An IBM Inventory published biannually of all TS documents assigned to OC-	.1		r. Retain for one calenda: en destroy.

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FORM NO. 139 USE PREVIOUS DITIONS.

EM NO.	FILES IDENTIFICATION	VOL.UME	DISPOSITION INSTRUCTIONS
1.	REPORTS - con Approved For Release 2005/11/21 : CIA-	3518-004	87A000100190012-0
	e. Significant Events: A narrative resume of significant events in requiring an extraordinary repothe Division.	.1	Temporary. Destroy after 10 years. Cut-off after 3 years, retain 2 additional years, then transfer to the Records Center.
	f. Accomplishments & Objectives: Annual report of significant accomplishments for a particular Fiscal Year, and objectives for the following Fiscal Year(s).	.2	Temporary. Destroy after 10 years. Cut-off at end of 5 years, then transfer to the Records Center.
	g. Off-Station Facility Reports: Correspondence on off-station facilities	.1	Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
	h. Quarterly Facilities Reports: Quarterly reports on facilities	1	Temporary. Retain 2 years, then destroy obsolete material.
		.1	Temporary. Retain 2 years, then destroy obsolete material.
2.	DELETED	<u> </u>	
3.	SUBJECT FILES		
	Files are maintained under a numeric system and consist of correspondence, reports, and forms reflecting the activities in and the communications electronics and administrative support necessary to the accomplishment of the mission and operations.		
	a. Personnel Planning: Correspondence dealing with positions, staffing, presentation of positions, and personnel forecasting.	.1	Temporary. Retain 2 years, then destroy obsolete material.
	b. Equipment/Facilities Programming: Correspondence pertaining to the fore- cast and a chippadveon For Rehease 2005 A4 121; CAS	.1	Temporary. Retain 2 years, then destroy obsolete material.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	SUBJECT FILESAppreyad For Release 2005/11/21 : CIA-F		87A000100190012-0
	and equipment by Fiscal Year.		
	c. Telecommunications: Correspondence on the training, installation, and operation of telecommunications facilities.	.1	Temporary. Retain 2 years, then destroy obsolete material.
	(1) Area Charts: These charts		Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
	d. Language Requirements: Correspondence for reference purposes pertaining	.1	Temporary. Retain 2 years, then destroy obsolete material.
	e. Engineering: Correspondence pertain ing to Engineering Staff matters.	1	Temporary. Retain 2 years, then destroy obsolete material.
	f. <u>Security</u> : Correspondence pertaining to <u>Security</u> Staff matters.	.1	Temporary. Retain 2 years, then destroy obsolete material.
	g. Operational Support: Correspondence pertaining to Operational Support matters.	.1	Temporary. Retain 2 years, then destroy obsolete material.
	h. Communications Plans: Correspondence pertaining to operational plans matters.	e .1	Temporary. Retain 2 years, then destroy obsolete material.
	i. Administrative: Correspondence pertaining to administrative support matters.	.1	Temporary. Retain 2 years, then destroy obsolete material.
	j. Briefings: Correspondence pertaining to briefings given to various personnel (Agency, Department of State, Department of Defense. etc.) concerning	.1	Temporary. Retain 1 year, then destroy obsolete material.
		.1	Temporary. Retain 1 year, then
			destroy obsolete material.
	Approved For Release 2005/11/21 : CIA-	RDP78-004	87A000100190012-0

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	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
٠< 4	~3,.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-F SUBJECT FILES - con't	SECRE	87A000100190012-0
		1. Amateur Radio: Correspondence pertaining to applications for permission to operate amateur radio facilities	.1	Temporary. Retain 3 years, then destroy.
		m. Emergency and Evacuation: Correspondence regarding current and planned E&E communications requirements for	.2	Temporary. Retain 2 years, then destroy obsolete material.
		n. fl. fl. comcenters and rooms occupied systation personnel. Also includes antenna layouts and photos of various facilities.	.6	Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
		o. Records Management: Correspondence dealing with the OC, Records Management Program, i.e., Archiving, Vital Documents, and Top Secret Inventory.	.2	Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
		p. Files: traffic volumes for all field and base stations.	.2	Temporary. Retain 1 year, then destroy obsolete material.
		q. Long-Range Plans: Correspondence pertaining to the forecast and actual long-range programming for facilities, personnel, and equipment for Fiscal Year(s).	.1	Temporary. Retain 2 years, then destroy obsolete material.
	4.	OC FILES		
		These files are filed under a numeric and alphabetic system and consist of cables, dispatches, memoranda, reports, and other correspondence reflecting the administration of support functions and missions for stations and projects.	5.5	Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.
L		Approved For Release 2005/11/21 : CIA-F	R DP478 ⊬0 0 4	87A000100190012-0
F 0	RM NO. JAN 56	139a entrions. RECORDS CONTROL SCHEDULE - C	J. Chillian L.	

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	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
[~ 5.	DELETED Approved For Release 2005/11/21 : CIA-R	DP78-004	7A000100190012-0
1	•		Schuc	
- 1	6.	PROJECT FILES		
		These files are maintained under a numeric and alphabetic system and consist of cables, dispatches, reports, and other correspondence on the development and management of clandestine communications projects and projected annexes.	.1	Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.
l	7.	DELETED		
	8.	REFERENCE FILES		
		These files are maintained under a numeric system in chronological order, and consist of extra copies of cables, dispatches, and memoranda.		
		a. <u>Cables</u> : Filed chronologically.	.5	Temporary. Maintain 6 months, destroy earliest month upon filing latest month.
		b. <u>Dispatches</u> : Filed chronologically.	. 5	Temporary. Retain 6 months, then destroy.
		c. Memoranda: Filed chronologically.	.5	Temporary. Retain 2 calendar years, then destroy.
		d. Pseudonym and Cryptonym File: True and pseudonym name files for personnel Also, true names and cryptonyms of various government agencies and departments.	.1	Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
			-5-	
		Approved For Release 2005/11/21 : CIA-R	OP78-004	87A000100190012-0

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
C = 5 %	Approved For Release 2005/11/21 : CIA-F	DP78-004	\$7A000100190012-0
9.	PUBLICATIONS	SEURE	
	These files are maintained under a numeric system and are filed by publication issuance number.		
	a. Technical and Operational Manuals: Manuals pertaining to operation of classified communications equipment and operational guides.	.2	Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
	b. OC Regulations: Copies of OC Notices, Orders, Memoranda, and other	.5	Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
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]			
	Approved For Release 2005/11/21 : CIA-F	DP\$8-004	7A000100190012-0
FORM NO.	139a USE PREVIOUS RECORDS CONTROL SCHEDULE -	ലെ സായ പ്പാ CONTINUAT	ION SHEET (41)

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,	RECAMPO COM TROLRO (SHEED) 2005/11/21 : CIA-	RDP78-004	schedule no. 87/460/10 0190012-0	CONCURRENCE
FFICE.	DIVISION, BRANCH			OUTOURNER OF THE PARTY OF THE P
	oc		Chief, OC-	1 June 1964
TEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOS	SITION INSTRUCTIONS
ı.	REPORTS			
	These files are maintained under a numeric system and consist of the following:			
	a. Area Monthly Reports of Communications Activities: These reports are received from all major OC Areas, stations, and other facilities. These reports contain information as to policy, liaison, problems, actions, and other data pertinent to the operation of the Agency world-wide communications system. These are considered to be historical documents and should be retained permane: (1963-1964)		at end of each ca	osal not authorized. Cut-o alendar year; hold for 3 cransfer to the Records
	b. Division Monthly Reports of Communications Activities: These reports contain information as to policy, liaison, problems, actions and •ther data pertinent to the operations of the Agency world-wide communications system. These are considered to be historical documents and should be retained permanently. (1963-1964)	.1	at end of each ca	osal not authorized. Cut-calendar year; hold for 3 sfer to the Records Center.
	c. Field Station Data Report: Provides a consolidated resume of each Commo Station, its facilities, location, equipment, cover, housing transportation, educational facilities, frequencies, and primary back-up and emergency communications. (1963-1964)		longer needed.	roy when superseded or no
	d. Top Secret Inventory - An IBM Invent published bi-annually of all TS Document to OC 1964) APPROV	<u>l</u> .	rary. Retaindestroy.	in for one calendar year

