RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE

FOR THE

OFFICE OF COMMUNICATIONS

(41)

RECORDS CONTROL SCHEDULE

SECRET

25X

OFFICE, DIVISION, BRANCH
Office of Communications, Director of Communications,
Executive Office

TITLE Chief, OC-Records
Management Staff   DATE   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 ET 1-A Jen 1)
	a. Documentary material reflecting policy, decisions, plans, programs, organization, 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.

GROUP 1
Excluded from automatic
downgrading and

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1.	POLICY, PLANS, AND PROGRAMS – con't		
	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 investigations 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.
3.	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.	2.8	

FORM NO. 139a USE PREVIOUS EDITIONS.
1 JAN 56

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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.		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
	b. Suggestion Award Files: These files contain documents concerning the employee's suggestion, evaluation of employee's suggestion, and documentation.		Temporary. Destroy 5 years after receipt in the Records Center. Retain 2 years, then transfer to the Records Center.
	c. Special and Honor Awards: These files contain background material, letters of recommendation, recommendation for honor or merit award, proposed citations, and documentation.		Permanent. Disposal not authorized. Retain 20 years, then forward to the Records Center.
	d. Longevity Awards: These files consist of correspondence, longevity awards, ceremony correspondence, and documentation.		
	(1) Awards		Temporary. Retain 2 years, then forward to OC-A for insertion in personnel soft file.
	(2) Correspondence		Temporary. Destroy 10 years after receipt in the Records Center. Retain 3 years, then transfer to the Records Center.

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FORM NO.
1 JAN 56 **139a** USE PREVIOUS EDITIONS.   **RECORDS CONTROL SCHEDULE** - CONTINUATION SHEET   (41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	**CHRONOLOGICAL FILES** 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) a. <u>OC Regulatory Issuances</u>: 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.	3.0	
	(1) <u>Agency Regulatory Issuances</u>: 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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5.	PUBLICATIONS – con't		
	(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.

25X

		SCHEDULE NO.

OFFICE, DIVISION, BRANCH

Office of Communications, Program Coordination Staff

TITLE   DATE 28 Feb 1966

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:		
	a. Organizational Policy – Files contain copies of staffing patterns for Headquarters and Field components and correspondence reflecting policy decisions and changes in the organizational policies and structure of the Office of Communications. (1950 – present)	0.1	Permanent. Disposal not authorized. Review every 2 years, retain material needed for current operations and transfer inactive material to the Records Center.
	b. Legal Status of Stations – Files contain correspondence pertaining to the planning stages and the procurement of land for OC field stations and the legal status of each station. Also legal papers and other correspondence reflecting the use of and programming for each station. (1964 – present)	0.2	Permanent. Disposal not authorized. Review every 2 years, retain material needed for current operations, and transfer inactive material to the Records Center.
	c. Agreements – Files contain copies of inter-agency and intra-agency agreements and letters of understanding involving the OC, as well as	0.3	Permanent. Disposal not authorized. Review every 2 years, retain material needed for current operations, and transfer inactive material to the

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1. POLICY, PLANS, AND PROGRAMS - con't.

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. Review 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		
	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. Economy - 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.	EQUIPMENT

    a. Equipment Management by Technical Categories - Files are maintained in a numeric system and consist of cables, dispatches, memoranda, reports, policy and planning documents relating to the overall management of communications equipment. (1963 - Present) | 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 inactive material to the Records Center. |

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	CORRESPONDENCE FILES 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 negotiations 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.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	FINANCIAL POLICIES AND BUDGET - con't. 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 These files are maintained under a numeric system and consist of extra copies of correspondence. Files are maintained for convenience of reference. (1962 - present)	0.3	
	a. Cables and Dispatches		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
4.	OC FIELD 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.

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

These files consist of memorandums, reports, cables, forms, and other correspondence reflecting Project activity. Filed alphabetically by project.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	PROJECT FILES		

PROJECT FILES

   a. Policy and Procedures: These files consist of policies, procedures, agreements, and other correspondence reflecting the Project operation.

   b. Administrative Support Files: These files consist of administrative support, correspondence, and reports pertaining to the Project activity.

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 destroy.

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) Cables - Filed chronologically.

      (2) Dispatches - Filed chronologically.

      (3) Memorandum for the Record - Filed chronologically.

      (4) Pseudonym and Cryptonym File - True and pseudonym name files for personnel in areas. Also, true names and cryptonyms of various government agencies and departments.

Temporary. Maintain 6 months; destroy earliest month upon filing latest month.

Temporary. Retain 6 months, then destroy.

Temporary. Retain 2 calendar years, then destroy.

Temporary. Destroy when obsolete, superseded, or no longer needed for reference.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
		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.
	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)	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.
7.	CONTRACT FILES – EXTERNAL		
	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)

ARCHIVES

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RECORDS CONTROL SCHEDULE

SCHEDULE NO.		25X

OFFICE, DIVISION, BRANCH		25X
Office of Communications		
Special Programs Staff		
Special Electronic Operations Branch		

TITLE	DATE 18 June 1965
OC-Records Administration Officer	

ITEM NO.	FILES IDENTIFICATION *(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)*	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	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)	1.0	Temporary. Destroy 5 years after receipt in Records Center. Review every year. Destroy non-record material, retain material needed for current operations, and transfer in-active material to Records Center.
2.	BOARDS AND COMMITTEES These files are maintained under a numeric system by subject and consist of memoranda, minutes and agenda of committees, sub-committees, working groups, progress reports, and other correspondence regarding Counterinsurgency, System Intelligence, etc. (1959 to present)	0.5	Temporary. Destroy after 5 years. Retain 3 years then transfer to Records Center.
3.	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.	STATION FILES These files are maintained under a numeric and alphabetic system and consist of cables, dispatches, memoranda, reports, and other correspondence pertaining to	2.0	Temporary. Destroy after 50 years. Retain 3 years then transfer to Records Center

Superseded 5/23/66

GROUP 1
Excluded from automatic
downgrading and
declassification

(41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	STATION FILES - con't		
	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.

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c. Accomplishments and Objectives

Annual report on the accomplishments and objectives of the Staff and Branches.

	VOLUME	DISPOSITION INSTRUCTIONS
(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.
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 permanently.	0.1	Permanent. Disposal not authorized. Cut-off at end of 5 years, then transfer to the Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	REGULATORY ISSUANCES 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 be 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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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	INDIVIDUAL PERSONAL FILES - con't of OC-SP/SEO personnel on duty or TDY. (1959 to present)		
10.	CORRESPONDENCE 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 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

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Date

25X

CIA Records Administration Officer

RECORDS CONTROL SCHEDULE		SCHEDULE NO. 52-64-02/1	

25X

OFFICE, DIVISION, BRANCH	SIGNATURE
~~Special~~ Office of Communications ~~SIGINT~~ Programs Staff COMINT Operations	
	TITLE DATE Chief, OC-SPS - COMINT Operations 21 April 1964

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 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. (1960 to present)	1.0	Permanent. Disposal not authorized. Cut-off at end of 5 years then transfer to the Records Center.
2.	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 historical documents and should be retained permanently. (1954 to present)	.1	Permanent. Disposal not authorized. Cut-off at end of 5 years then transfer to the Records 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-off at end of 5 years then transfer to the Records Center.
	nter sent)	.2	Temporary. Cut-off at end of each calendar year; hold for 1 additional year then destroy.

Superseded 5/23/66 fgh

12 May 1964
Date

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

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 documents and should be retained permanently.

(1960 to present)

.1 — Permanent. Disposal not authorized. Cut-off at end of 5 years then transfer to the Records Center.

4. 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.

(1962 to present)

.1 — Permanent. Disposal not authorized. Cut-off at end of 5 years then transfer to the Records Center.

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.

(1962 to present)

1.2 — Temporary. Destroy after 25 years. Cut-off at end of each calendar year; hold for 2 years then transfer to the Records Center.

6. REFERENCE FILES

These files are maintained under a numeric system and are filed in chronological order.

   a. <u>Chronological</u> 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.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

	(1) <u>Cables and Dispatches</u>: File chronologically. (1963 to present)	10.0	Temporary. Maintain 6 months; destroy earliest month upon filing latest month.
	(2) <u>Correspondence</u>: File chronologically. (1962 to present)	2.0	Temporary. Retain 2 years in Office of Record and destroy.
	(3) <u>COMINT Cable Archives</u>: 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) <u>Memo for the Record</u>: Chronological 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. <u>Agency Regulations</u>: 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. <u>NSA Regulations</u>: 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)	.4	Temporary. Retain 5 years in Office of Record and destroy.

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RECORDS CONTROL SCHEDULE

SCHEDULE NO. 90-65-003

OFFICE, DIVISION, BRANCH

Office of Communications, Administration Staff

TITLE Chief, Records Management Staff   DATE 6 July 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	SUBJECT FILES	APPRO	
	These files are maintained under a numeric system by subject and consist of cables, dispatches, memoranda, forms and other correspondence reflecting policy, planning, programs, and activities of the boards and panels of the Administration Staff.		CIA Records Administration Officer
	a. 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 reflecting OC Personnel Policy.	0.1	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.
	(2). Planning, Programs, Boards and Panels: Correspondence on head-room, staffing, rotation, career development, annual personnel program review, contingencies, career boards and panels.	0.5	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.
	(3). Emergency Relocation/Evacuation: Planning papers on Emergency relocation of Headquarters...	0.2	Temporary. Retain on a current basis; destroy when superseded, or no longer ...erence.

Date 27 July 1965

GROUP 1
Excluded from automatic downgrading and declassification

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1.	SUBJECT FILES - con't		
	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.
	(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 Center.
	(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.	0.1	Temporary. Destroy 10 years after receipt in Records Center. Retain 3 years then transfer to the Records Center

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1.	SUBJECT FILES – con't		
	(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 recruitment, placement, career planning, fitness reports, promotion, reassignment 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:		
	(1). Position Control Registers		Temporary. Destroy 5 years after

SECRET

·2. PERSONNEL ADMINISTRATION - con't

	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Personnel indexed by component and Staffing Complement change authorizations. (1955 to present)		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 Contracted	1.4	Temporary. Type A employees screen and transfer to the Office of Personnel (Contract Division). All others screen and place in inactive file for one year then transfer to

SECRET

ITEM NO.	FILES IDENTIFICATION	TIME	DISPOSITION INSTRUCTIONS
2.	PERSONNEL ADMINISTRATION – con't		
			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 25 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.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	PERSONNEL ADMINISTRATION - con't		
	(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.	0.7	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)	0.1	Temporary. Retain 2 years then destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	PERSONNEL ADMINISTRATION - con't		
	e. Employee Accounting Records:		
	(1). These files are arranged alphabetically and contain requests for advances, payment of allowances, accounting, travel orders, and other financial transactions affecting individuals. (1960 to present)	32.0	Temporary. Retain no longer than 2 years then destroy. Destroy complete file upon termination, separation or transfer of employee.
	(2). Time and Attendance Reports on Headquarters and Field personnel, Staff and Division overtime reports and overtime approvals filed by pay period. (1964 to present)	1.0	Temporary. Retain for 1 fiscal year then destroy.
	(3). Machine listings reflecting the leave status of Headquarters personnel and files concerned with the administration of the overtime program within OC. (1964 to present)	0.5	Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.
3.	BUDGET AND FISCAL ADMINISTRATION		
	a. OC Accounting:		
	These files are maintained in a numeric subjective system comprised of memoranda, cables, dispatches, and forms, and consist of:	1.5	
	(1). General correspondance surrounding the administration of funds for Headquarters, [ ] and Field Stations. (FY 1963 to present)		Temporary. Retain 3 fiscal years then destroy.
	(2). Files concerning the administration of imprest funds. (1964 to present)		Temporary. Retain until after final audit and clearance then destroy.

SECRET

3. BUDGET AND FISCAL ADMINISTRATION - cont'd

    b. <u>Miscellaneous Obligation Records</u>:

      These files are arranged by subject and fiscal year and consist of records of obligations, expenditures, and allotments (Form 1642, Requisition Control Record).

    c. <u>Property Obligations</u>:

      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.

    d. <u>Elapsed Appropriations</u>:

      These files are arranged chronologically by fiscal year and consist of Active Obligation records containing forms and machine listings for past appropriations.

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)

Temporary. Cut-off at the end of each fiscal year, hold for 2 fiscal years, then destroy.

Temporary. Hold until the account has been cleared then destroy.

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AMENDMENT
APPROVED:

CIA Records Administration Officer

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	BUDGET AND FISCAL ADMINISTRATION - con't		

Superseded Revision dtd 16 Feb '71

	b. Miscellaneous Obligation Records:		
	These files are arranged by subject and fiscal year and consist of records of obligations, expenditures, and allotments. (FY 1963 to present)	8.0	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.
	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. (FY 1963 to present)	8.0	Temporary. Cut-off at the end of each fiscal year, hold for 2 fiscal years then destroy.
	d. Elapsed Appropriations:		
	These files are arranged chronologically 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, Allotment 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.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	BUDGET AND FISCAL ADMINISTRATION - con't		
	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. Cover:		
	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.		Temporary. Retain on a current basis; destroy when clearance cancelled.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	SECURITY, LOGISTICS, SERVICES AND COVER ADMINISTRATION - con't		
	(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 basis; destroy when superseded, or no longer needed for reference.
		0.1	Temporary. Retain on a current basis; 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 owned vehicles. Also contains	0.7	Temporary. Retain active material and destroy inactive records. Destroy material upon cancellation of TVA.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	SECURITY, LOGISTICS, SERVICES AND COVER ADMINISTRATION - con't	SECRET	
	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 year and previous fiscal year. Destroy all 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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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190012-0

ITEM NO.	FILES IDENTIFICATION		DISPOSITION INSTRUCTIONS
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.
	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)	0.2	Temporary. Destroy when superseded or no longer needed for reference.

