

OFFICE, DIVISION, BRANCH  
Office of ~~Management~~

SIG [Redacted]  
TIT [Redacted]  
Chief, Records 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)

APPR [Redacted] 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 Destroy when superseded or no longer needed for reference.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.

0.3 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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FILES IDENTIFICATION

VOLUME

DISPOSITION INSTRUCTIONS

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190020-1

**SUBJECT FILES - con't**

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d. Emergency Communications Planning 0.7  
**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.

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

<sup>3</sup> 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

(14) a. OC Equipment Board

Temporary. Destroy after 20 years. Retain 10 years, then transfer

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190020-1

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	<p><b>SPECIAL COMMITTEES, FOR RELEASE 2005/11/21 : CIA-RDP78-00487A000100190020-1</b></p> <p><b>a. <u>OC Equipment Board - con't</u></b></p> <p><b>b. <u>Technical Requirements Board</u></b></p> <p><b>c. <u>Communications Radio Panel</u></b></p> <p><b>d. <u>Research and Development Review Board.</u></b></p>	SECRET	<p><b>to the Records Center.</b></p> <p><b>Temporary. Destroy after 10 years. Retain for 5 years, then transfer to the Records Center.</b></p> <p><b>Temporary. Destroy after 10 years. Retain for 5 years then transfer to the Records Center.</b></p> <p><b>Temporary. Destroy after 10 years. Retain for 5 years, then transfer to the Records Center.</b></p>
3.	<p><b><u>REPORTS:</u></b></p> <p>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, operational requirements for the development and procurement of clandestine communications equipment, development and production of signal plans and frequency propagation materials, creation and maintenance of clandestine communications procedures, development of clandestine communications techniques, and liaison with Agency and other government and non-government facilities: (1962 to present)</p> <p><i>28</i> a. <b><u>Monthly Reports - Staff</u></b></p>	3.0	<p><b>Permanent. Disposal not authorized. Cut-off at end of 2 calendar years, then transfer to the Records Center.</b></p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190020-1

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<b>REPORTS - con't</b>		
	b. <u>Monthly Reports - Branch including Isolation.</u>	2.6	Temporary. Retain no longer than 1 year then destroy.
	c. <u>Weekly Staff Notes of Branch Activities.</u>	2.6	Temporary. Retain no longer than 30 days then destroy.
	d. <u>Accomplishments and Objectives:</u>	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. <u>Annual Program - Forecast of Personnel, Equipment, and Facilities required by Fiscal Year.</u>	1.0	Temporary. Retain for 3 years then destroy.
	f. <u>Cryptographic Inventory. - An Inventory of all Cryptographic Documents and Cryptographic Equipments.</u>	0.9	Temporary. Retain current and superseded copy. Destroy previous inventories.
	g. <u>Economy - Quarterly report on Financial Matters.</u>	0.5	Temporary. Retain 2 years then destroy.
	h. <u>Quarterly Training Status Reports of Staff Personnel</u>	0.9	Temporary. Retain 2 years then destroy.
	i. <u>Crystal Inventory</u> - <input type="text"/>	0.5	Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.
	j. <input type="text"/> (Engineering) Reports.	0.7	Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.

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4.	<p><u>CORRESPONDENCE FILES:</u> Approved For Release 2005/11/21 : CIA-RDP87A000487A000100190020-1</p> <p>These files are maintained under a numeric system by subject and consist of: (1962 to present)</p>	8.0	<p>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.</p>
	<p>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.</p>	0.9	<p>Temporary. Destroy when outdated or no longer needed for reference.</p>
	<p>c. <u>Personnel Administration Files:</u> These files consist of general correspondence on the following:</p> <ul style="list-style-type: none"> <li>(1) Confidential Funds</li> <li>(2) Suggestion Award Program documentation and comments.</li> <li>95 (3) Auto-instruction Device suggestion files.</li> <li>(4) Time and Attendance Records.</li> </ul>	6.0	<p>Temporary. Retain 6 months then destroy.</p> <p>Temporary. Retain 2 years then destroy.</p> <p>Temporary. Destroy 10 years after receipt in Records Center. Retain on a current basis. After case closed, transfer to Records Center.</p> <p>Temporary. Retain no longer than 1 year then destroy.</p>

Approved For Release 2005/11/21 : CIA-RDP87A000487A000100190020-1

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<p><b>CORRESPONDENCE FILES - cont</b></p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190020-1</p> <p>Personnel Administration Files - cont</p> <p>(5) Soft Files - Personnel stationed at [redacted]</p> <p>(6) CEL ratings and CEL work sheets.</p> <p>(7) Conduct and RYBAT material.</p>	SECRET	<p>Temporary. Upon transfer, screen and forward only pertinent data to Headquarters, destroy all other materials.</p> <p>Temporary. Retain 2 years then destroy.</p> <p>Temporary. Retain 3 years then destroy.</p>
5.	<p><b>LOGISTICS:</b></p> <p>These files are maintained under a numeric alphabetic system and contain the following: (1959 to present)</p> <p>a. <u>Consolidated Memorandum Receipt Accounts: Report of Inventory Adjustments</u>, 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.</p> <p>b. <u>Shipping Documents:</u> Copies of shipping documents on expendable and non-expendable items.</p> <p>c. [redacted] <u>Requisition Files:</u> Copies of requisitions for equipment and supplies requested from headquarters. Filed by requisition number.</p>	<p>0.9</p> <p>0.8</p> <p>0.8</p>	<p>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.</p> <p>Temporary. Retain 3 years then destroy.</p> <p>Temporary. Retain 3 Fiscal Years then destroy.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p><b>LOGISTICS</b> con't</p> <p>d. <u>Issue Slips</u> (Form 14)</p> <p>e. <u>Audit Reports</u></p> <p>f. <u>Procurement</u> - 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:</p> <p>(1) \$25,000 or more</p> <p>(2) \$2,501 to \$24,999</p> <p>(3) \$2,500 or less</p> <p>g. <u>Work Orders</u>: Files consist of Work Orders and Work Order Modifications. Filed by work order number.</p> <p>h. <u>Services</u>: These files are maintained under a numeric system by subject and consist of:</p> <p>(1) <u>Reproduction Work Orders</u>.</p> <p>(2) <u>Supply Requests</u></p> <p>(3) <u>Crystal Requests</u></p>	<p>0.6</p> <p>0.4</p> <p>3.7</p> <p>0.9</p> <p>3.9</p> <p>page 7</p>	<p>Temporary. Retain 2 Fiscal Years then destroy.</p> <p>Temporary. Retain 3 years then destroy.</p> <p>Temporary. Destroy 6 years after final payment.</p> <p>Temporary. Destroy 3 years after final payment.</p> <p>Temporary. Destroy 3 years after final payment.</p> <p>Temporary. Retain 2 years then destroy.</p> <p>Temporary. Destroy after work order completed.</p> <p>Temporary. Retain 1 year then destroy.</p> <p>Temporary. Retain 1 year then destroy.</p>