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NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	e. Annual/Semi-annual Reports: Memorandums and Reports on the significant accomplishments that •ccur 962-present)	DP78 ₁ 004	87400012019001224 troy after 10 years. Cut-off at end of 5 years; then transfer to the Records Center.
2.	AREA POLICY These files are maintained under a numeric system and consist of cables, dispatches, and other correspondence reflecting major policy and scope of OC Area Activities and the establishment of	.1	Permanent. Disposal not authorized. Cut-on at end of 2 calendar years; then transfer to the Records Center.
3.	SUBJECT FILES - Overseas Area These files are maintained under a numeric system and consist of correspondence, reports, and forms reflecting the activities of the OC Area and the communications electronics and administrative support necessary to the accomplishment of the overseas missions and operations. (1960-present)		
	a. Personnel Management Files: Materials dealing with staffing, positions, movements, presentation of positions, assignments and table of organization for the stations.	.1	Temporary. Retain 2 years in the Office of Record and destroy.
	b. Programming Information: Annual program review of personnel, equipment, and facilities in the area	.2	Temporary. Retain 2 years in the Office of Record and destroy.
	c. Area Telecommunications Files: Correspondence on the training, installation, and operation of	.1	Temporary. Retain 2 years in the Office Record and Destroy.
	d. <u>Emergency Communications Routing Files</u> : Correspondence pertaining to the status of emergency and evacuation communications facilities systems, War Plans, and routings.	.2	Temporary. Destroy after 5 years. Cut-off at end of 3 calendar years then transfer to the Records Center.
	e. Area Engineering Files: Chronological order for reference purposes in researching OC-Engineering staff matters.	.1	Temporary. Retain 2 years in the Office of Record and destroy.
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Commission of the Commission o			
ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
f Area Se	Approved For Release 2005/11/21: CIA-Recurity Files: Filed in Chronological	DP78-0048	87A000100190012-0 Temporary. Retain 2 years in the Office of
order for	reference purposes in researching the	.1	Record and destroy.
OC Security	y staff matters		Record and desproy.
00 200	, 53411 11400015		
g. Area O	perational Support Files: Correspondence	.1	Temporary. Retain 2 years in the Office of
in chronolo	ogical order for reference purposes in		Record and destroy.
researching	g operational support matters.		
-			
h. Area Co	ommunications Plans Files: Correspondence	e 1	Temporary. Retain 2 years in the Office of
	ogical order for reference purposes in		Record and destroy.
researching	g Plans Staff matters.		
4. OC FIELD ST	ration files		
4. 00 11110 0	ATTON FILES		
These files	s are filed under a numeric and alpha-	5.5	Temporary. Destroy after 50 years. Cut-off
betic syste	em and consist of cables, dispatches,		at end of 2 calendar years then transfer to
reports and	d other correspondence reflecting the	ĺ	the Records Center.
administrat	tion of support functions and missions		
	ns and projects, i.e., staffing adminis-		
tration, er	ngineering and operations. (1958-present)		
5.	FILES		
mbego filos	Piloi undon - numerale and olube	1 7 1	Destroy often 50 rooms (but off
	s are filed under a numeric and alpha- em and consist of cables, dispatches	1.0	Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to
	d other correspondence reflecting the adm	inis-	the Records Center.
	support functions and missions for	11110-	the necoras center.
	projects, i.e., staffing, administration	n.	
	g, and operations. (1961-present)		
_			
6. PROJECT FII	LES		
These files	come filed under a numeric and alphabeti	_ ,	The Towns of the Towns Cut off
	s are filed under a numeric and alphabetic consist of cables, dispatches, reports,	c .1	Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years then transfer to
	correspondence on the development and		the Records Center.
	of clandestine communications projects		the hecorus contert.
	t annexes. (1963-present)		
7. SUBJECT FII	LES - Headquarters - Division		ı
Those files	a constrained under a numeric contem		
	s are maintained under a numeric system to of correspondence, reports, and forms		
and compre		2220 004	77400040040040
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J	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
- ·~		TILES IDENTIFICATION		
J		reflecting the acceptated of Release 2005/11/21 CIA-R Division. (1958-Present)	DF 76-0046	7/4000100190012-0
,	·	a. Amateur Radio: Applications for permission to operate and correspondence requesting authorization for an Amateur Radio Operation overseas.	. •1	Temporary. Retain for 3 calendar years then destroy.
(1			.2	Temporary. Retain for 2 calendar years then destroy.
•			.6	Temporary. Destroy when outdated or no longer needed for reference.
			.2	Temporary. Destroy after 10 years. Retain current record material in Office of Record; retire non-current material to Records Center.
		e. Records Management: Materials dealing with the OC Records Management Program, i.e., Archiving Vital Documents, Top Secret Inventory, etc.	. 2	Temporary. Destroy when superseded or no longer needed for reference.
•		f. Significant Events: A narrative resume of significant events in an Area requiring an extra ordinary report by the Division.	.1	Temporary. Destroy after 10 years. Cut-off after 3 years; retain for 2 additional years, then transfer to the Records Center.
(1		Emergency File - Briefing material for crisis reports, post reports, emergency and evacuation, pictures of the site, maps of station, and report on installation.		Temporary. Destroy after 5 years. Cut-off at the end of 3 calendar years then transfer to the Records Center.
		g. CINSTRIKE Files: Correspondence and documents on the responsibilities and the responses to react to crisis or emergency overseas situations by the military forces at CINSTRIKE.	.2	Temporary. Destroy after 10 years. Maintain on a current basis; transfer non-current record material to the Records Center.
		Approved For Release 2005/11/21 : CIA-R	DP78-0048	87A000100190012-0
- F 1	ORM NO.	139a USE PREVIOUS RECORDS CONTROL SCHEDULE - C	CONTINUAT	ION SHEET (41)

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M NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-R	DP78 ₇ 004	87A000100190012-0 Temporary: Retain in Office of Record on a
		• 1	current basis; destroy obsolete material.
	i. Headquarters Program Planning: Correspondence pertaining to the forecast and actual programs for facilities, personnel, and equipment by Fiscal Year.	.2	Screen on annual basis and retain in the Office of Record
8.	REFERENCE FILES:		
	These files are maintained under a numeric system and are filed in chronological order.		
	a. Chronological Files: These files consist of extra copies of In and Out cables, dispatches, and copies of Outgoing correspondence. Such files are maintained for the convenience of reference.		
	(1) Cables: File Chronologically.	•5	Temporary. Maintain 6 months; destroy earliest month upon filing latest month.
	(2) Dispatches: File Chronologically.	•5	Temporary. Retain 6 months in Office of Record and destroy.
	(3) Memo for the Record: Chronologically file of Memoranda written by Division		Temporary. Retain 2 calendar years in Office of Record and destroy.
9•	PUBLICATIONS		
	These files are maintained under a numeric system and are filed by publication issuance number. They consist of the following:		
	a. Agency Regulations: Agency publications	.5	Temporary. Destroy when superseded or no longer needed for reference.
	b. OC Regulations: OC Publications, copies of OC notices, Order, Memorandums, and other internal issuances, such as	.5	Temporary. Destroy when superseded or no longer needed for reference.