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

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	REPORTS AND SURVEYS - con't		
	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.
	l. 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)	0.1	Temporary. Retain current inventory then destroy previous inventories.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	REPORTS AND SURVEYS - con't		
	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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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	CHRONOLOGICAL MATERIALS/REFERENCE - con't		
	(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.

SECRET

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 (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 pertaining to Personnel, Administration, Policy, Plans, Programs, Emergency Plans, Organization and Administration of the OC-Security Staff, and its branches. (1961 to present)	3.5	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.
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, 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.	1.0	Permanent. Retain two years, then transfer to the Records Center.
	b. Monthly Branch Reports	.2	Temporary. Retain 2 years and destroy.
	c. Weekly Staff Notes of Branch Activities	.5	Temporary. Retain 1 month and destroy.
	d. Top Secret Inventory - An inventory of all Top Secret documents assigned.	..1	Temporary. Retain current and superseded copy. Destroy previous inventories.
	e. Cryptographic Inventory - An inventory of all Cryptographic Documents and Cryptographic Equipments.	.5	Temporary. Retain current and superseded copy. Destroy previous inventories.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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. United States Intelligence Board (USIB).	.1	Permanent. Disposal not authorized. Retain 5 years, then transfer to Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

Security Staff / OC

3. SPECIAL COMMITTEES - con't

b.	United States Communications Security Board (USCSB)	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 5 years, then transfer to Records Center.
e.	NSA on COMSEC	.5	Temporary. Destroy after 10 years. Retain 5 years, then transfer to Records Center.
f.	DOD Research and Engineering Coordination (CREC)	.1	Temporary. Destroy after 10 years. Retain 5 years, then transfer to Records Center.
g.	CIA Audio Countermeasure Group	.1	Temporary. Destroy after 10 years. Retain 5 years, then transfer to Records Center.

Schedule 50-64/04

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.	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, destroy non-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 Cryptographic Clearance (True and Pseudonym.)	3.0	Temporary. Destroy after 50 years. Retain active cards, transfer inactive card to Records Center. (con't)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	SPECIAL COMMITTEES - con't		
	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	.1	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. 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 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		
	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)

Amendment #3, dated _15_ May 1967

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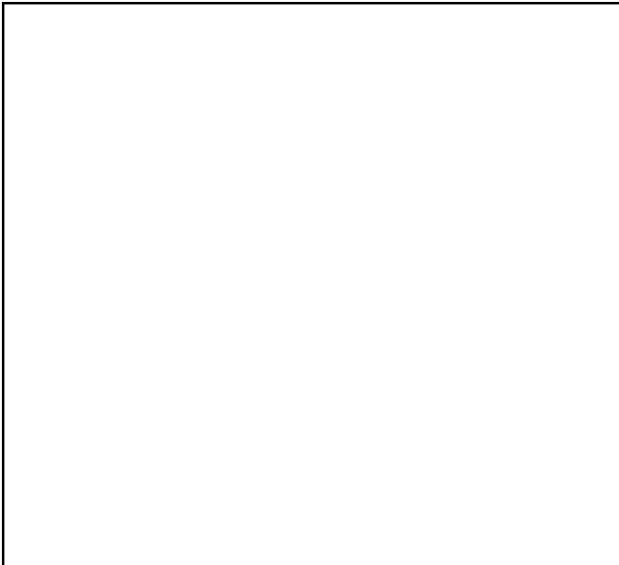| ITEM NO.	FILES IDENTIFICATION		DISPOSITION INSTRUCTIONS
	c. Control and Accountability Cards ¹ con't		Recall inactive cards every five years up-date inactive deck prepare inactive run then redeposit cards in Records Center.
	(2) Machine List of each Revocation of Cryptographic Clearances.	.2	Temporary. 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.

SECRET

FORM NO. 139a USE PREVIOUS EDITIONS.

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

(41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	4. SECURITY - 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.

FORM NO. 139a USE PREVIOUS
1 JAN 56 EDITIONS.

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

(41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	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 techniques.	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 communications security of the World-Wide Communications Centers.	8.0	Temporary. Retain current material and destroy superseded, outdated, and material no longer needed for reference.

SECRET

7. SITE SECURITY FILES - con't

b. Communications Security Standards and
Policies: These files consist of reports,
dispatches, cables, memoranda, and corres-
pondence 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.

SECRET

8. SIGNAL AND EQUIPMENT SECURITY FILES - con't **SECRET**

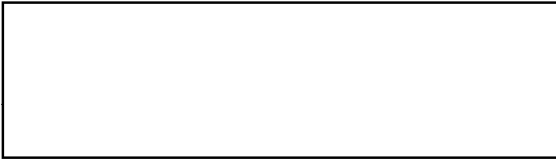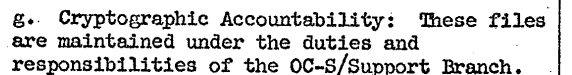|		
c. Cryptographic Principle Files: These files contain correspondence on Cryptographic data sheets, [____] Automatic key, plus special cryptographic principles for particular equipment and systems.	.2	Temporary. Destroy 5 years after receipt in Records Center. Review every 2 years, retain record material 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.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	SIGNAL AND EQUIPMENT SECURITY FILES - con't		
	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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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 consist of Agency and non-Agency correspondence, booklets, publications, and brochures on cryptographic related equipment and materials.

— .2 — Temporary. Destroy 50 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 | 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.

   (1) Locator Cards: Disposition Record of each Cryptographic document

      (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.

      (c) Third end of Cryptographic pads. — .5 — Retain while active, destroy non-current material.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	SUPPORT FILES - Con't		

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

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.

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-current material.

(b) Record of item location

Retain while active, destroy non-current material.

(c) Third end of cryptographic pads

Retain while active, destroy non-current material.

(2) **History Run** - 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.

(4) **Transfer and Destruction Reports** - Signed transfer/destruction reports of accountable cryptographic material on Form 111 or equivalent.

Temporary. Destroy after ~~5~~ 10 years. Retain 2 years, then transfer to the Records Center.

Obsolete. See Revised 9.g (4) att.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	g. Cryptographic Accounts Release 2005/11/21 : CM-RDP78-00487A000100190012-0		
	(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 (IBM) 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	*Temporary. 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. 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)	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 documents, to OC-RMS for disposition.)

*Indicates change from approved amendment dated 14 July 1965

APPROVED: _____ 7/6/66
　　　　　　　　　　　　　　　　Date
CIA Records Administration Officer

Amendment #2, dated 29 June 1966

APPROVE

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	g. Cryptographic Accountability - con't		RMS
	(2) Histroy Run - Inventory of Crypto-graphic Transactions.	6.0	Temporary. Destroy after 15 years. Retain 1 year, then transfer to Records Center.
	(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.
	(4) Station Files - Files are in alpha-betical order and contain destruction reports, transfer reports, and corres-pondence pertaining to these reports.	12.0	
	(a) Concerned with staff link materials.		Temporary. Destroy after 3 years. Retain in current files 3 years and destroy.
	(b) Concerned with clandestine use materials.		Temporary. Destroy after 10 years. Cut-off at end of 3 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 materials.	.4	Temporary. Retain 6 months and destroy.
	i. Employee Club: Files consist of listings, and correspondence, on the membership and standing of each employee.	.4	Temporary. Destroy when no longer needed.
10.	**TOP SECRET DOCUMENTS**		
	Top Secret correspondence, publications, and manuals. (1952-present)	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 document. (Return all Top Secret Documents, except Cryptographic documents, to OC-RMS for disposition.)

APPROVED _____ 7/14/65
Date
CIA Records Administration Officer

APPROVED

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11. <u>CHRONOLOGICAL FILES</u>

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. <u>PUBLICATIONS</u>

These files are maintained under a numeric and subjective system and are filed in chronological order (1954 - present).

a. <u>OC Regulations:</u>

    4.0   Temporary. Retain on a current basis, destroy when superseded, obsolete, or no longer needed for reference.

(2) Staff Issuances - OC Publications, copies of OC Notices, OC-Orders, OC-Memoranda and other internal issuances and directives.   1.0   Temporary. Retain on a current basis, destroy when superseded, obsolete, or no longer needed for reference.

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12. <u>PUBLICATIONS</u> - con't

   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.

13. <u>RECORDS MANAGEMENT</u>

   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 sheets and pouch addresses. They are filed in an alphabetic system by station.   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

18 June 1965
  Date

CIA Records Administration Officer

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25X

OFFICE, DIVISION, BRANCH

OFFICE OF COMMUNICATIONS TELECOMMUNICATIONS STAFF

X1

TITLE DATE 7 Sept. 1965
Chief, Records Management Staff

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, cables, dispatches, and other correspondence reflecting the activities of the Staff. (1952 – present)		
	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.

X1

X1

GROUP 1
Excluded from automatic
declassification

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FORM NO. 139 USE PREVIOUS
1 JAN 56 EDITIONS.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	**REPORTS**		
	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. (1953 - present)		
	a. **Monthly Reports:**		
	(1) Staff	0.2	Permanent. Disposal not authorized. Cut-off at end of 2 calendar years, then transfer to the Records Center.
	(2) Branch	0.2	Temporary. Retain no longer than 1 year, then destroy.
	b. **Annual Program Review and Forecast:** Forecast of personnel, equipment, and facilities required by fiscal year.	0.1	Temporary. Retain 3 years, then destroy.
	c. **Accomplishments and Objectives:** Annual Report on the Objectives and Accomplishments of the Staff.	0.1	Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center.
	d. **Economy:** Quarterly report on financial matters.	0.1	Temporary. Retain 2 years, then destroy.
	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.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	REPORTS - con't		
	(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.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	NATIONAL COMMUNICATIONS SUB-COMMITTEE These files are maintained under a numeric system and consist of correspondence relating to the various tasks set-forth 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 Records Center.
6.	STAFF COMMUNICATIONS EQUIPMENT FILES 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 for 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.	2.0	Temporary. Destroy after 5 years. Cut-off at end of each Fiscal Year, hold 1 additional year, then transfer to the Records Center.
	c. Requirements: Correspondence relating to Staff Communications equipment requirements.	0.8	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.

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6. STAFF COMMUNICATIONS FILES - con't

    d. <u>Procurement</u>: These files consist of correspondence relating to the procurement of cryptographic material and teletype equipments.

Temporary. Retain 3 years, then destroy.

    e. <u>Strategic Reserves</u>: These files consist of correspondence and reports relating to equipment stockpiles world-wide.

0.1

Temporary. Destroy 10 years after receipt in Records Center. Review every year, destroy non-record material, retain material needed for current operations, and transfer in-active record material to the Records Center.

    f. <u>Reference Material</u>: These files consist of circuit charts, layout charts, equipment standards, [ ] Files are maintained for the convenience of reference.

0.6

Temporary. Destroy when superseded or no longer needed for reference.

7. SYSTEM OPERATIONS

    These files are maintained in a numeric subjective system and consist of the following:

    a. <u>Station Files</u>: 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.
(1960 - present)

6.0

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 in-active record material to the Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	SYSTEM OPERATIONS - con't		
	b. **Indicators and Designators:** These files are arranged by subject and consist of the following:		
	(1) Routing:		
	Correspondence relating to the assignment, maintenance, and cancellation of routing indicators for agency stations. (1962 - present)	0.3	Temporary. Retain on a current basis, destroy inactive and obsolete material
	(2) Cryptographic (System):		
	These files consist of correspondence relating to the assignment and maintenance of internal cryptographic indicators on traffic. (1949 - present)	1.0	Temporary. Retain on a current basis, destroy inactive and obsolete material.
	(3) Cable Designators:		
	These files contain correspondence relating to the assignment, and maintenance of station cable designators (agency). (1962 - present)	0.1	Temporary. Retain on a current basis, destroy when obsolete or superseded.
	c. **Procedural Documents:** These documents are maintained in a subjective sequence and consist of Allied Communications Publications, Joint Army Navy Allied Publications, Joint Armed Forces Publications Changes, Communications Operating Instructions, and Communications Improvement Notices used in the routing of traffic via the various networks. (1959 - present)	2.5	Temporary. Retain on a current basis, destroy when superseded or obsolete.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

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7. SYSTEM OPERATIONS - con't

      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 material to the Records Center.

        (2) Signal Center Systems:

           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 material 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 obsolete.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	SYSTEM OPERATIONS - con't		
	(4) Teletape:		
	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.
8.	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 outdated.
	(2) Correspondence relating to traffic reports.		Temporary. Retain for 15 years then destroy.
	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, destroy 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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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	RADIO COMMUNICATIONS		
	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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9. <u>RADIO COMMUNICATIONS</u> - con't

    e. <u>Reciprocal Radio and Amateur
Agreements:</u> 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. <u>Amateur Radio Station Approval:</u>
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. <u>Communications Documents:</u>
These files consist of radio communi-
cations documents, emergency radio system
manuals, and staff signal plans.
(1962 - present)

2.0 — Temporary. Retain on current basis,
destroy when superseded or no
longer needed for reference.

    h. <u>Medium/High Speed Communications
Documents:</u> These files consist of copies
of medium/high speed radio communications
documents [   ]
and correspondence relating to the main-
tenance of emergency radio equipment.
(1964 - present)

0.2 — Temporary. Retain on current
basis, destroy when superseded or no
longer needed for reference.

-10-

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10.	**ANALYSIS AND DEVELOPMENT** These files are maintained under a numeric subjective system and consist of: (1963 – present)		
	a. <u>Equipment</u>: 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.
	b. <u>Projects, Programs, and Systems</u>: 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 items and transfer non-current record material to the Records Center.
*11.	**PUBLICATIONS AND MANUALS** These files are maintained under a numeric system and consist of: (1958 – present)		
	a. <u>OC Regulatory Issuances</u>: OC Orders and Notices.	0.3	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
	*Item 11, sub-paragraph a. deleted; sub-paragraphs b. and c. were changed to read a. and b.		AMENDMENT #1 dated 16 May 1967. APPROVE

SECRET

25X

FORM NO. 139a USE PREVIOUS
1 JAN 56 EDITIONS.   **RECORDS CONTROL SCHEDULE** - CONTINUATION SHEET   (41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

SECRET

*11.	PUBLICATIONS AND MANUALS — con't		
	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. Cables:	0.3	Temporary. Retain 1 year, then destroy.
	b. Dispatches:	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.

*Item 11, sub-paragraph a. deleted; sub-paragraphs b. and c. were changed to read a. and b.

AMENDMENT #1, dated ____15____ May 1967.

APPROVE

25X

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10.	**ANALYSIS AND DEVELOPMENT**		*Telecom Staff/OC*
	These files are maintained under a numeric subjective system and consist of: (1963 - present)		*Schedule 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.
	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 items and transfer non-current record material to the Records Center.
11.	**PUBLICATIONS AND MANUALS**		
	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-RDP78-00487A000100190012-0

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	PUBLICATIONS AND MANUALS - con't		
	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. Cables:	0.3	Temporary. Retain 1 year, then destroy.
	b. Dispatches:	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.

APPRO

CIA Records Administration Officer

10 Sept 1965
Date

25X

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

RECORDS CONTROL SCHEDULE

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

Office of Communications Engineering Staff

TITLE
Chief, OC-RMS   1 November 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	REPORTS	APPRO	
	These files are maintained in a numeric system and consist of monthly reports, special reports, and other reports pertaining to policy, liaison, problems, actions, and other data pertinent to the methods, standards, equipments, procurements, research and development, and the communications engineering staff support to the agency world-wide staff and clandestine communications systems, and equipment. (1953 - present)		Date
	a. Staff Monthly Reports	0.9	Permanent. Cut off every 2 years, then transfer to the Records Center.
	b. Branch Monthly Reports	1.3	Temporary. Retain 1 year, then destroy.
	c. [ ] Monthly Reports	0.2	Temporary. Retain 1 year, then destroy.
	d. Weekly Staff Notes	0.9	Temporary. Retain 1 month, then destroy.
	e. Top Secret Inventory:	0.2	Temporary. Retain current and superseded copy. Destroy previous inventories.
	An inventory of all Top Secret documents assigned.		

GROUP 1
Excluded from automatic downgrading and

REPORTS - con't

f. Cryptographic Inventory: An inventory of all cryptographic documents and cryptographic equipment. — 0.2 — Temporary. Retain current and superseded 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 the 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 the Records Center.

h. Annual Program Forecast Files:

These files consist of copies of the annual forecast requirements of personnel, equipment, and facilities and the preliminary estimates, office estimates, operating budget, narrative, and statistical statements of requirements and related work papers. These files are used in preparing the OC-E forecast and OC budget presentation.

(1) Staff Annual Program Forecast — 0.1 — Temporary. Retain 3 years, then destroy.

(2) Branch Annual Program Forecast — 1.0 — Temporary. Retain 1 year, then destroy.

i. Quarterly Economy Report on Financial Matters — 0.3 — Temporary. Retain 2 years, then destroy.

j. _____ (Semi-Annual Engineering Report) — 6.0 — Temporary. Retain on a current basis; destroy when superseded, outdated, or no longer needed for reference.

X1

SECRET

REPORTS — con't

X1	k[____](Semi-Annual Communications Equipment Report)	1.1	Temporary. Retain on a current basis; destroy when superseded, outdated, or no longer needed for reference.
X1	l.[____]Communications Security Questionnaire and Report)	3.0	Temporary. Retain on a current basis; destroy when superseded, outdated, or no longer needed for reference.
	m. Equipment Test Report	0.1	Temporary. Retain until equipment is obsolete, then destroy.
	n. Foreign Intelligence Reports: These files contain reports on foreign equipment.	0.1	Temporary. Review every 6 months, destroy reports no longer needed for reference.
	o. D/CO Staff Meetings	0.1	Temporary. Retain 1 year, then destroy.
	p. Accountability Reports: These files contain correspondence concerning the receipt, destruction, transfer, and inventory of accountable documents.	0.3	Temporary. Destroy when superseded or no longer needed for reference.
	(1) Top Secret publications, manuals, and documents.	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.)
	(2) Cryptographic documents, manuals, etc.	4.2	Temporary. Retain until superseded, outdated, or no longer needed for reference. Destruction authorized in accordance with cryptographic destruction procedures.

SECRET

SECRET

REPORTS - con't

q. Annual Training Status Reports of Staff Personnel	0.9	Temporary. Retain 2 years, then destroy.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	PERSONNEL ADMINISTRATION FILES **SECRET**		
	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 personnel actions affecting the individual. Also included are Fitness Reports, correspondence, cables, dispatches, and other documents such as training, processing, and travel information.	12.0	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 or transfer.
	(3) T/O Files: These files consist of records relating to the staffing pattern, copies of monthly personnel reports, T/O changes,	0.7	Temporary. Destroy when superseded or obsolete.

PERSONNEL ADMINISTRATION FILES - con't

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, testing 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.

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

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	PERSONNEL ADMINISTRATION FILES - con't		
	(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 basis; 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 basis; 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.	1.0	Temporary. Retain on a current basis; destroy when superseded, or no longer 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-Career Program.	0.1	Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

SECRET

3.	SUBJECT FILES		

These files are maintained under a numeric system by subject and consist of correspondence, cables, dispatches, and other correspondence reflecting the activities of the Staff. (1951 - present)

a. **Organization and Administration Files:** These files consist of correspondence, memoranda, reports, and related records pertaining to the Policy, Plans, Programs, Functions, Responsibilities, Table of Organization, Liaison, and Administration of the Staff. — 4.1 — Temporary. Destroy 5 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.

b. **Security Files:** These files consist of correspondence, directives, and forms relating to security. — 0.4 — Temporary. Destroy when superseded or no longer needed for reference.

c. **Emergency Communications Planning Files:** These files consist of memoranda, reports, relocation procedures, plans, and other correspondence pertaining to Emergency Relocation Planning. — 0.4 — Temporary. Retain on a current basis. Destroy non-current material.

d. **Building Construction, Renovation and Remodeling of Facilities Files:** These files contain reports, pictures, maps, blueprints, building drawings, floor plans, dispatches, cables, and other correspondence pertaining to the renovation, remodeling, and construction of OC stations and facilities. — 3.8 — Temporary. Destroy after 50 years. Retain 1 year after work completed, then transfer to the Records Center.

e. **Services Files:** These files are maintained under a numeric system and consist of:

(1) Administrative Supplies and Services — 0.5 — Temporary. Retain no longer than 1 year, then destroy.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

SUBJECT FILES - con't

	(2) Library Requests	0.4	Temporary. Destroy when request is filled.
	(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.	1.1	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 preparation of the Staff budget, allocations, and obligations.	4.6	Temporary. Retain 3 years, then destroy.
	h. Transmittal Manifest Files: These files are maintained under a numeric system and contain "IN and OUT" transmittal manifests.	2.0	Temporary. Retain 1 year, then destroy.

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 mate-
rial used by agency and non-agency
officials regarding engineering technical
research and development, supply proced-
ures, planning, as well as support to the
Agency in the communications engineering
support fields. (1955 - present)

	VOLUME	DISPOSITION INSTRUCTIONS
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. CIA Patent Board	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 firms	2.5	Temporary. Review every 6 months and destroy outdated material.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	TECHNICAL AND SPECIAL COMMITTEES AND BOARD FILES - con't	SECRET	
	(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.
	j. Research and Development Review Board	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.

SECRET

ITEM NO.		V/LINE	DISPOSITION INSTRUCTIONS

5. LIAISON FILES

SECRET

   a. Technical Liaison Files: These files are maintained under an alphabetic system and consist of:

    (1) Bio data and correspondence on commercial and/or military representatives. (forms) (1960 - present) — **3.6** — Temporary. Retain on a current basis; destroy when no longer needed for reference.

    (2) Security Clearance Files: Index for military and commercial firm personnel. Listed by commercial firm and contains name, date of clearance, job title, and type of clearance. (1952 - present) — **0.5** — Temporary. Retain on a current basis; cancel clearance and destroy when no longer needed for reference.

    (3) Correspondence Files: Letters to and from commercial firms and military establishments on requests to and from them on technical specifications, visitations, and receipt of correspondence on their latest equipment. (1957 - present) — **2.1** — Temporary. Commercial firm correspondence retain 2 years, then destroy. Military correspondence retain 5 years, then destroy.

    (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) Technical Representative Liaison Monitoring - Correspondence from and to commercial firms regarding rotation and replacement of personnel including personnel resume. — **0.1** — Temporary. Retain on a current basis; destroy outdated material.

SECRET

FORM NO. 139a USE PREVIOUS EDITIONS. RECORDS CONTROL SCHEDULE - CONTINUATION SHEET (41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

LIAISON FILES - con't **SECRET**

    b. Inter & Intra-Agency Liaison
Files: These files are maintained under
an alphabetic system and consist of
correspondence on communications staff
and clandestine equipment, equipment
requirements, and/or exchange of equip-
ment or information to and from inter
and intra-agency components, foreign
governments, and military establishments.
(1955 - present)

          1.0   Temporary. Retain 5 years, then
destroy.

    c. Contractor Contract Reports:
These files consist of trip reports
regarding specific equipment and the
research and development of equipment
by commercial firms.

          1.0   Temporary. Retain 2 years, then
destroy.

SECRET

-13-

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	REFERENCE MATERIALS **SECRET**		
	a. Working Files: These files are maintained for the convenience of the user and consist of documents, books, publications, catalogs, periodicals, maps, rough notes, drafts, forms, etc., accumulated and temporarily maintained separate from any file system until a specific job has been completed. The collection may also include folders and documents temporarily charged out of a file system or on loan from the Library.	82.0	Upon completion of a specific job, return any loaned materials to file or the Library, then destroy remaining papers.
	b. Reference Materials: These materials consist of classified and unclassified catalogs, schematics, bulletins, books, commercial report data, manuals, brochures, trip reports, booklets, periodicals, maps, and similar material from various sources, and used for reference purposes. This information relates to communications equipment, system, theory, and techniques relating to communications support functions at Headquarters and in the field.	285.0	Temporary. Destroy when obsolete, superseded, or no longer needed for reference; except material that has future value may be sent to the Records Center for 5 years, then destroy.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	CHRONOLOGICAL FILES **SECRET**		
	These files consist of extra copies of correspondence and are maintained under a numeric system for convenience of reference. (1958 - present)		
	a. Cables	4.4	Temporary. Maintain 1 year, *destroy* earliest month upon filing latest month.
	b. Dispatches	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.		
	(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.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	**PUBLICATIONS AND HANDBOOKS** These files are maintained under a numeric system and are filed in chronological order. (1953 - present) a. <u>OC Regulatory Issuances</u>:		
	(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) <u>Equipment Notices</u>: Notices on new equipment developed by OC and commercial firms.	2.0	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
	(a) <u>Equipment Notice Index</u>: 3x5 cards indexing the equipment notices.	0.5	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
	(3) <u>Work Orders and Work Order Modifications</u>: These files consist of Work Orders, Requests, and modification work orders for communications equipment	3.0	Temporary. ~~Destroy when outdated.~~ Retain until superseded, outdated, or no longer needed for reference, then transfer one copy to the Records Center. **Destroy after 5 years.**
	(4) <u>Engineering Technical Bulletins</u>: Field handbooks on technical communications engineering theory, test procedures, equipment, and equipment parts of interest to communications components.	12.0	Temporary. ~~Destroy when outdated.~~ Retain until superseded, outdated, or no longer needed for reference, then transfer one copy to the Records Center. **Destroy after 5 years.**
	(5) <u>Engineering Technical Manuals</u>: Manuals consisting of technical information and data on OC Equipment.	8.0	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.

SECRET

PUBLICATIONS AND HANDBOOKS - con't

SECRET

(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.