REPORD CON FROUR SENSOUS 005/11/21 : CIA-RDF 75-00487A000100190012-0 OFFICE, DIVISION, BRANCH Office of Communications Operations Support Staff HILE Chief, Records 11 August 1965 Management Staff FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) DISPOSITION INSTRUCTIONS 1. SUBJECT FILES: APPROVE These files are maintained under a numeric system by subject and consist of CIA Records Administration Officer correspondence, cables, dispatches, and other correspondence reflecting the activities of the Staff. (1960 to present) a. Organization and Administration 0.8 Temporary. Destroy 5 years after Files: These files pertain to the receipt in Records Center. Review correspondence, memoranda, reports, and every 2 years, destroy non-record related records pertaining to the Policy, material, retain material needed for Plans, Programs, Functions, Responsibilities current operations, and transfer Table of Organization, Liaison, and Admininactive material to the Records istration of the Staff. Center. b. Security Files: These files are 0.3 Temporary. Destroy when superseded maintained under a numeric system by subor no longer needed for reference. ject and consist of correspondence. directives, and forms relating to Physical Security. c. Personnel Files: Planning, 3.0 Temporary. Review every 6 months. Programs, and Career Plans Correspondence Destroy material no longer needed on headroom, staffing, rotation, career development, annual personnel program for current operations. review, contingencies, career boards and career panel. Approved For Release 2005/11/21 : CIA-RDP78-00487A050 rentra entre declassification

FORM NO. 139 USE PREVIOUS 1 JAN 56

Files: These files are maintained under a numeric system by subject and consist of memoranda, reports, relocation procedures, plans, and other correspondence pertaining to Emergency Relocation Planning. e. Building Construction, Renovation and Remodeling of Facilities: These files contain reports, pictures, maps, blue prints, building drawings, floor plans, and correspondence pertaining to the renovation, remodeling and construction of the OC Training School and facilities. f. Services: These files are main- tained under a numeric system and consist of: (1) Library Requests (2) Translation Requests (3) Publication Requests Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled.		,		
d. Emergency Communications Planning Files: These files are maintained under a numeric system by subject and consist of memoranda, reports, relocation procedures, plans, and other correspondence pertaining to Emergency Relocation Planning. e. Building Construction, Renovation and Remodeling of Facilities: These files contain reports, pictures, maps, blue prints, building drawings, floor plans, and correspondence pertaining to the renovation, remodeling and construction of the OC Training School and facilities. f. Services: These files are main- tained under a numeric system and consist of: (1) Library Requests (2) Translation Requests (3) Publication Requests Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled.	TEM NO.	FILES IDENTIFICATION	VOLUME	
d. Emergency Communications Planning Files: These files are maintained under a numeric system by subject and consist of memoranda, reports, relocation procedures, plans, and other correspondence pertaining to Emergency Relocation Planning. e. Building Construction, Renovation and Remodeling of Facilities: These files contain reports, pictures, maps, blue prints, building drawings, floor plans, and correspondence pertaining to the renovation, remodeling and construction of the OC Training School and facilities. f. Services: These files are main- tained under a numeric system and consist of: (1) Library Requests (2) Translation Requests (3) Publication Requests Temporary. Destroy after 50 years Retain 1 year after job completed, then transfer to Records Center. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled. Temporary. Destroy when request i filled.		Approved For Release 2005/11/21 : CIA-R	DP78-004	37A000100190012-0
a numeric system by subject and consist of memoranda, reports, relocation procedures, plans, and other correspondence pertaining to Emergency Relocation Planning. e. Building Construction, Renovation and Remodeling of Facilities: These files contain reports, pictures, maps, blue prints, building drawings, floor plans, and correspondence pertaining to the renovation, remodeling and construction of the OC Training School and facilities. f. Services: These files are maintained under a numeric system and consist of: (1) Library Requests (2) Translation Requests (3) Publication Requests Temporary. Destroy after 50 years Retain 1 year after job completed, then transfer to Records Center. Temporary. Destroy when request if filled. Temporary. Destroy when request if filled. Temporary. Destroy when request if filled. Temporary. Destroy when request if filled. Temporary. Destroy when request if filled. Temporary. Destroy when request if filled. Temporary. Destroy when request if filled. Temporary. Destroy when request if filled. Temporary. Destroy when request if filled. Temporary. Destroy when request if filled.		SUBJECT FILES - con't	SECRE	
and Remodeling of Facilities: These files contain reports, pictures, maps, blue prints, building drawings, floor plans, and correspondence pertaining to the renovation, remodeling and construction of the OC Training School and facilities. f. Services: These files are maintained under a numeric system and consist of: (1) Library Requests (2) Translation Requests (3) Publication Requests (3) Publication Requests Temporary. Destroy when request if filled. Temporary. Destroy when translate material is received. Temporary. Destroy when request if filled. Temporary. Destroy when request if filled. Temporary. Destroy when request if filled. Temporary. Destroy when request if filled.		a numeric system by subject and consist of memoranda, reports, relocation procedures, plans, and other correspondence pertaining	0.7	Temporary. Retain on a current basis, destroy non-current material.
tained under a numeric system and consist of: (1) Library Requests (2) Translation Requests (3) Publication Requests Temporary. Destroy when translate material is received. Temporary. Destroy when translate material is received. Temporary. Destroy when request if filled. Temporary. Destroy when request if filled. Temporary. Destroy when request if filled. Temporary. Destroy when request if filled. 1.8 memorand, minutes and agenda of Committees, Sub-Committees, working groups and materials regarding the Equipment Board and Technical Requirements Board. Filed in sub-items below: (1956 to present)		and Remodeling of Facilities: These files contain reports, pictures, maps, blue prints, building drawings, floor plans, and correspondence pertaining to the renovation, remodeling and construction of	1.5	Temporary. Destroy after 50 years. Retain 1 year after job completed, then transfer to Records Center.
(2) Translation Requests (3) Publication Requests Temporary. Destroy when translate material is received. Temporary. Destroy when request if filled. Temporary. Destroy when request if filled. Temporary. Destroy when request if filled. Temporary. Destroy when request if filled. 1.8 These files consist of reports, memoranda, minutes and agenda of Committees, Sub-Committees, working groups and materials regarding the Equipment Board and Technical Requirements Board. Filed in sub-items below: (1956 to present)		tained under a numeric system and consist	2.0	
(3) Publication Requests (3) Publication Requests Temporary. Destroy when request i filled. These files consist of reports, memoranda, minutes and agenda of Committees, Sub-Committees, working groups and materials regarding the Equipment Board and Technical Requirements Board. Filed in sub-items below: (1956 to present)		(1) Library Requests		
2. SPECIAL COMMITTEES, BOARDS & PANELS These files consist of reports, memoranda, minutes and agenda of Committees, Sub-Committees, working groups and materials regarding the Equipment Board and Technical Requirements Board. Filed in sub-items below: (1956 to present)		(2) Translation Requests		Temporary. Destroy when translated material is received.
These files consist of reports, memoranda, minutes and agenda of Committees, Sub-Committees, working groups and materials regarding the Equip- ment Board and Technical Requirements Board. Filed in sub-items below: (1956 to present)		(3) Publication Requests		
memoranda, minutes and agenda of Committees, Sub-Committees, working groups and materials regarding the Equip- ment Board and Technical Requirements Board. Filed in sub-items below: (1956 to present)	2.	SPECIAL COMMITTEES, BOARDS & PANELS		
2 OC Fauinment Board		memoranda, minutes and agenda of Committees, Sub-Committees, working groups and materials regarding the Equip- ment Board and Technical Requirements Board. Filed in sub-items below: (1956	1.8	
I lemporary. Destroy after 20 years	[]	a. OC Equipment Board		Temporary. Destroy after 20 years.
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TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	SPECIAL COMMINITEE BOARDE SE PARTELY 2 COMMINITEE		87A000100190012-0
1 1	STECTHE COMMITTEED, BONKED & PANELS-CON C	SEUME	
	a. OC Equipment Board - con't	,	to the Records Center.
	b. Technical Requirements Board		Temporary. Destroy after 10 years. Retain for 5 years, then transfer to the Records Center.
	c. Communications Radio Panel		Temporary. Destroy after 10 years. Retain for 5 years then transfer to the Records Center.
	d. Research and Development Review Board.		Temporary. Destroy after 10 years. Retain for 5 years, then transfer to the Records Center.
3.	REPORTS:		
	These files are maintained in a numeric system and consist of monthly reports, special reports, and other types of reports pertaining to Policy, Liaison, Problems, actions, and other data pertinent to staff and clandestine communications training, career development program for CT/R personnel, opera-		
		-	
	a. Monthly Reports - Staff	3.0	Permanent. Disposal not authorized. Cut-off at end of 2 calendar years, then transfer to the Records Center.
	Approved For Release 2005/11/21 : CIA-F	DPZ8-004	
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1 JAN 56	139a USE PREVIOUS RECORDS CONTROL SCHEDULE -	CONTINUAT	TON SHEET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
TITEM NO.	Approved For Release 2005/11/21 : CIA-R		
3.	REPORTS - con't	SECR	
	b. Monthly Reports - Branch including Isolation.	2.6	Temporary. Retain no longer than l year then destroy.
	c. <u>Weekly Staff Notes</u> of Branch Activities.	2.8	Temporary. Retain no longer than 30 days then destroy.
	d. Accomplishments and Objectives:	0.4	
	(1) Annual Report on the objectives and accomplish-ments of the Staff.		Temporary. Destroy after 10 years. Retain 5 years, then transfer to Records Center.
	(2) Annual Report of Branch accomplishments and objectives.		Temporary. Destroy after 5 years. Cut-off at end of 1 year; then trans- fer to the Records Center.
	e. Annual Program - Forecast of Personnel, Equipment, and Facilities required by Fiscal Year.	1.0	Temporary. Retain for 3 years then destroy.
	f. Cryptographic Inventory An Inventory of all Cryptographic Documents and Cryptographic Equipments.	0.9	Temporary. Retain current and super- seded copy. Destroy previous inven- tories.
	g. Economy - Quarterly report on Financial Matters.	0.5	Temporary. Retain 2 years then destroy.
	h. Quarterly Training Status Reports of Staff Personnel	0.9	Temporary. Retain 2 years then destroy.
	i. Crystal Inventory	0.5	Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.
	j. Engineering) Reports.	0.7	Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.
1 1	Approved For Release 2005/11/21 : CIA-R	DP 78-004	87A000100190012-0
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4.	FILES IDENTIFICATION CORRESPONDENCE FILES:	DP78-004	87A000100190012-0
•	These files are maintained under a numeric system by subject and consist of: (1962 to present)	SEGNE	
		8.0	Temporary. Destroy 5 years after receipt in Records Center. Review every 2 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to the Records Center.
	b. Records Management: These files contain materials dealing with the OC Records Management Program, i.e., reference material, procedural guidance, records of archiving, destruction, management improvements, and filing systems.	0.9	Temporary. Destroy when outdated on no longer needed for reference.
	c. Personnel Administration Files: These files consist of general correspondence on the following:	6.0	
	(1) Confidential Funds		Temporary. Retain 6 months then destroy.
	(2) Suggestion Award Program documentation and comments.		Temporary. Retain 2 years then dest
	(3) Auto-instruction Device suggestion files.	5 4	Temporary. Destroy 10 years after receipt in Records Center. Retain o a current basis. After case closed, transfer to Records Center.
	(4) Time and Attendance Records.		Temporary. Retain no longer than 1 year then destroy.