SECRET

9. <u>CORRESPONDENCE FILES</u>

    These files are maintained under a
numeric system by subject and consist
of: (1952 - present)

    a. <u>Inter and Intra-Agency Liaison</u> | 12.0 | Temporary. Destroy 5 years after
<u>Correspondence:</u> These files contain | | receipt in the Records Center. Review
Agency, Military, Commercial, and other | | every 2 years, destroy non-record
Agency correspondence concerning com- | | material needed for current operations,
munications equipment, or systems, and | | then transfer to the Records Center.
equipment developments for application
in the implementation of communications
activities, and the technical evaluation
of equipment and systems used in
support of Agency operations.

    b. <u>Records Management:</u> These files | 1.0 | Temporary. Destroy when outdated or
contain materials dealing with the OC | | no longer needed for reference.
Records Management Program, i.e.;
reference material, procedural guidance,
records of archiving, destruction,
management improvement, and filing
systems.

SECRET

ITEM NO.		VOLUME	DISPOSITION INSTRUCTIONS
10.	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 the 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)	1.0	Temporary. Destroy after 25 years. Close files every 3 years, then transfer to the Records Center.

FORM NO. 139a USE PREVIOUS EDITIONS.   RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

RECORDS CONTROL SCHEDULE

SECRET

SCHEDULE NO.

25X

OFFICE, DIVISION, BRANCH

Office of Communications..Engineering Staff

X1

	TITLE	DATE
	Chief, OC-RMS	23 March 1966

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	

25X

APPRO

7 April 1966
Date

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET Amendment 1, dated 23 March 1966

(41)

FORM NO. 139 USE PREVIOUS
1 JAN 56 EDITIONS.

SECRET

RESEARCH AND DEVELOPMENT FILES - con't

c. **Technical Committee and Board Files:** These files consist of:

		VOLUME	DISPOSITION INSTRUCTIONS
	(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 pertaining 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, 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.	36.0	Permanent. Disposal not authorized. Retain 2 years after completed, terminated, or cancelled, then transfer to the Records Center.

SECRET

Amendment 1, dated 23 March 1966

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	RESEARCH AND DEVELOPMENT FILES - con't trip reports, work orders, contract monthly reports, Analysis and Appraisal Reports, OC-E Equipment Notices, etc., on the equipment status and development. (1956 - present)	**SECRET**	
	(1) Special Communications Satellite Projects. (1963 - present)	9.0	Permanent. Disposal not authorized. Retain 2 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: Note- books containing data accumulated by technical personnel either to be duplicated in technical reports or elsewhere in case files, or to be be of such a routine or fragmen- tary 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	Permanent. Disposal not authorized. Retain on a current basis; forward 1 copy to the R&D Lab as created for inclusion in the Library.

Amendment 1, dated 23 March 1966

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	RESEARCH AND DEVELOPMENT LABORATORY FILES	SECRET	
	These files are maintained under a numeric system by subject and consist of reports, cables, dispatches, and correspondence reflecting the activities of the Research and Development Laboratory.		
	a. Analysis and Appraisal Report Files: These reports are filed by number and cross referenced by project number. The reports relate to the research and development, testing, and evaluation of agency, commercial, and foreign items (and in some cases production items) to make sure that design, technical characteristics, and requirements are met and to provide information for corrective action. Included are research, environmental, engineering service, and other test directives; plans, preliminary, final Analysis and Appraisal Reports; related correspondence; and comparable test data. (1951 – present)	47.0	Permanent. Disposal not authorized. Cut-off at end of 5 years, then transfer to the Records Center.
	b. Internal Design Project Files: These files contain/reflect a complete history of each project from initiation through research, development, design, testing, procurement, and production. They include correspondence, notes, manuals, 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 economical or desirable for efficiency. (1951 – present)	44.0	Permanent. Disposal not authorized. Cut-off at end of 5 years; then transfer to the Records Center.

SECRET

Amendment 1 dated 23 March 1966

1 JAN 56

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	RESEARCH AND DEVELOPMENT LABORATORY FILES con't		
	c. Laboratory Notebooks: These notebooks are used to record and preserve engineering and scientific data and to provide legal evidence of the date of conception of invention. They contain data essential in establishing patent rights. All laboratory notebooks are identified by the author's name and contain the reports, development progress, and the projects, tasks, or subtasks to which they pertain. (1951 - present)	23.0	Permanent. Disposal not authorized. Cut-off at end of 5 years; then transfer to the Records Center.
	d. R&D Technical Reference Files: These files consist of R&D technical reports, investigated findings, and scientific publications maintained as a source of ready reference for R&D personnel. (1950 - present)	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: These files consist of correspondence, requirements, schematics, specifications, design layouts, and equipment drawings for OC peculiar equipment. (1951 - present)	51.0	Permanent. Disposal not authorized. Retain while active, hold 1 additional year, then transfer to the Records Center.
	f. Project Control Files: These files consist of cards, logs, and indices filed by project. (1951 - present)		
	(1) Project Cards - indexed to active and inactive project files. (1951 - present)	0.5	Temporary. Destroy when no longer needed for reference.
	(2) Project Initiation Assignment Sheets - (1951 - present)	0.5	Temporary. Destroy when no longer needed for reference.

, dated 23 March 1966

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	RESEARCH AND DEVELOPMENT LABORATORY 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 completion sheets, then destroy.
	(5) Research and Development Work Schedules – consist of development, fabrication, and design work schedules for projects completed by the Laboratory.	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 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)	0.5	Permanent. Disposal not authorized. Retain 3 years, then transfer to the Records Center.

SECRET

Amendment 1, dated 23 March 1966

FORM NO. 139a USE PREVIOUS
1 JAN 56 EDITIONS.   RECORDS CONTROL SCHEDULE - CONTINUATION SHEET   (41)

RESEARCH AND DEVELOPMENT FILES - con't **SECRET** 50-65/06

c. Technical Committee and Board
Files: These files consist of:

(1) Agenda, directives, minutes 2.0 — Temporary. Retain 2 years, then destroy.
of meetings, and reports cover-
ing general operations of the
committee or board.

(2) Papers relating to the 4.0 — Temporary. Destroy after 25 years.
establishment, revision, or Retain 3 years, then transfer to the
termination of individual pro- Records Center.
jects and contracts.

(3) Correspondence files per- 2.0 — Temporary. Destroy after 15 years.
taining to the committees and Close file every 3 years, then transfer
boards. to the Records Center.

(4) Meetings with foreign 1.0 — Temporary. Destroy after 10 years.
representatives on communications Retain 2 years, then transfer to the
equipment. Records Center.

d. Special Equipment Studies Files: 4.0 — Temporary. Retain on a current basis;
These files contain correspondence and destroy when outdated or no longer
studies on communications equipment, needed for reference.
contracts, projects, systems designs,
etc. (1955 - present)

e. External Contract Files: These 36.0 — Temporary. Destroy after 25 years.
files consist of individual procurement Retain 2 years after completed,
translations, i.e., documents relating to terminated, or cancelled, then transfer
the negotiations, commitments, placements, to the Records Center.
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 **SECRET**

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	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 Communications Satellite 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.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	RESEARCH AND DEVELOPMENT LABORATORY FILES		
	These files are maintained under a numeric system by subject and consist of reports, cables, dispatches, and correspondence reflecting the activities of the Research and Development Laboratory.		
	a. Analysis and Appraisal Report Files: These reports are filed by number and cross referenced by project number. The reports relate to the research and development, testing, and evaluation of agency, commercial, and foreign items (and in some cases production items) to make sure that design, technical characteristics, and requirements are met and to provide information for corrective action. Included are research, environmental, engineering service, and other test directives; plans, preliminary, final Analysis and Appraisal Reports; related correspondence; and comparable test data. (1951 - present)	47.0	Temporary. Destroy after 25 years. Cut-off at end of 5 years; then transfer to the Records Center.
	b. Internal Design Project Files: These files contain/reflect a complete history of each project from initiation through research, development, design, testing, procurement, and production. They include correspondence, notes, manuals, 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 economical or desirable for efficiency. (1951 - present)	44.0	Temporary. Destroy after 25 years. Cut-off at end of 5 years; then transfer to the Records Center.

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SECRET

RESEARCH AND DEVELOPMENT LABORATORY FILES con't

c. Laboratory Notebooks: These notebooks are used to record and preserve engineering and scientific data and to provide legal evidence of the date of conception of invention. They contain data essential in establishing patent rights. All laboratory notebooks are identified by the author's name and contain the reports, development progress, and the projects, tasks, or subtasks to which they pertain.
(1951 - present)

23.0 — Temporary. Destroy after 25 years. Cut-off at end of 5 years; then transfer to the Records Center.

d. R&D Technical Reference Files: These files consist of R&D technical reports, investigated findings, and scientific publications maintained as a source of ready reference for R&D personnel. (1950 - present)

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: These files consist of correspondence, requirements, schematics, specifications, design layouts, and equipment drawings for OC peculiar equipment. (1951 - present)

51.0 — Temporary. Retain on a current basis; destroy when outdated or no longer needed for reference.

f. Project Control Files: These files consist of cards, logs, and indices filed by project. (1951 - present)

(1) Project Cards - indexed to active and inactive project files. (1951 - present)

0.5 — Temporary. Destroy when no longer needed for reference.

(2) Project Initiation Assignment Sheets - (1951 - present)

0.5 — Temporary. Destroy when no longer needed for reference.

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

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	RESEARCH AND DEVELOPMENT LABORATORY 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 completion sheets, then destroy.
	(5) Research and Development Work Schedules - consist of development, fabrication, and design work schedules for projects completed by the Laboratory.	0.2	Temporary. Retain 3 years, then destroy.
	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)	0.5	Temporary. Destroy after 10 years. Retain 3 years, then transfer to the Records Center.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

RESEARCH AND DEVELOPMENT LABORATORY
FILES – con't

SECRET

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.*I*

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 requisitions, specifications, purchase orders, delivery information, and related correspondence and papers.

2.0 — Temporary. Transfer to inactive file in office area at end of Fiscal Year. Retain there until after audit. Retire to the Records Center, then destroy 3 years after end of Fiscal Year covered.

SECRET

SECRET

PROCUREMENT AND SUPPLY FILES - con't

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 proced-
ural 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.

i. Property Passes: These files
consist of forms reflecting all equip-
ment or property taken off post.
(1965 - present)

0.2 — Temporary. Destroy 3 months after return to issuing officer.

SECRET

ITEM NO.		VOLUME	DISPOSITION INSTRUCTIONS
12.	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. Review annually, destroy non-record material, retain material needed for current operations, transfer inactive material 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 on the evaluations and other items relating to screen rooms, patch panels, antenna and antenna equipment, etc. (1958 - present)	24.0	Temporary. Review annually, destroy 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, destroy superseded and outdated material no longer needed for reference.

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(41)

FORM NO. 139a USE PREVIOUS
1 JAN 56 EDITIONS.

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

ENGINEERING SUPPORT FILES - con't

SECRET

remodeling of radio stations; and the drawings of the stations and the equipment layout plans.

    f. Drawing and Layout Files:
These files consist of building and equipment designs, drawings, maps, specifications, etc. (1952 - present)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	(1) Design of Air Transportable communications station for overseas installation and receivers, equipment from commercial firms, and paper analysis of data on equipment.	2.0	Temporary. Retain on a current basis, destroy when obsolete or no longer needed for reference.
	(2) Equipment drawings, station wirings, specific systems, and equipment layouts.	4.0	Temporary. Retain until equipment is obsolete or station closed, then destroy.
	(3) Drawings of stations and projects equipment layouts for planning purposes.	2.0	Temporary. Retain no longer than 1 year, then destroy.
	(4) [ ] drawings of all areas and [ ] stations.	34.0	Temporary. Retain on a current basis, destroy when no longer needed for reference.
	(5) Teletype equipment drawings consisting of wire diagrams, schematics, and drawings for Modification Work Orders.	16.0	Temporary. Retain on a current basis, destroy when obsolete or no longer needed for reference.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
13.	**LOGISTICS SUPPORT FILES** These files are filed under a subjective numeric system. (1951 - present)	**SECRET**	
	a. <u>Logistical Administration Files</u>: 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. <u>Receipt and Control Files</u>:		
	(1) Signed copies of memorandum 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 history 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.

LOGISTICS SUPPORT FILES - con't

SECRET

c. <u>Receiving Reports</u>	32.0	Temporary. Retain 3 Fiscal Years, then destroy.
d. <u>Materiel Support Files</u>: These files are maintained under a numeric system and consist of:		
(1) <u>Field Support Files</u>: These files contain contracts, purchase instructions, receipting reports, shipping notices, requisitions, and correspondence dealing with supply matters and request for supplies.	150.0	Temporary. Retain 3 Fiscal Years, then destroy.
(2) <u>Supply Stock Requisitions</u>: Requisitions for materiels to stock the [ ] warehouses with OC equipment.	12.0	Temporary. Retain 3 Fiscal Years, then destroy.
(3) <u>Requisition Logs</u>: Logs and requisitions containing requisition numbers, line item numbers, method of shipment, reference, date originated, and an abstract of the contents.	0.5	Temporary. Retain 3 Fiscal Years, then destroy.
(4) <u>Station Supply Files</u>: 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.

SECRET

-30-

SECRET

LOGISTICS SUPPORT FILES - con't

(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 listings 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.