	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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4.	CORRESPONDENCE FILES - con't	Deune	
	c. Personnel Administration	·	
	(5) Soft Files - Personnel stationed at W.C.B.		Temporary. Upon transfer, screen and forward only pertinent data to Head-quarters, destroy all other materials.
	(6) CEL ratings and CEL work sheets.		Temporary. Retain 2 years then destroy.
	(7) Conduct and RYBAT material.		Temporary. Retain 3 years then destroy.
	. '		
5.	LOGISTICS:		
	These files are maintained under a numeric alphabetic system and contain the following: (1959 to present) a. Consolidated Memorandum Receipt Accounts: Report of Inventory Adjustments memoranda receipts, and issue slips made on all expendable and non-expendable equipments and properties charged to OC-OS. Contains signature of recipient,	0.9	Temporary. Retain no longer than 3 years then destroy. Destroy when accountability is transferred and receipted for by a responsible officer, upon revision and after audit.
	PTI's executed when property is turned in, and inventory adjustments. Filed by sub-account number.		
	b. Shipping Documents: Copies of shipping documents on expendable and non-expendable items.	0.8	Temporary. Retain 3 years then destroy.
	c. Requisition Files: Copies of requisitions for equipment and supplies requested from headquarters. Filed by requisition number.	0.8	Temporary. Retain 3 Fiscal Years ther destroy.
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5.	LOGISTICS con't	SEGRE	
	d. <u>Issue Slips</u> (Form 14)	0.6	Temporary. Retain 2 Fiscal Years then destroy.
·	e. Audit Reports	0.4	Temporary. Retain 3 years then destroy.
	f. Procurement - Record copies of requisitions, contracts, invoices, shipping documents, purchase orders, and related material used for procurement of supplies, services and equipments through private and open market sources. Filed by Fiscal Year under a numeric file system. Destruction is governed by cost of transaction as follows:	3.7	
	(1) \$25,000 or more		Temporary. Destroy 6 years after final payment.
	(2) \$2,501 to \$24,999		Temporary. Destroy 3 years after final payment.
	(3) \$2,500 or less		Temporary. Destroy 3 years after final payment.
	g. Work Orders: Files consist of Work Orders and Work Order Modifications. Filed by work order number.	0.9	Temporary. Retain 2 years then destroy.
	h. Services: These files are maintained under a numeric system by subject and consist of:	3.9	
	(1) Reproduction Work Orders.		Temporary. Destroy after work order completed.
	(2) Supply Requests		Temporary. Retain 1 year then destroy.
	(3) Crystal Requests		Temporary. Retain 1 year then
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6.	Approved For Release 2005/11/21 : CIA-PROJECT FILES:	RDP 78-004	87A000100190012-0
	These files are maintained under a numeric alphabetic system and contain cables, dispatches, memoranda, reports, and other correspondence reflecting the clandestine support activities for clandestine communications system, equipments and procedures. (1962 to present)	3.0	Temporary. Destroy after 50 years. Cut-off at end of 2 years, or when terminated, then transfer to the Records Center.
7.	STATION FILES:		
	These files are maintained under a numeric alphabetic system and contain cables, dispatches, memoranda, reports, and other correspondence reflecting the administration of clandestine communications systems equipments and procedures. (1963 to present)	8.4	Temporary. Destroy after 50 years. Cut-off at end of 2 years, then transfer to Records Center.
8.	OPERATIONAL SUPPORT:		
	These files are maintained under a numeric system and consist of: (1951 to present)		
		20.0	Temporary. Destroy 10 years after receipt in Records Center. Review every 2 years. Destroy non-record material, transfer inactive record material to Records Center.
		1.8	Temporary. Retain 5 years then destroy.
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8.	OPERATIONAL SUPPORT: con't	- Unit	
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		1	D. whom obgoloto or
		10.0	Temporary. Destroy when obsolete or no longer needed for reference.
			no longer needed for reference.
		40.0	Temporary. Destroy after 50 years.
			Review every 6 months and transfer one copy of each document published
			during the period to the Records
1			Center Destroy reference copies
			when outdated, superseded or no
			longer needed.
			n O and then
		4.0	Temporary. Retain 3 years then
			destroy.
			- Law abgalata
		8.0	Temporary. Destroy when obsolete, outdated or no longer needed.
			outdated or no longer needed.
			50
		30.0	Temporary. Destroy after 50 years. Review every 6 months and transfer
			one copy of each document published
L		⊣	during the period to the Records
			Center Destroy reference copies
			when outdated, superseded or no
			longer needed.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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8.	OPERATIONAL SUPPORT: con't	' OF DI	
	f. Frequency Propagation: These files are maintained under a numeric system by subject and consist of cables, dispatches, memoranda, reports, and other data pertinent to the study of Frequency Propagation.	8.0	Temporary. Destroy when obsolete, outdated, or no longer needed for reference.
	(1) Predictions: Consist of memoranda, reports, charts, publications, and other data on point-to-point, intermediate, short range, long range, and short term studies.	3.0	Temporary. Destroy when obsolete outdated, or no longer needed for reference.
9.	Administration Files - These files are maintained under a numeric system by subject and consist of OC course outlines, correspondence course outlines offered by external training facilities, brochures, documents relating to the general administration of the OC Training Programs, requests for information on training and training activities announcements. (1952 to present) a. Personnel Training Folders: These files are maintained under an	40.0	Temporary. Destroy 5 years after receipt in Records Center. Review every 2 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to the Records Center.
	alphabetic system and contain a record of the OC training given to agency and non-agency personnel. (1) OC-Personnel	nago 30	Temporary. Destroy after 10 years. Retain 6 months after employee resigns or transfers, then transfer to Records Center.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-		
9.	TRAINING: con't	SEGI	" UP I
	a. Personnel Training Folders con't	1	f
	(2) Agency Personnel -Other than OC.		Temporary. Destroy file one year after it becomes inactive. Retain one copy of Training Correspondence in OC file, forward originals to parent component.
	(3) Non-Agency Personnel		Temporary. Destroy file one year after it becomes inactive. Retain one copy of Training Correspondence in OC file, forward originals to parent component.
	b. Correspondence and Statistics; These files are maintained under a numeric alphabetic system and contain memoranda, reports, records, statistics, etc., pertaining to all aspects of training for OC Personnel and the OC Training for Inter and Intra-Agency Personnel performing communications duties.	6.0	
·	(1) Projected Training Requirements for OC Personnel.	0.8	Temporary. Retain for 2 years then destroy.
	(2) Training Statistics for courses offered by OC.	0.5	Temporary. Destroy after 25 years. Cut-off at end of 5 years; then transfer to the Records Center.
	(3) Participants Accounting Records for courses offered by OC.	0.9	Temporary. Destroy after 5 years. Retain at 1 year, then forwar to Headquarters. Retain at Headquarters 4 additional years then destroy.
		page 11	4

ITEM NO.	FILES IDENTIFICATION	T	CLOSOCITION INCIDICTIONS
TIEM NO.		VOLUME	DISPOSITION INSTRUCTIONS
9.	TRAINING: Approved For Release 2005/11/21 : CIA-F	RDP78-004	87A000100190012-0
	b. Correspondence and Statistics: con't		
	(4) Student Training Cards and training course data for each instructor and student that received training.	0.5	Temporary. Retain for 1 year then destroy.
	(5) Training Bulletins, OC and OTR.	1.0	Temporary. Retain for 6 months then 250 destroy.
	(6) Instructors work files and training materials.	30.0	Temporary. Retain while PCS then screen and transfer to replacement.
	(7) Student Schedules,	0.6	Temporary. Retain 1 year then destroy.
	(8) Training Correspondence files.	0.9	Temporary. Retain for 2 years then destroy.
	(9) Training Reference Material.	80.0	Temporary. Destroy when superseded or no longer needed.
	(10) Files reflecting the hauro, maintenance, and Cryptographic course material and student data.	6.0	Temporary. Retain for 2 years then destroy.
	(11) Training Aids and Instructional Documents	3.0	Temporary. Destroy when superseded or no longer needed for reference.
	c. Career Training Program: These files are maintained under a numeric system by subject and consist of correspondence pertaining to the selection and participation of OC Personnel for the Career Training Program.	0.5	Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	Approved For Release 2005/11/21 : CIA-FTRAINING: con't	DF78-004	87A000100190012-0 ∮
	d. Mid-Career Program: These files are maintained under a numeric system by subject and consist of correspondence pertaining to the selection and participation of OC Personnel for the Mid-Career Program.	0,5	Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.
	e. OC Training School History Files: These files are maintained under a numeric system by subject and consist of correspondence, pictures, maps, and other documents pertaining to the history of the OC Training School, facilities, personnel and equipment.	2.0	Permanent. Disposal not authorized. Retain 5 years then transfer to Records Center.
10.	CRYPTIC REFERENCE:		
	Files consist of records pertaining to the assignment of Signal Plan Cryptonyms. (1955 to present)	2.0	Temporary. Retain on a current basis; destroy when outdated or no longer needed for reference.
11.	PUBLICATIONS AND MANUALS:		
	These files are maintained under a numeric system and are filed by publication number. They consist of Engineering Technical Bulletins, Modifications Work Order, Catalogs, Training Manuals, Brochures, Operating Manuals, and Training Instructors Materials. (1957 to present)	70.0	Temporary. Destroy when superseded, obsolete or no longer needed for reference.
	a. Agency Regulatory Issuances: Agency Notices, Regulations and Handbooks filed in numerical order.	2.0	Temporary. Destroy when superseded, obsolete or no longer needed for reference.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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11.	PUBLICATIONS AND MANUALS: con't	Seghe	
	b. OC Regulatory Issuances: OC Orders, and Notices.	2.0	Temporary. Destroy when superseded, obsolete or no longer needed for reference.
	Regulatory Issuances: Regulations, Handbooks, and Notices filed in numerical order.	1.0	Temporary. Destroy when superseded, obsolete or no longer needed for reference.
	d. Reference Files: Consist of correspondence, books, publications, catalogs, periodicals, maps, and similar material maintained for reference.	65.0	Temporary. Destroy when superseded, obsolete or no longer needed for reference.
12.	CHRONOLOGICAL FILES:		
	These files consist of extra copies of correspondence and are maintained under a numeric system, files are maintained for convenience of reference. (1963 to present)		
	a. <u>Cables</u>	1.0	Temporary. Maintain 3 months, destroy earliest month upon filing latest month.
	b. <u>Dispatches</u>	2.0	Temporary. Retain 2 years then destroy.
	c. Memoranda	2.0	Temporary. Retain 2 years then destroy.
	d. Transmittal Manifests: IN and OUT Field Station Transmittal Manifests.	2.0	Temporary. Retain 1 year then destroy.
	e. Mail Control Records: These files consist of control records of incoming and outgoing material	2.0	
l 1	(1) Logs	1	Temporary. Break annually, hold for 1
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5004 40	Approved For Release 2005/11/21 CIA-	AMERO-DA-	8/A000100130012-0

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12.	CHRONOLOGICAL	FILES: con't		
			SEGRE	
	e. Mail	Control Records - con't		
	(2)	Abstract Tickets		
I	()			Temporary. Retain until action com pleted then forward to OC-RMS.
	(0)			
}	(3)	Pouch Manifest		Temporary. Retain 30 days then
İ				destroy.
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SCHEDULE NO. RECORD & PRODUCTION TREATMENT TO SCHEDULE NO. SCHEDULE NO OFFICE. DIVISION, BRANCH Office of Communications, OPERATIO TITLE Chier, Records Management Staff, OC 26 November 1968 FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) ITEM NO. DISPOSITION INSTRUCTIONS (CUBIC FT.) 1. REPORTS Maintained under a numeric system and consist of: Temporary. Destroy after 10 years. a. Accomplishments and Objectives -Retain 5 years, then transfer to the Annual Reports Records Center. Permanent. Original copy sent to OC-RMS for Vital Documents, then b. Area Monthly Reports of Communications Activities - These reports transferred to the Records Center. All are received from Area Chiefs and other copies destroy when no longer contain information as to policy, liaison problems, actions, and other data pertinent to the operation of needed for reference. the Area Communications System. These are considered historical documents and should be retained permanently. Temporary. Retain on a current basis. Information Destroy when superseded or obsolete. relating to the layout, wiring, configuration, etc., of equipment. Approved For Release 2005 1/21 QIA-RDP78 00487 4000100190012-0