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	LOGISTICS SUPPORT FILES - con't **SECRET**		
	h. Master Cross Index: Control card cross indexed to Agency and manufacturer designation numbers to obtain stock numbers or reference memo numbers.	3.5	Temporary. Destroy when superseded, outdated, or no longer needed for reference.
	i. Description Cards: Cards contain the stock numbers for procurement or to establish a stock number for equipment identification and for corrections to change descriptions or to change equipment coding.	14.0	Temporary. Destroy when superseded, outdated, or no longer needed for reference.
	j. Agency Designation Cards: Cross index to the designation folders on OC equipment (Agency developed equipment).	0.8	Temporary. Destroy when superseded, outdated, or no longer needed for reference.
	k. Parts Identification Cards: Card index on communications equipment parts.	2.0	Temporary. Destroy when superseded, outdated, or no longer needed for reference.
	l. Control Cards: Supply Action Requests number card system maintained to check on basis file and a cross index to description files.	9.0	Temporary. Destroy when superseded, outdated, or no longer needed for reference.
	m. Drawing Index: Card indexes to drawings.	1.0	Temporary. Retain on a current basis. Destroy outdated or obsolete cards.
	n. Department of Defense Nomenclature Cards: Description of items, manufacture indicator, and other pertinent data filed by number and code.	17.0	Temporary. Destroy when superseded, outdated, or no longer needed for reference.
	o. OL Change Notices: Notices from OL on equipment deletions and other changes to be posted to control cards, cross index, and description cards. **SECRET**	1.0	Temporary. Destroy when changes are completed.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

SECRET

LOGISTICS SUPPORT FILES - con't

    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.

    q. Drawing of OC Peculiar Equipment: These files contain drawings of OC equipment and parts used for reference in requisitioning materiels.

20.0

Temporary. Destroy after 25 years. Retain 15 years, then transfer to the Records Center.

SECRET

FORM NO. 139a USE PREVIOUS EDITIONS.   **RECORDS CONTROL SCHEDULE** - CONTINUATION SHEET   (41)
1 JAN 56

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

14. **TECHNICAL SERVICES**

SECRET

These files are maintained under a 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, MICROWAVE, etc., within the Headquarters Complex. (1964 - present)

    6.0

Temporary. Review every 2 years and destroy outdated, superseded, or obsolete material.

(2) Wire Unit Maintenance Files: These files consist of correspondence, technical data, drawings, manuals, etc., relating to wire unit maintenance of teletape equipment. (1964 - present)

    24.0

Temporary. Review every 2 years and destroy outdated, superseded, or obsolete material.

b.

(1) Administration and Planning Files: These files consist of cables, dispatches, manuals, and other correspondence reflecting the activities, planning, programming, and administration

    6.0

Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.

SECRET

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

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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 certifications. (1963 - present)	0.5	Temporary. Retain 2 years, then destroy.
	(4) Equipment Standardizations: These files consist of standards 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, equipment parts, notices of contract expiration/renewal, and request for service agreements. (1961 - present)	1.0	Temporary. Retain 2 years, then destroy.

SECRET

SECRET

14

TECHNICAL SERVICES - con't

(6) **Equipment Information Files:** These files are maintained 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)	1.0	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.

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14	TECHNICAL SERVICES - con't **SECRET**		
	(11) Crystal Shop Equipment Inventory: These files contain an inventory of the crystal lab equipment with instruction brochures. (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 rehabilitating 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)		
	(a) Non-Expendable Cargo	12.0	Temporary. Retain 3 Fiscal Years, then destroy.
	(b) Expendable Cargo	2.0	Temporary. Retain 6 months, then destroy.
	(c) 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 equipment received from contractors. Reports include contractor specifications for each type of equipment received for testing & inspection. (1962 - present) **SECRET**	2.0	Temporary. Retain 3 Fiscal Years, then destroy.

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

ITEM NO.	FILES IDENTIFICATION		DISPOSITION INSTRUCTIONS
14	TECHNICAL SERVICES - con't **SECRET**		
	(15) Reference Materials and Manuals: These files are maintained for convenience and consist of: (1955 ⌐ present)		
	(a) Technical Bulletins (Test Procedures)	5.0	Temporary. Destroy when revised, superseded, or no longer needed for reference.
	(b) Classified OC Equipment Manuals	5.0	Temporary. Destroy when revised, superseded, or no longer needed for reference.
	(c) 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.
	(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.
	(h) Crystal Lab Manuals	5.0	Temporary. Destroy when revised, superseded, or no longer needed for reference.

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14.	TECHNICAL SERVICES - con't	**SECRET**	
	(i) Department of Defense Index of Specifications & Standards	0.5	Temporary. Destroy when revised, superseded, or no longer needed for reference.

SCHEDULE NO.
00-0172-09

OFFICE, DIVISION, BRANCH	SIGN	
OC-Records Management Staff	TITLE OC Records Administration Officer	DATE 26 Apr. 1967

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.

Group 1
Excluded from automatic
downgrading and
declassification

FORM NO. 139 USE PREVIOUS
1 JAN 56 EDITIONS.

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1.	CON'T		
	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" transmittal 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.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	REPORTS - con't		
	c. Weekly reports of outstanding OC correspondence under suspense dates for action by OC components.		Temporary. Retain 30 days, then destroy.
3.	OVERSEAS [ ] CORRES-PONDENCE FILES		
	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.	CABLES		
	These files are maintained in a numeric, alphabetic system and are filed chronologically by "IN" and "OUT" station number.		
	a. CIA Cables		Temporary. Retain one year, then destroy.
	b. Non-CIA Cables		Temporary. Retain one year, then destroy.
5.	DOCUMENT CONTROL FILES		
	These files are maintained in a numeric system by origin and type of document.		
	a. Document Control Ticket - Form 717a: 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
4.	OVERSEAS CORRESPONDENCE 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)	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.
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 transfer 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.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	CRYPTIC REFERENCES		
	Identification cards consisting of pseudonyms, cryptonyms, and action indicators filed in each category alphabetically. (1951 - 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 one year and destroy.
8.	POUCH RECORDS		
	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)	13.5	Temporary. Cut off at the end of each calendar year. Retain one year and destroy.
	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.
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 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 to the Records Center.

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AMENDMENT APPROVED

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	CRYPTIC REFERENCES		
	Identification cards consisting of pseudonyms, cryptonyms, and action indicators filed in each category alphabetically. (1951 - 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 one year and destroy.
8.	POUCH RECORDS		
	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)	13.5	Temporary. Cut off at the end of each calendar year. Retain one year and destroy.
	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.
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 basis, retain superseded issuances for 10 years, then transfer to the Records Center.
	b. Agency Regulatory Issuances:	1.0	Temporary. Destroy after 20 years. Retain for 10 years, then transfer to the Records Center.

FORM NO. 139a USE PREVIOUS
1 JAN 56 EDITIONS.

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

(41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	PUBLICATIONS		
	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, 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 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 Schedule 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. Document Control Tickets: Files consist of originals of TOP SECRET Document Control Tickets. (1964 - present)	.4	Permanent. Retain 5 years, then transfer to Records Center.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10.	TOP SECRET – con't		
	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.

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APPROVED

CIA Reco_____fficer

17 May 67
Date

SECRET

		SCHEDULE NO.

CONCURRENCE

SIGNATURE

25X

TITLE   DATE
OC Records Administration Officer   14 Sept. 1964

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. (1951 to present)		
	a. <u>OC-RMS Organization and Administration Files</u>: 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. <u>Records Management</u>: 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. <u>Records Control</u>: 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.
	d. <u>OC Field Station Files</u>: 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.

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

(41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1.	CON'T	**SECRET**	
	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 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.
4.	OVERSEAS [ ] CORRESPONDENCE 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. (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.

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GROUP 11
Excluded from automatic downgrading and declassification

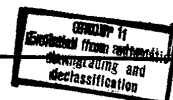| ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

SECRET

5. <u>CABLES</u>

These files are maintained in a numeric alphabetic system and are filed chronologically by "In" and "Out" station number. (1963 - 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. <u>DOCUMENT CONTROL FILES</u>

These files are maintained in a numeric system by origin and type of document. (1960 - present)

a. <u>Document Control Form 717</u>: 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 transfer to the Records Center.
b. <u>Document Control Form 238</u>: Information copies only of Form 238 are filed by TOP SECRET control number.	1.5	Obsolete. Destroy.
c. <u>Mail and Courier Receipts Form 240</u>: Courier receipts, other than TOP SECRET, filed by date.	.3	Temporary. Destroy after one month.

7. <u>CRYPTIC REFERENCES</u>

Identification cards consisting of pseudonyms, cryptonyms, and action indicators filed in each category alphabetically. (1951 - 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 one year and destroy.

GROUP 1
Excluded from automatic downgrading and declassification

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	KEYSMITH POUCH RECORDS 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)	13.5	Temporary. Cut off at the end of each calendar year. Retain one year and destroy.
	b. Pouch Addresses: Files contain address sheets and addressing labels and are filed in an alphabetic system by station (1960 - present).	1.9	Temporary. Retain on a current basis, destroy when superseded or cancelled.
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 basis, retain superseded issuances for 10 years, then transfer to the Records Center.
	b. Agency Regulatory Issuances:	1.0	Temporary. Destroy after 20 years. Retain for 10 years, then transfer to the Records Center.
	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.

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SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	PUBLICATIONS - con't		
	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 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 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.

Amend

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ITEM NO.		DISPOSITION INSTRUCTIONS
10.	**TOP SECRET**	*Deleted by Amendment #1 dated 29 Sept. 1966*
	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 the subject of each document.~~
	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.~~
	c. TOP SECRET Control Receipts: These files are maintained in a chronological system.	
	(1) Classified Document Receipts Form 615. (1962 - present)	.2 Temporary. Retain for 2 years and destroy.
	(2) Courier Receipts Form 240a. (1964)	.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)	2' Permanent. Cut off at the end of each calendar year and transfer to Records Center.

GROUP 1
Excluded from automatic downgrading and declassification

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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[ ]

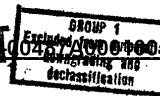_25 Sept 1964_
Date

CIA Records Administration Officer

GROUP 1
Excluded from automatic downgrading and declassification

SECRET

SCHEDULE NO.

OFFICE, DIVISION, BRANCH	
Office of Communications,	Chief, OC-RMS 25 October 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	REPORTS		
	These files are maintained under a numeric system and consist of:		
	a. Area Monthly Reports of Communications Activities: 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. (1955 - present)	0.4	Permanent. Disposal not authorized. Cut-off at end of each calendar year; hold for 3 months, then transfer to the Records Center.
	b. Field Station Monthly Reports of Communications Activities: These reports contain information relating to policy, liaison, problems, actions, training, and other data pertaining to [ ] communications activities. (1961 - present)	3.4	Temporary. Destroy 3 years after receipt in the Records Center. Cut-off every 2 years, then transfer to the Records Center.
	c. Top Secret Inventory: An IBM Inventory published bi-annually of all TS Documents assigned to OC-[ ] (1965)	0.1	Temporary. Retain 1 year, then destroy.

SECRET

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1 JAN 56   EDITIONS.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	REPORTS - con't		
	d. Field Station Data Reports: These reports provide a consolidated resume of each communications station regarding communications equipment, emergency communications, primary means of communication, personnel listing, station data, hours of communication coverage, housing, and transportation, etc. (1964 - present)	0.2	Temporary. Destroy when superseded or no longer needed for reference.
	e. Program Review and Forecast: Review and forecast of personnel, equipment, and facilities required by Fiscal Year. (1965)	0.1	Temporary. Retain 3 years, then destroy.
	f. Accomplishments and Objectives: Annual report of the Accomplishments and Objectives. (1965)	0.1	Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center.
	g. Economy: 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 25X Records Center.
X1	i. ____ Reports: These reports contain information relative to the physical and cryptographic security of the communications activities of the station. (1963 - present)	1.0	Temporary. Retain on a current basis. Destroy when superseded or obsolete.
X1	j. ____ Reports: These reports contain information relating to the layout, wiring, configuration, etc., of equipment. (1962 - present)	1.0	Temporary. Retain on a current basis. Destroy when superseded or obsolete.

2. AREA POLICY

	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. (1963 - present)	1.2	Temporary. Retain 2 years, then destroy.
	a. Personnel Management Files: These files consist of material dealing with staffing, positions, movements, and personnel matters of concern to Chief, ☐ and Chief, OC-☐	0.6	Temporary. Retain 2 years, then destroy.
4.	ENGINEERING FILES		
	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.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	SECURITY FILES		
	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. Clearances: 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 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)	1.6	Temporary. Review every 2 years. Retain current material and destroy non-current material.

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-4-

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	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, subcommittees, working groups, task forces, Technical Equipment Board, Technical Requirements Board, and the President's Foreign Intelligence Advisory Board. (1959 - present)		
	a. National Communications Sub-Committee: Correspondence relating to National Communications Subcommittee Organization and resultant requirements levied upon OC-	0.4	Temporary. Destroy after 10 years. Retain current record material and transfer non-current record material to the Records Center.
8		2.8	Temporary. Retain on a current basis. Destroy when terminated, superseded, or outdated.
		6.2	Temporary. Retain 2 years, then destroy.
		0.1	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.

SECRET

FORM NO. 139a USE PREVIOUS EDITIONS   RECORDS CONTROL SCHEDULE - CONTINUATION SHEET   (41)

CLANDESTINE OPERATIONAL SUPPORT FILES -
con't **SECRET**

	VOLUME	DISPOSITION INSTRUCTIONS
	0.1	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.
	0.1	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.

f. **Equipment Files:** These files
consist of correspondence regarding com-
munications equipment held in [____] stock
not assigned to active operations and
technical evaluations of agent equipment.