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-	ĩ.	Approved For Release 2005/11/21: REPORTS - con't	FDP78-00	487A000100190012-0
		d. Division Monthly Reports of Communications Activities - These reports contain information as to policy, liaison problems, actions, and other data pertinent to the operations of the Agency World-Wide Communications System. These are considered to be historical documents and should be retained permanently.		Permanent. Original copy sent to OC-RMS for Vital Documents, then transferred to the Records Center. All other copies destroy when no longer needed for reference.
		e. Facilities Report - Correspondence on off-station facilities at area stations.		Temporary. Destroy when no longer needed for reference.
		f. Field Station Data Report - Form 1212 - This report provides a consolidation of each field communications station, its facilities, location, equipment, cover, housing, transportation, educational facilities, frequencies, and primary backup and emergency communications.		Temporary. Destroy when superseded or no longer needed for reference.
		g. Field Station Monthly Reports of Communications Activities - These reports contain information relating to policy, liaison problems, actions, training, and other data pertaining to area communications activities.		Temporary. Destroy 3 years after receipt in the Records Center. Cutoff every 2 years, then transfer to the Records Center.
		h. Program Review & Forecast - Review and forecast of personnel, equipment, and facilities required by Fiscal Year.		Temporary. Retain 3 years, then destroy.
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TEM NO.	FILES IDENTIFICATION VOLUME	DISPOSITION INSTRUCTIONS
ą -	REPORTS - con Approved For Release 2005/11/21 : CIA-RDP78-0	0487A000100190012-0
	i. leports - Information	Temporary. Retain on a current bas
i	relative to the physical and crypto-	Destroy when superseded or obsolete
	graphic security of the communications	person of many supersoned of opposite
- 1	activities of the station.	
-		
1		Temporary. Retain 2 years, then
- (destroy obsolete material.
1		
1	k. Significant Events - A narrative	Temporary. Destroy after 10 years.
	resume of significant events in the	Retain 3 years, then transfer to the
	major communications areas that	Records Center.
	require an additional report.	
	1. Top Secret Inventory - IBM inven-	Tompovova Dotain for one colondon
ı	tory published bi-annually of all	Temporary. Retain for one calendar year, then destroy.
1	Top Secret documents assigned to OC	year, then destroy.
	Divisions.	
2.	AREA POLICY	
,	These files are maintained under a	
	numeric system and consist of cables,	Permanent. Disposal not authorized
	dispatches, and correspondence reflecting	Cut-off at end of 2 calendar years, then transfer to the Records Center
	policy, scope of area activities, and the	then transfer to the Records Center
- 1	establishment of joint communications	
	facilities.	
3.	SIID IEOM BILEG	
·	SUBJECT FILES	
	These files are maintained under a	
	numeric system and consist of cables,	
)	dispatches, forms, and correspondence	
	reflecting the activities of the area and	
	the communications, electronics, and admir-	
1	istrative support necessary to the	
- 1	accomplishment of the overseas mission and operations.	
	massion and operations.	
- 1	_3_	

TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
e.	SUBJECT FILES Approyed For Release 2005/11/21 : CIA-	RDP78-00	487A000100190012-0
	a. Administrative - Correspondence pertaining to administrative support matters.		Temporary. Retain 2 years, then destroy.
	b. Agent Equipment Files - Correspondence regarding all aspects of communications agent equipment.		Temporary. Destroy when obsolete or no longer needed for reference.
	c. Area Communications Plans - Correspondence pertaining to operational support matters.		Temporary. Retain 2 years, then destroy.
	d. Area Dispatch Files - Area dispatches regarding the major communications areas. Filed in chronological order.		Temporary. Retain 2 years, then destroy.
			Temporary. Retain on a current basi destroy obsolete material.
	f. Area Engineering/Supply Files - Filed chronologically for reference purposes in researching OC Engineer- ing Staff matters.	•	Temporary. Retain 2 years, then destroy.
	g. Area Medium Speed - Correspond- ence on all aspects of medium speed systems.		Temporary. Retain on a current basi destroy obsolete material.
	h. Area Operational Support Files - Correspondence in chronological order for reference purposes in researching operational matters.		Temporary. Retain 2 years, then destroy.
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TEM NO.	FILES IDENTIFICATION VOL	UME DISPOSITION INSTRUCTIONS
3∶° }	SUBJECT FILES Approyed, For Release 2005/11/21 : CIA-RDP7	'8-00487A000100190012-0
	i. Area Security Files - Filed in chronological order for reference purposes in researching operational matters.	Temporary. Retain 2 years, then destroy.
	j. Area Telecommunications Files - Correspondence on the training, installation, and operation of staff communications equipment and circuits.	Temporary. Retain 2 years, then destroy.
	(1) Area Charts - Indicates area circuitry.	Temporary. Destroy when no longer needed for reference.
	k. Briefings - Correspondence per- taining to briefings given to various personnel (Agency, Department of State, Department of Defense, etc.) concerning area communications.	Temporary. Retain 1 year, then destroy.
	Files - Drawings, floor prans, and area layouts of area comcenters and rooms occupied by station personnel. Also includes antenna layouts and photos of various facilities.	Temporary. Destroy when no longer needed for reference.
	m. Files - Traffic volumes for all	Temporary. Retain 1 year, then destroy obsolete material.
	n. CINCSTRIKE Files - Correspondence and documents on the responsibilities and the responses to react to crisis or emergency overseas situations by the military forces at CINCSTRIKE.	Temporary. Destroy after 10 years. Maintain on a current basis; transfe non-current record material to the Records Center.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
-8 .	SUBJECT FILES Approved For Release 2005/11/21 : CIA-	RDP78-004	87A000100190012-0
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	o. Clandestine Support Files - Cables, dispatches, memorandums, and other correspondence on the management of area staff communications (non-project material).	Julius seed a	Temporary. Destroy after 15 years Cut-off at end of 3 calendar years then transfer to the Records Center
	p. Crises Briefings - Presentation material on OC facilities and staff ing resources for specified cities where potential conditions may indicate seizure or closure of the OC facility.		Temporary. Maintain on a current basis. Destroy non-current records
			Temporary. Retain 1 year, then destroy.
	r. Emergency and Evacuation - Cor- respondence regarding current and planned E&E communications require- ments.		Temporary. Destroy when superseded or no longer needed for reference.
	s. Language Requirements - Corres- pondence for reference purposes pertaining to area language require- ments.		Temporary. Retain 2 years, then destroy.
	t. Logistics Cables, dispatches, memorandums, and other correspondence on logistics flights within an area.		Temporary. Destroy after 5 years. Cut-off at end of 2 calendar years, then transfer to the Records Center
	u. Long-Range Plans - Correspondence pertaining to the forecast and actual long-range programming for facilities, personnel, and equipment for the area by Fiscal Year (s).		Temporary. Retain 2 years, then destroy obsolete material.
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ITEM NO.	- TEES TEENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3:	SUBJECT FILES Approved For Release 2005/11/21 : CIA-	RDP78-00	487A000100190012-0
	v. National Communications Subcommittee - Correspondence relative to National Communications Subcommittee organization and resultant requirements levied on OC Divisions.		Temporary. Destroy after 10 years. Retain current record material in Office of Record; retire non-current material to the Records Center.
	w. Program Review and Forecast - Annual program review of personnel, equipment, and facilities in each area.		Temporary. Retain 2 years, then destroy.
	x. Personnel Management Files - Materials dealing with staffing, positions, movements, and other per- sonnel matters of concern to an overseas area.		Temporary. Retain 2 years, then destroy.
	y. Records Management - Correspondence relating to the OC Records Management Program; i.e., archiving vital documents, and Top Secret inventory.		Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
	z. Staff Communications - Cables, dispatches, memorandums, and other correspondence on the management of staff communications for OC overseas activities.		Temporary. Destroy after 15 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.
	aa. Staffing Material - Files consist of correspondence in assembly and presentation of positions and staffing and assignments and table of organization for each area.		Temporary. Retain 2 years, then destroy.
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	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	4.	OC FIELD STATION FILES	RPP78-00	487A000100190012-0
		These files consist of memorandums, reports, cables, forms, and other correspondence reflecting station activity. Filed alphabetically by station.	,	
		a. <u>Policy</u> and <u>Procedures</u> : These files consist of policies, procedures, agreements, and other correspondence reflecting the organization of the station.		Permanent. Disposal not authorized. Cut-off at end of each calendar year; retain 2 additional years, then transfer to the Records Center.
•		b. Administrative Support Files: These files consist of administrative support, correspondence, and reports pertaining to the station.		Temporary. Retain 2 years, then destroy.
	5.	FILES		
		These files consist of memorandums, reports, cables, forms, and other correspondence reflecting station activity. Filed alphabetically by station.	·	
		a. <u>Policy and Procedures</u> : These files consist of policies, procedures, agreements, and other correspondence reflecting the organization of the station.		Permanent. Disposal not authorized. Cut-off at end of each calendar year; retain 2 additional years, then transfer to the Records Center.
		b. Administrative Support Files: These files consist of administrative support, correspondence, and reports pertaining to the station.		Temporary. Retain 2 years, then destroy.
	6.	PROJECT FILES		
a a		These files consist of memorandums, reports, cables, forms, dispatches, and other correspondence reflecting the Communications support to Clandestine Service Projects and Staff Communications Projects. Filed alphabetically by project.		AMENDMENT #1, dated (6) Godford 72
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>-	6.	PROJECT FILES - Approved For Release 2005/11/21 : CIA-	RPP78-00	487A000100190012-0
		a. Clandestine Service Projects: These files consist of memorandums, reports, cables, forms, dispatches, and other correspondence reflecting the Communications support to Clandestine Service Projects.		Temporary. Destroy after 60 years. Return for review prior to destruction. Transfer to the Records Center one year after project is terminated or discontinued.
		b. Staff Communications Projects: These files consist of memorandums, reports, cables, forms, dispatches, and other correspondence reflecting the Communications support to Staff Communications Projects.		Temporary. Destroy after 25 years. Transfer to the Records Center one year after project is terminated or discontinued.
	7.	REFERENCE FILES		
		Files are maintained under a numeric system and are filed in chronological order.		
		a. Chronological Files: These files consist of extra copies of "IN" and "OUT" cables, dispatches, and copies of outgoing correspondence. Such files are maintained for the convenience of reference.		
		(1) <u>Cables</u> : Filed chronologically.		Temporary. Maintain 6 months; destroy earliest month upon filing latest month.
		(2) <u>Dispatches</u> : Filed chronologically.		Temporary. Retain 6 months, then destroy.
		(3) Memorandum for the Record: Filed chronologically.		Temporary. Retain 2 calendar years, then destroy.
		(4) Pseudonym and Cryptonym Files: True and pseudonym name files for personnel in areas. Also, true names and cryptonyms of various government agencies and departments.		Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
				AMENDMENT #1 dated (# 5 M. 1949)
- 1		Approved For Release 2005/11/21 - CIA	-9-	APPROVE.

FORM NO. 139a USE PREVIOUS

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· •	87	PUBLICATIONS Approved For Release 2005/11/21 : CIA	RDP78-00	487A000100190012-0
		These are filed under a numeric system: a. Technical and Operational		Temporary. Destroy when superseded
		Manuals - Manuals pertaining to operation of classified communications equipment and operational guides.		or no longer needed for reference.
		b. OC Regulations		Temporary. Destroy when superseded or no longer needed for reference.
		c. <u>OC Notices</u>		Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
		d. OC Handbooks		Temporary. Destroy when superseded or no longer needed for reference.
		e. Agency Regulations		Temporary. Destroy when superseded or no longer needed for reference.
		f. Agency Notices		Temporary. Destroy when superseded or no longer needed for reference.
•		g. Internal Issuances - Such as		Temporary. Destroy when superseded or no longer needed for reference.
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· L		Approved For Release 2005/11/21 : CIA	RDP78-00	A87A000100190012-0
r F	DRM NO. JAN 56	139a USE PREVIOUS RECORDS CONTROL SCHEDULE -	CONTINUAT	TION SHEET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190012-0

RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and Records Disposition Authorizations granted by the U.S. Congress the attached Records Control Schedule 50-69/20 for the Office of Communications, Career Management and Training Staff is approved and implementation of the disposition instructions contained therein is authorized.

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Preparation:	
Records Officer for O/Cor	mmo
·	CIA Records Administration Officer
Review:	24 Sept 1969 Date
D. J. W. Grannet (1977) Gov	
Records Management Officer	