0.1 — Temporary. Destroy after 10 years. Review every 3 years, then transfer to the Records Center.

g. **Projects:** These files contain
cables, dispatches, memoranda, reports,
and correspondence reflecting the clandes-
tine support activities for clandestine
communications systems, equipment, train-
ing, and procedures.

0.6 — 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.

9. **RADIO OPERATIONS**

These files are maintained under a
numeric system and consist of cables,
dispatches, memoranda, reports, forms, and
correspondence relating to the operation
of the [____]
(1962 - present)

0.9 — Temporary. Retain 2 years, then destroy.

FORM NO.
1 JAN 56 **139a** USE PREVIOUS EDITIONS.
RECORDS CONTROL SCHEDULE - CONTINUATION SHEET   (41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10.	FIELD [_____] FILES 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)	**SECRET** 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 military correspondence relating to staff and clandestine communications support for [____] (1960 - present)	0.7	Temporary. Retain 2 years, then destroy.
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.

-7- SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	CHRONOLOGICAL FILES (Cont.)		
	c. Memoranda	0.8	Temporary. Retain 2 years, then destroy.
14.	**REGULATORY ISSUANCES**		
	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.

X1

APP

2 Nov 1965
Date

CIA Records Administration Officer

			SCHEDULE NO. 50-64/12	

OFFICE, DIVISION, BRANCH

OC-ASD

		Chief, OC-ASD	15 May 1964

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	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"	Permanent. Disposal not authorized. Cut-off at end of each calendar year; hold for 3 months and then transfer 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. (1963-1964)	2"	Permanent. Disposal not authorized. Cut-off at end of each calendar year; hold for 3 months then transfer 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, [ ] housing, transportation, educational facilities, frequencies, and primary back-up and emergency communications.	2"	Temporary. Destroy when superseded or no longer needed.
	d. Top Secret Inventory - An IBM I[ ] published bi-annually of all TS Doc[ ] assigned to OC-ASD. (1964) APPRO[ ]		Temporary. Retain for one calendar year [ ] [de]stroy. 27 May 1964

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	e. Area Inspection Files: Cables, dispatches, memoranda, and other correspondence on Area inspection trips by Headquarters and field personnel, also reports and briefings of TDY trips. (1959-present)		Temporary. Destroy 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.
	(1951-1957)		
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. Programming Information: 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.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	e. Area Emergency Communications Files: Correspondence pertaining to the status of emergency and evacuation communications facilities, systems, and War Plans.	6"	Temporary. Destroy 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 alphabetic 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)	6'	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 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.)	1'	Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

6. 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)

6' 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.

4" 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.

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

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	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 documents on the responsibilities and the responses to **react to** crisis or emergency overseas situations by the military forces at CINSTRIKE.	4"	Temporary. Destroy after 10 years. Maintain on a current basis; transfer non-current record material to the Records Center.
	i. <u>Far East Traffic Volumes</u>: 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. <u>Reorganization Far East Assets</u> - Cables, dispatches, memoranda, and other correspondence regarding the reorganization and proposed realignment of the FE assets. (Area reorganization of☐)	2"	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 programs for facilities, personnel, and equipment by Fiscal Year.	4"	Screen on annual basis and retain in Office of Record.
	l. <u>Unconventional Broadcast</u>: 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 system and are filed in chronological order. a. <u>Chronological Files</u>: 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.		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

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.

SECRET

SCHEDULE NO.	
	URRENCE

257

OFFICE, DIVISION, BRANCH

OC

DATE
26 October 1964

ITEM NO.	FILES IDENTIFICATION *(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)*	VOLUME *(CUBIC FT.)*	DISPOSITION INSTRUCTIONS
1.	REPORTS These files are maintained under a numeric system and consist of the following: (1962-present)		
	a. <u>Station Monthly Reports of Communication Activities</u>: 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 after 3 years. Cut-off at end of each calendar year, then transfer to the Records Center.
	b. <u>Newsletters</u>: 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 1 year and destroy.
	c. [ ] Monthly Reports and correspondence on OC transmission and Cryptographic workloads.	.1	Temporary. Retain 1 year and destroy.
	d. <u>Traffic Volumes</u>: Reports and correspondence on the Traffic Volumes handled by [ ]	.1	Temporary. Retain 1 year and destroy.
	e. [ ] Reports and correspondence on the Semi-Annual Engineering Report and drawings of the stations.	.1	Temporary. Retain 10 years and destroy. Cut-off at end of 5 calendar years, then transfer to the Records Center.
	f. <u>Progress Report-Wire Section</u>: Monthly progress reports, forms, and correspondence relating to the Wire Section.	.1	Temporary. Retain 3 months and destroy.

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	POLICY, PLANS, AND PROGRAM		
	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.	SUBJECT FILES		
	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.
	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 destroy
	c. W.A.E Employees File: 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 of as prescribed in disposition instructions for Agency Official Personnel Files.
	d. Staffing Material: Files consist of correspondence in assembly and presentation of positions and staffing and assignments.	.1	Temporary. Destroy when superseded or no longer needed for reference.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

	e. Employee Club: Files consist of Directives listings, and correspondence on the membership and standing of each employee.	.1	Temporary. Destroy when no longer needed.
	f. Petty Cash Accounting: Reports, correspondence, and receipts documenting the $25 Petty Cash transactions and monthly audits.	.1	Temporary. Retain 1 year and destroy.
X1	g. Operational: Correspondence in chronological order for reference purposes, dealings with operational support matters, crystal requests,	.1	Temporary. Destroy when revised, superseded or no longer needed.
X1	h. Telecommunications: Correspondence on the training, installation, and operation of staff communications, equipment, circuits, assigned frequencies, leases, tracer actions, TWX and nformation and test messages.	.1	Temporary. Destroy when superseded or revised or no longer needed.
	i. Emergency Communications Planning Files: Files consist of Memoranda, reports, leases relocation Plan Communication Annexes, and other correspondence pertaining to Headquarters Emergency Relocation Planning. (1958-present)	.1	Temporary. Destroy when superseded or no longer needed.
	j. Training: Files consist of correspondence and Course Training materials for the Office of Communications courses and correspondence courses. (1958-present)	.1	Temporary. Destroy when revised, superseded or no longer needed.
X1	k. Program Review and Forecast: Annual Program review of personnel, equipment and facilities at	.1	Temporary. Retain 3 years and destroy.
4.	ENGINEERING SUBJECT FILES These files are filed under a numeric system and consist of the following: (1956-present)		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	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)	.4	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, superseded 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 Orders: 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.
	e. Blue Prints and Drawings: Consists of copies of blue prints and drawings for Stations.	2	Temporary. Destroy when revised, superseded or no longer needed.
5.	STATION FILES 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 correspondence on the development and management of clandestine Communications projects and annexes. (1959-present)	.5	Temporary. Destroy when revised, superseded or no longer needed.
7.	SECURITY FILES: These files are maintained under a numeric system and consist of the following: (1958-present)		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	SECURITY		
	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 handbooks. and documents on the [ ] and instructional documents.	.1	Temporary. Destroy when rescinded, superseded or no longer needed.
	d. Violations and Compromises: File contains documents, cables, and other correspondence on Physical and Cryptographic Security Violations and compromises.	.1	Temporary. Destroy when rescinded, superseded or no longer needed.
8.	REFERENCE FILES:		
	These files are maintained under a numeric system and are filed in chronological order. (1962-present)		
	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	Temporary. Retain 2 years and destroy.
9.	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 Manuals.	12	Temporary. Destroy when revised, superseded or no longer needed.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	PUBLICATIONS and MANUALS		
	a. Agency Regulatory Issuances: Agency Notices, Regulations and Handbooks filed in numerical order. (1958-present)	.2	Temporary. Destroy when rescinded or no longer needed.
	b ☐ 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)	.1	Temporary. Destroy when rescinded or no longer needed.

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SECRET

Approved For Release 2005/11/21 : CIA-RDP78T04787A000100190012-0

SECRET

10. LOGISTICS

These files are maintained under a numeric system
and consist of the following:

a. Account [_____] Report of inventory .2 — Temporary. Retain 3 years. Destroy when
adjustments, memoranda receipts, and issue slips — accountability is transferred and receipted for
made on all expendable and non-expendable equip- — by a responsible officer, upon revision and
ment and property charged [_____] — after audit.
Indicates signature of recipient. PTI executed
when property is turned in, and inventory adjust-
ments. Filed by sub-account numbers (1962-present).

b. Shipping Documents: Expendable and non-expendable .1 — Temporary. Retain 3 fiscal years and destroy.
Copies of Shipping Documents on expendable and non-
expendable items. (1962-present)

c. Requisition Files: Copies of Requisition for .1 — Temporary. Retain 3 fiscal years and destroy.
equipment and supplies requested from Headquarters.
Filed by requisition number. (1962-present)

d. Issue Slips (Form 14) (1963-present) .1 — TEMPORARY. Retain 2 fiscal years and destroy.

APPRO [_____]

23 Nov 1964

Date

CIA Records Administration Officer

Approved For Release 2005/11/21 : CIA-RDP78T04787A000100190012-0

SECRET

SECRET

	SCHEDULE NO.		
	06847A000200190012-0		*RAS*

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Communications,

TITLE	DATE
Chief, OC	25 January 1967

25X

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	**REPORTS** 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 authorized. Cut off at end of each calendar year; hold for 3 months, then transfer to the Records Center.
	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 authorized. Cut off at end of each calendar year; hold for 3 months, then transfer to the Records Center.
	c. **Top Secret Inventory:** An IBM Inventory published bi-annually of all TS documents assigned to [ ] (1963 - present)	.1	Temporary. Retain for 6 months, then destroy.

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

1. REPORTS - continued

d. **Area Inspection Trips and Reports:**   .1   Temporary. Destroy after 3 years.
Correspondence on area inspection trips   Cut off at end of 1 calendar year,
by Headquarters and Field personnel,   hold for 2 additional years, then
also reports and briefings of TDY   destroy.
trips. (1963 - present)

2. AREA POLICY

These files are maintained under a sub-   .1   Permanent. Disposal not authorized.
jective system and consist of corres-   Cut off at end of 2 calendar years,
pondence reflecting major policy and   then transfer to the Records Center.
scope of OC area activities and the
establishment of _____

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   .1   Temporary. Retain 2 years, then
dealing with staffing, position,   destroy.
movements, and other administrative
matters of concern to an overseas area.

b. **Programming Information:** Annual   .5   Temporary. Retain 2 years, then
program review of personnel, equipment,   destroy.
and facilities in each area.

c. **Area Telecommunications Files:**   .1   Temporary. Retain 2 years, then
Correspondence on the training, instal-
lation, and operation of staff communi-
cations equipment and circuits.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

3. SUBJECT FILES - Overseas Area - con't

    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)   `3.0`   Temporary. Destroy after 50 years. Cut off at the end of 2 calendar years, then transfer to the Records Center.

7. <u>SUBJECT FILES</u> - Headquarters - Division

These files are maintained under an alphabetic system and consist of correspondence relating to the OC activities. (1958 - present)

    a. <u>Agent and Staff Communications Equipment Files</u>: Correspondence regarding all aspects of Staff and Agent Communications Equipment. (1958 - present)   .3   Temporary. Destroy when no longer needed for reference or when obsolete.

    b. <u>Records Management</u>: Materials dealing with the OC Records Management Programs. (1958 - present)   .1   Temporary. Destroy when superseded or no longer needed for reference.

    c. <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.

    d. <u>Traffic Volumes</u>[   ]Workloads: <u>Field Station</u> cable traffic volumes and[   ]workloads. (1960 - present)   .1   Temporary. Retain on a current basis, destroy obsolete material.

8. <u>REFERENCE FILES</u>

These files are maintained under a subjective system and are filed chronologically.

    a. <u>Chronological Files</u>: Consist of copies of correspondence originated by OC-ED. Files are maintained for reference.

        1. Cables   .2   Temporary. Maintain 1 year, destroy earliest month upon filing latest month.

X1
X1

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	REFERENCE FILES - con't		
	2. Dispatches	.2	Temporary. Retain 1 year in the Office 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. Publications: OC Notices and Orders and other internal issuances, such as _____.	1.0	Temporary. Destroy when superseded or no longer needed for reference.

APPROVED

CIA Records Administration Officer

14 Feb 1967
Date

SECRET

FORM NO. 139a USE PREVIOUS
1 JAN 56   EDITIONS.
RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

	SCHEDULE NO.
	59-64/23

OFFICE, DIVISION, BRANCH

Office of Communication
(OC

Chief, OC   23 June 1964

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	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)	.2	Permanent. Disposal not authorized. Cut-off at end of each calendar year; hold for 3 months and then transfer 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. (1963-present)	.1	Permanent. Disposal not authorized. Cut-off at end of each calendar year; hold for 3 months then transfer to the Records Center.
	c. Top Secret Inventory - An IBM Inventory published bi-annually of all TS Documents assigned to OC ___ (1963-present)		Temporary. Retain for six (6) months then 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 ___ r 2 25X add APPRO

1 July 64
Date

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	AREA POLICY	.1	Permanent. Disposal not authorized. Cut-off at end of 2 calendar years; then transfer to the Records Center.
	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		
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.	.1	Temporary. Retain 2 years and destroy.
	b. Programming Information: Annual program review of personnel, equipment, and facilities in each area.	.5	Temporary. Retain 3 years and destroy.
	c. Area Telecommunications Files: Correspondence on the training, installation, and operation of staff communications, equipment and circuits.	.1	Temporary. Retain 2 years and destroy.
	d. Area Engineering/Supply Files: Chronological order for reference purposes in researching OC-Engineering staff matters.	.1	Temporary. Retain 2 years and destroy.
	e. Area Security Files: Filed in Chronological order for reference purposes in researching the OC-Security staff matters.	.1	Temporary. Retain 2 years and destroy.
	f. Area Operational Files: Correspondence in chronological order for reference purposes in researching operational matters.	.1	Temporary. Retain on a current basis, destroy obsolete material

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	CON'T		
		.1	Temporary. Retain on a current basis, destroy obsolete material.
	h. __Area Medium Speed__: Cables, Memorandums, and dispatches on all aspects of medium speed systems.	.1	Temporary. Retain on a current basis, destroy obsolete material.
	i. [ ] Cables, 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-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 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.
6.	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 transfer to the Records Center.

7. <u>SUBJECT FILES</u> - 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. <u>Amateur Radio</u> - Application for permission   .1   Temporary. Retain for 3 calendar years then
to operate and correspondence requesting   destroy.
authorization for an Amateur Radio Operation
overseas. (1958-present)

    b. <u>Agent and Staff Communications Equipment Files</u>:   .3   Temporary. Destroy when no longer needed for
Correspondence regarding all aspects of Staff and   reference or when obsolete.
Agent Communications Equipment including appropri-
ate Manuals and Handbooks. (1958-present)

    c. <u>National Communications Subcommittee</u>:
Correspondence relative to National Communications   .1   Temporary. Destroy after 10 years. Cut-off
Subcommittee organization and resultant require-   at the end of 3 calendar years, then transfer
ments levied on   to the Records Center.
Country stations. (1962-present)

                                                         .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.

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

		VOLUME	DISPOSITION INSTRUCTIONS
		.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. **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.
	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. **Chronological Files**; These files consist of extra copies of In and Out cables, dispatches,		

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

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	REFERENCE FILES:		
	a. Chronological files: con't and copies of outgoing correspondence. Such files are maintained for the convenience of reference.		
	1. Cables: File chronologically.	.2	Temporary. Maintain 1 Year; destroy earliest month upon filing latest month.
	2. Dispatches: File chronologically	.2	Temporary. Retain 1 year in the Office of Record and Destroy.
	3. Memo for the Record: Chronologically file of Memoranda written by Division.	.2	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 Regulation: Agency publication and DD/S directives.	.1	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	1.0	Temporary. Destroy when superseded or no longer needed for reference.

| | | | SCHEDULE NO. | RMS |
| | | | | |

CONCURRENCE

| OFFICE, DIVISION, BRANCH | | | |
| OC | | Chief, OC | 13 May 1964 |

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	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. (1958 - present)	2"	Permanent. Disposal not authorized. Cut-off at end of each calendar year; hold for 3 months then transfer 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"	Permanent. Disposal not authorized. Cut-off at end of each calendar year; hold for 3 months then transfer 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. Destroy when superseded or no longer needed.
	d. Top Secret Inventory - An IB published bi-annually of all TS assigned to OC (1964)		Temporary. Retain for one calendar year then destroy.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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. (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 staffing, 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. Staffing Material: 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.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	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.
X1	g. Emergency communications Files: Cables, dispatches, memoranda, and other correspondence on Area Emergency Staff and ☐ emergency communications systems.	1"	Temporary. Destroy after 15 years. Cut-off at end of 3 years; then transfer to the Records Center.
	h. Clandestine Support Files: 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. Psychological Broadcasts Files: 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.
	j. Propagation: Charts on radio propagation for each area's radio propagation circuits.	1"	Temporary. Retain 2 years in the Office of Record, and destroy.
X1		2"	Temporary. Destroy after 5 years. Cut-off at end of 2 calendar years then transfer to the Records Center.
X1 X1	l. ☐ Cables, dispatches, memoranda, and other correspondence regarding policy agreements on the establishment and the liaison of ☐	1"	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'	Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.

5. 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 station and projects, i.e., staffing, administration, engineering, and operations. (1958-present)

Volume: 6"

Disposition: Temporary Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.

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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)

Volume: 2'

Disposition: Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.

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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.

Volume: 2"

Disposition: 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.

Volume: 1"

Disposition: 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.

Volume: 3"

Disposition: Temporary. Maintain on a current basis. Destroy non-current records.

d. Medium Speed/Techniques: Correspondence regarding medium speed equipment and techniques.

Volume: 2"

Disposition: Temporary. Maintain on a current basis. Destroy non-current records.

ITEM NO.	FILES IDENTIFICATION	VOLUME	
	e. National Communications Subcommittee: Correspondence relative to National Communications Subcommittee organization and resultant	3"	Temporary. Destroy after ___ current record material in Office ___ retire non-current material to Records Cen___
	f. Records Management: Materials dealing with the OC Records Management Programs, i.e., archiving, vital documents, Top Secret Inventory, etc.	1"	Temporary. Destroy when superseded or no longer needed for reference.
	g. Significant Events: A narrative resume of 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 record material to the Records Center.
8.	REFERENCE FILES		
	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.	3"	Temporary. Maintain 6 months; destroy earliest month upon filing latest month.
	(2) Dispatches: File chronologically.	1"	Temporary. Retain 6 months in Office of Record and destroy.
	(3) Memo for the Record: Chronologically file of memoranda written by Division.	1"	Temporary. Retain 2 calendar years in Office of Record and destroy.
9.	PUBLICATIONS		
	These files are maintaines under a numeric system		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	PUBLICATIONS - con't and are filed by publication issuance number. They consist of the following: (1962-present) a. Agency Regulations: Agency publications and DD/S directives. 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. Temporary. Destroy when superseded or no longer needed for reference.

SCHEDULE NO.

25X

OFFICE, DIVISION, BRANCH

Office of Communications,

Chief OC

ITEM NO.	FILES IDENTIFICATION *(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)*	VOLUME *(CUBIC FT.)*	DISPOSITION INSTRUCTIONS
1.	**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 These are considered historical documents and should be retained permanently.	.5	Permanent. Disposal not authorized. Cut-off at end of each calendar year, hold for 3 months, then transfer to the Records 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 historical documents and are to be retained permanently.	.1	Permanent. Disposal not authorized. Cut-off at end of each calendar year, hold for 3 months, then transfer to the Records Center.
	c. Field Station Data Report: Provides a resume of each Communications Station, its facilities, location, equipment, cover, etc.	.2	Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
	d. Top Secret Inventory: An IBM Inventory published biannually of all TS documents assigned to OC-	.1	Temporary. Retain for one calendar year, then destroy.

GROUP 1
Excluded from automatic

FORM NO. 139 USE PREVIOUS
I JAN 56   EDITIONS.

(41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1.	REPORTS - cont'd		
	e. Significant Events: A narrative resume of significant events in ☐ requiring an extraordinary report by the 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 at ☐	.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		
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 forecast and a...	.1	Temporary. Retain 2 years, then destroy obsolete material.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	SUBJECT FILES (Con't.) Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190012-0		
	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 pertaining to Engineering Staff matters.	.1	Temporary. Retain 2 years, then destroy obsolete material.
	f. Security: Correspondence pertaining to Security 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.	.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.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	SUBJECT FILES - con't		
	l. 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. [ ] Drawings fl___ p____, ___ ____ ___ layouts comcenters and rooms occupied by station 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.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

5. DELETED

6. <u>PROJECT FILES</u>

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.

7. DELETED

8. <u>REFERENCE FILES</u>

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. <u>Memoranda</u>: Filed chronologically. — .5 — Temporary. Retain 2 calendar years, then destroy.

d. <u>Pseudonym and Cryptonym File</u>: 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.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

SECRET

9. PUBLICATIONS

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.

SECRET

SCHEDULE NO.		
	CONCURRENCE	

OFFICE, DIVISION, BRANCH

OC

Chief, OC-   1 June 1964

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	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)	.5	Permanent. Disposal not authorized. Cut-off at end of each calendar year; hold for 3 months and then transfer 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. (1963-1964)	.1	Permanent. Disposal not authorized. Cut-off at end of each calendar year; hold for 3 months then transfer 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)	.2	Temporary. Destroy when superseded or no longer needed.
	d. _Top Secret Inventory_ - An IBM Invent published bi-annually of all TS Document to OC 1964)		rary. Retain for one calendar year destroy.

APPROV

12 June 1964
Date

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NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	e. <u>Annual/Semi-annual Reports</u>: Memorandums and Reports on the significant accomplishments that occur [____] (1962-present)	.1	Temporary. Destroy after 10 years. Cut-off at end of 5 years; then transfer to the Records Center.
2.	<u>AREA POLICY</u> 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-off at end of 2 calendar years; then transfer to the Records Center.
3.	<u>SUBJECT FILES</u> - 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. <u>Personnel Management Files</u>: 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. <u>Programming Information</u>: Annual program review of personnel, equipment, and facilities in the area.	.2	Temporary. Retain 2 years in the Office of Record and destroy.
	c. <u>Area Telecommunications Files</u>: Correspondence on the training, installation, and operation of	.1	Temporary. Retain 2 years in the Office of 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. <u>Area Engineering Files</u>: Chronological order for reference purposes in researching OC-Engineering staff matters.	.1	Temporary. Retain 2 years in the Office of Record and destroy.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	f. Area Security Files: Filed in chronological order for reference purposes in researching the OC Security staff matters	.1	Temporary. Retain 2 years in the Office of Record and destroy.
	g. Area Operational Support Files: Correspondence in chronological order for reference purposes in researching operational support matters.	.1	Temporary. Retain 2 years in the Office of Record and destroy.
	h. Area Communications Plans Files: Correspondence in chronological order for reference purposes in researching Plans Staff matters.		Temporary. Retain 2 years in the Office of Record 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-present)	5.5	Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years then transfer to the Records Center.
5.	[ ] 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 station and projects, i.e., staffing, administration, engineering, and operations. (1961-present)	1.0	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 consist of cables, dispatches, reports, and other correspondence on the development and management of clandestine communications projects and project annexes. (1963-present)	.1	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		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	reflecting the activities of the OC Headquarters Division. (1958-Present)		
	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.
X1		.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.
X1	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.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
		.1	Temporary. Retain in Office of Record on a 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.

SECRET

OFFICE, DIVISION, BRANCH
Office of Communications   Operations Support Staff

TITLE Chief, Records
Management Staff   DATE   11 August 1965

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, cables, dispatches, and other correspondence reflecting the activities of the Staff. (1960 to present)		APPROVE[ ] 8/24/65 Date CIA Records Administration Officer
	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.	0.8	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. Security Files: These files are maintained under a numeric system by subject and consist of correspondence, directives, and forms relating to Physical Security.	0.3	Temporary. Destroy when superseded or no longer needed for reference.
	c. Personnel Files: Planning, Programs, and Career Plans Correspondence on headroom, staffing, rotation, career development, annual personnel program review, contingencies, career boards and career panel.	3.0	Temporary. Review every 6 months. Destroy material no longer needed for current operations.

GROUP 1
Excluded from automatic downgrading and declassification

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SUBJECT FILES - con't

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. — 0.7 — Temporary. Retain on a current basis, destroy non-current material.

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. — 1.5 — Temporary. Destroy after 50 years. Retain 1 year after job completed, then transfer to Records Center.

f. Services: These files are maintained under a numeric system and consist of: — 2.0

(1) Library Requests — Temporary. Destroy when request is filled.

(2) Translation Requests — Temporary. Destroy when translated material is received.

(3) Publication Requests — Temporary. Destroy when request is filled.

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) — 1.8

a. OC Equipment Board — Temporary. Destroy after 20 years. Retain [...] 10 years, then transfer

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	SPECIAL COMMITTEES, BOARDS & PANELS—con't		
	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.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	REPORTS - con't		
	b. Monthly Reports - Branch including Isolation.	2.6	Temporary. Retain no longer than 1 year then destroy.
	c. Weekly Staff Notes 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 accomplishments 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 transfer 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 superseded copy. Destroy previous inventories.
	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.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	**CORRESPONDENCE FILES:**	**SECRET**	
	These files are maintained under a numeric system by subject and consist of: (1962 to present)		
		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. <u>Records Management</u>: 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 or no longer needed for reference.
	c. [ ]Personnel Administration <u>Files:</u> 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 destroy.
	(3) Auto-instruction Device suggestion files.		Temporary. Destroy 10 years after receipt in Records Center. Retain on a current basis. After case closed, transfer to Records Center.
	(4) Time and Attendance Records.		Temporary. Retain no longer than 1 year then destroy.