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	DIVISION, BRANCH		SIGNATURE
fic	e of Communications, r Management and Training Staff		TITLE Chief, OC-M/Records DATE
	- Management and Training Starry		Management Branch 1 August 1969
EM).	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	(CUBIC FT.)	DISPOSITION INSTRUCTIONS
	REPORTS		
	These reports are maintained under a subject numeric system and consist of the following:		·
	a. Monthly or Quarterly Reports:		C - 10
	(1) Staff (monthly narrative and quarterly report)		Permanent. Forward original to OC-A/RMB for 1 year deposit in Vital Records, then OC-A/RMB retires permanently to the Records Center. Other copies retain no longer than 2 years then destroy.
	(2) Branch		Temporary. Retain no longer than 1 year, then destroy.
	b. Weekly Reports:		
	(1) D/CO Staff Meetings		Temporary. Retain 1 year, then destroy.
	(2) Weekly Staff Notes		Temporary. Retain 1 month, then destroy.
.	SUBJECT FILES		
	These files are maintained under a subject numeric system and consist of correspondence, cables, dispatches, and other correspondence reflecting the activities of the Staff:		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	
2.	Approved For Release 2005/11/21 : CIA-SUBJECT FILES - con't	OLUIL!	87A000100190012-0
	a. Communications Security Questionnaire and Report)		Temporary. Retain on a current basis; destroy when superseded, outdated, or no longer needed for reference.
3.	CORRESPONDENCE FILES		die y
	These files are maintained in a subject numeric system and consist of inter and intra-agency, military, and commercial correspondence concerning Staff liaison.		
	a. <u>Career Training Program</u> : Contains applications and correspondence relating to the CTP program.		Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.
	b. <u>Career Officer Development Program:</u> Contains applications and correspondence relating to the CODP program.		Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.
	c. <u>Liaison Files</u> : Consists of cor- respondence with other U. S. Govern- ment agencies and commercial organi- zations to coordinate and establish training requirements to insure training courses meet established criteria, and other OC training needs as required.		Temporary. Retain 5 years, then destroy.
4.	SPECIAL COMMITTEES, BOARDS, & PANELS FILE	s	
	Correspondence, briefing materials, reports, minutes of meetings, annual personnel program reviews, career boards, and career panels.		
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	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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	4.		EURI	
		a. <u>Career Service Board</u> : These files consist of briefing materials, reports, and minutes of meetings.		Temporary. Destroy 5 years after receipt in Records Center. Review every 3 years, destroy non-record material, retain material needed for current operations then transfer inactive material to Records Center.
	-	b. Career Service Panels: These files are maintained alphabetically by Panel, and consists of correspondence on career development, and personnel programs, and Panel reports.		Temporary. Destroy 5 years after receipt in Records Center. Review every 3 years, destroy non-record material, retain material needed for current operations then transfer inactive material to Records Center.
	,	c. Ceiling Board: These files consist of correspondence and reports relative to changes in the OC personnel ceiling.		Temporary. Destroy 5 years after receipt in Records Center. Review every 3 years, destroy non-record material, retain material needed for current operations then transfer inactive material to Records Center.
	5.	REFERENCE FILES		
		These files consist of correspondence, books, publications, catalogs, periodicals, and similar materials maintained for reference.		Temporary. Destroy when superseded, obsolete, or no longer needed.
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	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	6.	Approved For Release 2005/11/21 : CIA-CHRONOLOGICAL FILES	EUNE 1	87A000100190012-0
		These files consist of extra copies of correspondence and are maintained under a numeric system, files are maintained for convenience of reference.		
		a. <u>Cables</u> :		Temporary. Maintain 3 months, destroy earliest month upon filing latest month.
		b. <u>Dispatches</u> :	,	Temporary. Retain 1 year, then destroy.
		c. Memorandums:		Temporary. Retain 2 years, then destroy.
		d. <u>Transmittal Manifests</u> : In & Out Field Stations Transmittal Manifests.		Temporary. Retain 1 year, then destroy.
		e. <u>Mail Control Records</u> : These files consist of control records of incoming and outgoing correspondence.		
		(1) Logs		Temporary. Break annually, hold for leading then destroy.
		(2) Document Control Tickets - Form 717a		Temporary. Retain until action is completed, then return Action ticket to OC-A/RMB and destroy others.
	7.	ADMINISTRATION FILES		
		These files are maintained under a subject numeric system and consist of cables, dispatches, memorandums, forms, and other correspondence reflecting		ILLEGIE
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ITEM NO.		FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	ADMINIST	Approved For Release 2005/11/21: CIA-CIRATION FILES - con't	PPRETO4	B7A000100190012-0
	developm reassign	el planning, programs, career nent, rotations, assignments, ments, separations, promotions, and commendations.		
	a.	General:		6s ¹ ³
		(1) Personnel Policy: Documents and correspondence reflecting OC Personnel Policy.		Temporary. Destroy 10 years after receipt in Records Center. Maintain on a current basis; destroy non-record material, transfer non-current record material to Records Center.
	b.	Personnel:		
		(1) Personnel Soft Files: Individual personnel folders, filed alphabetically by name. Folders contain copies of documents pertaining to personnel actions affecting the individual. Also included are fitness reports, correspondence, cables, dispatches, and other documents reflecting training, processing, and travel.		Temporary. Upon separation destroy. Upon transfer, screen and forward to OC-A/PB for inclusion in the individual's OC Personnel Soft Folder.
		(2) Recruitment: Personnel briefing forms, pre-employment processing documents, and interview reports.		Temporary. Retain file copy 1 year, then destroy. (Originals filed in individual's Official Personnel 201 File.)
		(3) Applicant Folder Files: These consist of case files on individuals who have applied for employment. Folders include		Temporary. Destroy those inactive for a period of 2 years if security clearance was initiated. If security clearance was not initiated forward
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7.	ADMINISTRATION FILES - con't	UH78-00487A000100190012-0
	application for employment, report of interview, Personal History Statements, and in some cases requests for security clearance.	folder to Office of Personnel/AFS 6 days after becoming inactive.
	(4) <u>Retirement</u> : Documents surrounding the separation or retirement of staff employees.	Temporary. Destroy 10 years after receipt in Records Center. Retain years then transfer to the Records Center.
	(5) Special & Honor Awards: These files contain background material, letters of recom- mendation for honor or merit awards, proposed citations, and documentation.	Permanent. Disposal not authorized Retain 2 years then forward to the Records Center.
	(6) <u>T/O Files</u> : These files consist of records relating to the staffing pattern, copies of monthly personnel reports, T/O changes, authorizations, manning tables, and IBM listings of Employees.	Temporary. Destroy when superseded, obsolete, or no longer needed.
	(7) Competitive Evaluation List:	
	(a) Consolidated world- wide CEL's	Temporary. Retain 3 years, transfer to Records Center. Destroy 5 years after receipt in Records Center.
	(b) CEL ratings and CEL work sheets	Temporary. Retain 3 years, transfer to Records Center. Destroy 5 years after receipt in Records Center.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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8.	Approved For Release 2005/11/21 : CIA-RECORDS MANAGEMENT FILES	ECHE 1	B/A000100190012-0
	These files contain materials pertaining to the OC Records Management Program; i.e., reference materials, Records Control Schedule, Vital Records Deposit Schedule, Records Shelf Lists, destruction reports, and filing systems.		Temporary. Destroy when outdated or no longer needed for reference.
9.	REGULATIONS, PUBLICATIONS, AND MANUALS		
	These files are maintained under a numeric system and are filed in chronological order.		, le
	a. Regulatory Issuances:		oil record
	(1) OC Regulatory Issuances: OC Notices, Orders, Handbooks, and other internal issuances and directives.		Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
	(2) Agency Regulatory Issuances: Agency notices, regulations, handbooks, and DD/S directives.		Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
	(3) Other Agency Issuances: Other Agency documents, publications, directives, and manuals.		Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
	(4) Regulatory Issuances: Regulations, Handbooks, and Notices filed in numerical order.		Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10.	Approved For Release 2005/11/21 : CIA-RETRAINING FILES	ADINATUDA DEGINE	B7A000100190012-0
	These files are maintained under a subject numeric system and consist of personnel training folders filed alphabetically, correspondence course outlines offered by external training facilities, brochures and documents relating to the OC Training Program, requests for information on training and training activities announcement.		Temporary. Destroy 5 years after receipt in Records Center. Review every 2 years, destroy non-record material, retain material needed for current operations and transfer inactive material to the Records Center.
	a. Personnel Training Folders: These files are maintained under an alphabetic system and contain a record of the OC training given to Agency and non-Agency personnel.		
	(1) OC Personnel - on duty.		Temporary. Record training information on Form 1961, Activity Training - Internal - Course Roster, and forward completed Form 1961 to OTR. Forward original training reports to the Office of Personnel, then destroy remaining file.
	(2) OC Personnel non-duty: (retired, resigned, or deceased)		Temporary. Record training information on unnumbered Form, Special Input to Agency Training Record, and forward completed Form to OTR. Forward original training reports to OP/TRB (Transactions and Records Branch), destroy remaining file.
	(3) Agency Personnel - other than OC.		Temporary. Destroy file 1 year after it becomes inactive. Forward original reports to the Office of Personnel and one copy to the parent component.
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	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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	10.	TRAINING FILES - con't		
		(4) Non-Agency Personnel		Temporary. Destroy file 1 year after it becomes inactive. Forward original report to parent organization.
		b. OTR Training Lists: These are IBM listings of OC training completed by OC personnel.		Temporary. Destroy when outdated, obsolete, or no longer needed.
)	-	c. Correspondence and Statistics: These files are maintained under a subject numeric system and filed alphabetically. They contain memo- randums, reports, records, statis- tics, etc., pertaining to all aspects of training for OC personnel and the OC training for inter- and		ES. 1- 18.
		intra-Agency personnel performing communications duties. (1) Projected Training Require-		Temporary. Retain for 2 years then
		ments for OC personnel. (2) Training Statistics for courses offered by OC.		Temporary. Destroy after 25 years. Cut-off at end of 5 years, then transfer to the Records Center.
)		(3) Participants Accounting Records for courses offered by OC.		Temporary. Destroy after 5 years. Retain at 1 year, then forward 25 to OC-CMS/CTB. Retain in OC-CMS/GTB 4 additional years then destroy.
		(4) Student Training Cards: Training course data for each instructor and student that received training.		Temporary. Retain for 1 year, then destroy.
		(5) <u>Training Bulletins</u> : OC and OTR	ezedet.	Temporary. Retain for 6 months, then destroy.
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	(6) <u>Instructors Work Files</u> : (Training materials)	Temporary. Retain while PCS then screen and transfer files to replacement instructor.
	(7) Student Schedules: (Masters)	Temporary. Retain 1 year, then destroy.
	d. Career Training Program: These files are maintained under a subject numeric system and consist of correspondence pertaining to the selection and participation of OC personnel for the Career Training Program.	Temporary. Retain on a current basis; destroy when superseded, obsolete, or no longer needed.
	e. Mid-Career Program: These files are maintained under a numeric system by subject and consist of correspondence pertaining to the selection and participation of the OC personnel for the Mid-Career Program.	Temporary. Retain on a current basis; destroy when superseded, obsolete, or no longer needed.
	f. OC Training School History Files: These files are maintained under a subject numeric system and consist of correspondence, pictures, maps, and other documents pertaining to the history of the OC Training School, facilities, personnel and equipment.	Permanent. Disposal not authorized. Retain 5 years, then transfer to Records Center.
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	a. <u>Personnel Administration Files</u> : These files consist of general correspondence on the following:	
	(1) Confidential Funds	Temporary. Retain 6 months, then destroy.
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11.	Approved For Release 2005/11/21 : CIA RD - con't	ADEQU48	7A000100190012-0
	(2) Suggestion Award Program		Temporary. Retain 2 years, then destroy.
	(3) Auto-instructions Device suggestion files		Temporary. Destroy 10 years after receipt in Records Center. Retain o a current basis. After case closed, transfer to Records Center.
	(4) Time & Attendence Records		Temporary. Retain 1 year, then destroy.
	(5) Soft Fi <u>les - Personnel</u> stationed at	1 1	Temporary. Upon transfer forward pertinent data to OC-A/PB. Destroy remaining file.
	(6) CEL Rating and CEL Work Sheets	1 :	Temporary. Retain 3 years, then forward to Records Center. Destroy 5 years after receipt in Records Cen
	(7) <u>Conduct and RYBAT material:</u> (Employee sensitive case files)	(Temporary. Forward to OC-A/PB, for disposition when the employee is separated or transfered.
	(8) Training Correspondence Files	7.	Temporary. Retain for 2 years, then destroy.
	(9) Training Reference Material	7	Temporary. Destroy when superseded, obsolete, or no longer needed.
	(10) Files reflecting the radio, maintenance, and cryptographic course material and student data		Temporary. Retain for 2 years, then destroy.
	(11) Training aids and instructional documents	0	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
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