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RECORDS CONTROL SCHEDULE - CONTINUATION SHEET (41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	CORRESPONDENCE FILES - con't	SECRET	
X1	c. [ ] Personnel Administration Files - con't		
	(5) Soft Files - Personnel stationed at W.C.B.		Temporary. Upon transfer, screen and forward only pertinent data to Headquarters, 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, PTI's executed when property is turned in, and inventory adjustments. Filed by sub-account number.	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.
	b. Shipping Documents: Copies of shipping documents on expendable and non-expendable items.	0.8	Temporary. Retain 3 years then destroy.
1	c. [ ] Requisition Files: Copies of requisitions for equipment and supplies requested from headquarters. Filed by requisition number.	0.8	Temporary. Retain 3 Fiscal Years then destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	LOGISTICS con't		
	d. Issue Slips (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 destroy.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	PROJECT FILES:		
	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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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190012-0

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	OPERATIONAL SUPPORT: con't		
		10.0	Temporary. Destroy when obsolete or 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 Center. Destroy reference copies when outdated, superseded or no longer needed.
		4.0	Temporary. Retain 3 years then destroy.
		8.0	Temporary. Destroy when obsolete, outdated or no longer needed.
		30.0	Temporary. Destroy after 50 years. Review every 6 months and transfer one copy of each document published during the period to the Records Center. Destroy reference copies when outdated, superseded or no longer needed.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	OPERATIONAL SUPPORT: con't		
	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.	TRAINING:		
	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)	60.0	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.
	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.	40.0	
	(1) OC-Personnel		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
9.	TRAINING: con't		
	a. Personnel Training Folders con't		
	(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 forward to Headquarters. Retain at Headquarters 4 additional years then destroy.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	TRAINING: con't		
	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 destroy.
	(6) Instructors work files and training materials.	30.0	Temporary. Retain while PCS [ ] then screen and transfer to replacement.
	(7) [ ] Student Schedules, Masters.	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 Radio, 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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1 JAN 56

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

(41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	TRAINING: con't		
	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.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	PUBLICATIONS AND MANUALS: con't		
	b. OC Regulatory Issuances: OC Orders, and Notices.	2.0	Temporary. Destroy when superseded, obsolete or no longer needed for reference.
	c. [ ] 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. Cables	1.0	Temporary. Maintain 3 months, destroy earliest month upon filing latest month.
	b. Dispatches	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	
	(1) Logs		Temporary. Break annually, hold for 1 year then destroy.

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X1

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
12.	CHRONOLOGICAL FILES: con't	SECRET	
	e. Mail Control Records - con't		
	(2) Abstract Tickets		Temporary. Retain until action completed then forward to OC–RMS.
	(3) Pouch Manifest		Temporary. Retain 30 days then destroy.

SECRET

SCHEDULE NO. 50-691

25X

OFFICE. DIVISION. BRANCH	SIGNATU
Office of Communications, OPERATIO	

TITLE Chief, Records
Management Staff, OC

DATE 26 November 1968

ITEM NO.	FILES IDENTIFICATION (*TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES*)	(*CUBIC FT.*)	DISPOSITION INSTRUCTIONS
1.	REPORTS Maintained under a numeric system and consist of:		
	a. Accomplishments and Objectives – Annual Reports		Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center.
	b. Area Monthly Reports of Communications Activities – These reports are received from Area Chiefs and contain information as to policy, liaison problems, actions, and other data pertinent to the operation of the Area Communications System. These are considered 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.
	c. ⬚ – Information relating to the layout, wiring, configuration, etc., of equipment.		Temporary. Retain on a current basis. Destroy when superseded or obsolete.

GROUP 1
Excluded from automatic
downgrading and

SECRET

SECRET

1. REPORTS - con't

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 back-up 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. Cut-off 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.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1.	REPORTS - con't		
	i. _____ Reports - Information relative to the physical and crypto-graphic security of the communications activities of the station.		Temporary. Retain on a current basis. Destroy when superseded or obsolete.
			Temporary. Retain 2 years, then destroy obsolete material.
	k. Significant Events - A narrative resume of significant events in the major communications areas that require an additional report.		Temporary. Destroy after 10 years. Retain 3 years, then transfer to the Records Center.
	l. Top Secret Inventory - IBM inventory published bi-annually of all Top Secret documents assigned to OC Divisions.		Temporary. Retain for one calendar year, then destroy.
2.	AREA POLICY		
	These files are maintained under a numeric system and consist of cables, dispatches, and correspondence reflecting policy, scope of area activities, and the establishment of joint communications facilities.		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 _____ mission and operations.		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	SUBJECT FILES - Con't		

SUBJECT FILES - Con't

a. <u>Administrative</u> - Correspondence pertaining to administrative support matters.

Temporary. Retain 2 years, then destroy.

b. <u>Agent Equipment Files</u> - Correspondence regarding all aspects of communications agent equipment.

Temporary. Destroy when obsolete or no longer needed for reference.

c. <u>Area Communications Plans</u> - Correspondence pertaining to operational support matters.

Temporary. Retain 2 years, then destroy.

d. <u>Area Dispatch Files</u> - Area dispatches regarding the major communications areas. Filed in chronological order.

Temporary. Retain 2 years, then destroy.

Temporary. Retain on a current basis, destroy obsolete material.

f. <u>Area Engineering/Supply Files</u> - Filed chronologically for reference purposes in researching OC Engineering Staff matters.

Temporary. Retain 2 years, then destroy.

g. <u>Area Medium Speed</u> - Correspondence on all aspects of medium speed systems.

Temporary. Retain on a current basis, destroy obsolete material.

h. <u>Area Operational Support Files</u> - Correspondence in chronological order for reference purposes in researching operational matters.

Temporary. Retain 2 years, then destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	SUBJECT FILES (Cont't)		

3. SUBJECT FILES (Cont't)

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 pertaining to briefings given to various personnel (Agency, Department of State, Department of Defense, etc.) concerning area communications.

Temporary. Retain 1 year, then destroy.

X1

l. ☐ Files – Drawings, floor plans, 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.

X1
X1

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; transfer non-current record material to the Records Center.

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3. SUBJECT FILES - con't

    o. Clandestine Support Files - Cables, dispatches, memorandums, and other correspondence on the management of area staff communications (non-project material).

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 - Correspondence regarding current and planned E&E communications requirements.

Temporary. Destroy when superseded or no longer needed for reference.

    s. Language Requirements - Correspondence for reference purposes pertaining to area language requirements.

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.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	SUBJECT FILES - (con't		

3. SUBJECT FILES - (con't

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 personnel 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** 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. <u>Administrative Support Files</u>: 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. <u>Administrative Support Files</u>: These files consist of administrative support, correspondence, and reports pertaining to the station.		Temporary. Retain 2 years, then destroy.
6.	**PROJECT FILES** 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 ⟨illegible⟩ APPROVED:

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	PROJECT FILES - con't		
	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) Cables: Filed chronologically.		Temporary. Maintain 6 months; destroy earliest month upon filing latest month.
	(2) Dispatches: 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

APPROVED

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

8. <u>PUBLICATIONS</u>   Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190012-0

These are filed under a numeric
system:

a.   <u>Technical and Operational
Manuals</u> - Manuals pertaining to
operation of classified communica-
tions equipment and operational
guides.

    Temporary. Destroy when superseded
or no longer needed for reference.

b.   <u>OC Regulations</u>

    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.   <u>OC Handbooks</u>

    Temporary. Destroy when superseded
or no longer needed for reference.

e.   <u>Agency Regulations</u>

    Temporary. Destroy when superseded
or no longer needed for reference.

f.   <u>Agency Notices</u>

    Temporary. Destroy when superseded
or no longer needed for reference.

g.   <u>Internal Issuances</u> - Such as

    Temporary. Destroy when superseded
or no longer needed for reference.

APPROVED

CIA Records Administration Officer

Date

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FORM NO. 139a USE PREVIOUS
1 JAN 56   EDITIONS.   **RECORDS CONTROL SCHEDULE** - CONTINUATION SHEET

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.

Preparation:

25X1

Records Officer for O/Commo

CIA Records Administration Officer

24 Sept 1969

Date

Review:

25X1

Records Management Officer

Career Mgt & Training

SECRET

OFFICE, DIVISION, BRANCH	SIGNATURE
Office of Communications, Career Management and Training Staff	TITLE Chief, OC-A/Records Management Branch DATE 1 August 1969

- ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	(CUBIC FT.)	DISPOSITION INSTRUCTIONS

1.	REPORTS
	
	These reports are maintained under a subject numeric system and consist of the following:
	
	    a. Monthly or Quarterly Reports:
	
	        (1) Staff (monthly narrative and quarterly report)
	
	        (2) Branch
	
	    b. Weekly Reports:
	
	        (1) D/CO Staff Meetings
	
	        (2) Weekly Staff Notes
			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.
			
			Temporary. Retain no longer than 1 year, then destroy.
			
			Temporary. Retain 1 year, then destroy.
			
			Temporary. Retain 1 month, then destroy.

2.	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	DISPOSITION INSTRUCTIONS
2.	**SUBJECT FILES - con't** 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** These files are maintained in a subject numeric system and consist of inter and intra-agency, military, and commercial correspondence concerning Staff liaison. a. Career Training Program: 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. Career Officer Development Program: 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. Liaison Files: Consists of correspondence with other U. S. Government agencies and commercial organizations 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 FILES** Correspondence, briefing materials, reports, minutes of meetings, annual personnel program reviews, career boards, and career panels.		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

4. SPECIAL COMMITTEES, BOARDS, & PANELS
FILES – con't

a. __Career Service Board__: 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.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

SECRET

6. <u>CHRONOLOGICAL FILES</u>

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. <u>Memorandums</u>:

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 1 year, then destroy.

        (2) Document Control Tickets – Form 717a

Temporary. Retain until action is completed, then return <u>Action</u> ticket to OC-A/RMB and destroy others.

7. <u>ADMINISTRATION FILES</u>

These files are maintained under a subject numeric system and consist of cables, dispatches, memorandums, forms, and other correspondence reflecting

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7. <u>ADMINISTRATION FILES</u> - con't

personnel planning, programs, career development, rotations, assignments, reassignments, separations, promotions, awards, and commendations.

    a. <u>General</u>:

        (1) <u>Personnel Policy</u>: 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. <u>Personnel</u>:

        (1) <u>Personnel Soft Files</u>: 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) <u>Recruitment</u>: 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) <u>Applicant Folder Files</u>: 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 <u>not</u> initiated forward

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7.   ADMINISTRATION FILES - con't

application for employment, report of interview, Personal History Statements, and in some cases requests for security clearance.

folder to Office of Personnel/AFS 60 days after becoming inactive.

(4) Retirement: Documents surrounding the separation or retirement of staff employees.

Temporary. Destroy 10 years after receipt in Records Center. Retain 2 years then transfer to the Records Center.

(5) Special & Honor Awards: These files contain background material, letters of recommendation for honor or merit awards, proposed citations, and documentation.

Permanent. Disposal not authorized. Retain 2 years then forward to the Records Center.

(6) T/O Files: 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 worldwide 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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8. RECORDS MANAGEMENT FILES

These files contain materials per-
taining 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 chrono-
logical order.

    a. Regulatory Issuances:

        (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, pub-
lications, 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.

FORM NO. 139a USE PREVIOUS
1 JAN 56   EDITIONS.   **RECORDS CONTROL SCHEDULE** - CONTINUATION SHEET

(41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

10. <u>TRAINING FILES</u>

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. <u>Personnel Training Folders</u>: 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) <u>OC Personnel non-duty</u>: (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.

FORM NO. 139a USE PREVIOUS
1 JAN 56 EDITIONS. RECORDS CONTROL SCHEDULE - CONTINUATION SHEET (41)

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 memorandums, 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.

(1)   Projected Training Requirements for OC personnel.

Temporary. Retain for 2 years then destroy.

(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 25X to OC-CMS/CTB. Retain in OC-CMS/CTB 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)   Training Bulletins: OC and OTR

Temporary. Retain for 6 months, then destroy.

25X

10. <u>TRAINING FILES - con't</u>

     (6) <u>Instructors Work Files:</u>
(Training materials)

Temporary. Retain while PCS [ ] then screen and transfer files to replacement instructor.

     (7) [ ] <u>Student Schedules:</u>
(Masters)

Temporary. Retain 1 year, then destroy.

d. <u>Career Training Program:</u> 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. <u>Mid-Career Program:</u> 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. <u>OC Training School History Files:</u> 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.

11. [ ]

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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1 JAN 56 EDITIONS.
    RECORDS CONTROL SCHEDULE - CONTINUATION SHEET
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	- con't		GSI-12
	(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 on a current basis. After case closed, transfer to Records Center.
	(4) Time & Attendence Records		Temporary. Retain 1 year, then destroy.
	(5) Soft Files - Personnel stationed at ☐		Temporary. Upon transfer forward pertinent data to OC-A/PB. Destroy remaining file.
	(6) CEL Rating and CEL Work Sheets		Temporary. Retain 3 years, then forward to Records Center. Destroy 5 years after receipt in Records Center.
	(7) Conduct and RYBAT material: (Employee sensitive case files)		Temporary. Forward to OC-A/PB, for disposition when the employee is separated or transfered.
	(8) Training Correspondence Files		Temporary. Retain for 2 years, then destroy.
	(9) Training Reference Material		Temporary. Destroy when superseded, obsolete, or no longer needed.
	(10) ☐ Files reflecting the radio, maintenance, and crypto-graphic course material and student data		Temporary. Retain for 2 years, then destroy.
	(11) Training aids and instruc-tional documents		Temporary. Destroy when superseded, obsolete, or no longer needed for reference.