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6.	<p><b>PROJECT FILES:</b></p> <p>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)</p>	<p>SECRET</p> <p>3.0</p>	<p>Temporary. Destroy after 50 years. Cut-off at end of 2 years, or when terminated, then transfer to the Records Center.</p>
7.	<p><b>STATION FILES:</b></p> <p>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)</p>	<p>8.4</p>	<p>Temporary. Destroy after 50 years. Cut-off at end of 2 years, then transfer to Records Center.</p>
8.	<p><b>OPERATIONAL SUPPORT:</b></p> <p>These files are maintained under a numeric system and consist of: (1951 to present)</p>	<p>20.0</p> <p>1.8</p>	<p>Temporary. Destroy 10 years after receipt in Records Center. Review every 2 years. Destroy non-record material, transfer inactive record material to Records Center.</p> <p>Temporary. Retain 5 years then destroy.</p>



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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	OPERATIONAL SUPPORT: con't	SECRET	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190020-1</p> <p>18.0 Temporary. Destroy when obsolete or no longer needed for reference.</p> <p>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.</p> <p>4.0 Temporary. Retain 3 years then destroy.</p> <p>8.0 Temporary. Destroy when obsolete, outdated or no longer needed.</p> <p>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.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190020-1

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8.	<b>OPERATIONAL SUPPORT: con't</b>	SECRET	A000100190020-1
	<p><b>f. Frequency Propagation:</b> 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.</p>	8.0	Temporary. Destroy when obsolete, outdated, or no longer needed for reference.
	<p>(1) <b>Predictions:</b> Consist of memoranda, reports, charts, publications, and other data on point-to-point, intermediate, short range, long range, and short term studies.</p>	3.0	Temporary. Destroy when obsolete outdated, or no longer needed for reference.
9.	<b>TRAINING:</b>		
20	<p><b>Administration Files</b> - 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)</p>	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.
	<p><b>a. Personnel Training Folders:</b> These files are maintained under an alphabetic system and contain a record of the OC training given to agency and non-agency personnel.</p>	40.0	
	(1) OC-Personnel		Temporary. Destroy after 10 years. Retain 6 months after employee resigns or transfers, then transfer to Records Center.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	TRAINING:	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190020-1	
	con't	SECRET	
	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. <u>Correspondence and Statistics;</u> 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 <input type="text"/> Accounting Records for courses offered by OC.	0.9	Temporary. Destroy after 5 years. Retain at <input type="text"/> 1 year, then forward to Headquarters. Retain at Headquarters 4 additional years then destroy.

page 11

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190020-1

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	<p><b>TRAINING:</b> con't</p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190020-1</p> <p>b. Correspondence and Statistics: con't</p> <p>(4) Student Training Cards and training course data for each instructor and student that received training.</p> <p>(5) Training Bulletins, OC and OTR.</p> <p>(6) Instructors work files and training materials.</p> <p>(7) [ ] Student Schedules, Masters.</p> <p>(8) Training Correspondence files.</p> <p>(9) Training Reference Material.</p> <p>(10) [ ] Files reflecting the Radio, Maintenance, and Cryptographic course material and student data.</p> <p>(11) Training Aids and Instructional Documents</p> <p>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.</p>	<p>SECRET</p> <p>0.5</p> <p>1.0</p> <p>30.0</p> <p>0.6</p> <p>0.9</p> <p>80.0</p> <p>6.0</p> <p>3.0</p> <p>0.5</p>	<p>A000100190020-1</p> <p>Temporary. Retain for 1 year then destroy.</p> <p>Temporary. Retain for 6 months then destroy.</p> <p>Temporary. Retain while PCS at [ ] then screen and transfer to replacement.</p> <p>Temporary. Retain 1 year then destroy.</p> <p>Temporary. Retain for 2 years then destroy.</p> <p>Temporary. Destroy when superseded or no longer needed.</p> <p>Temporary. Retain for 2 years then destroy.</p> <p>Temporary. Destroy when superseded or no longer needed for reference.</p> <p>Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	<p><b>TRAINING:</b> cont</p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00477A000100190020-1</p> <p>d. <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 OC Personnel for the Mid-Career Program.</p> <p>e. <u>OC Training School History Files:</u> 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.</p>	<p>SECRET</p> <p>0.5</p>	<p>Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.</p>
		2.0	<p>Permanent. Disposal not authorized. Retain 5 years then transfer to Records Center.</p>
10.	<p><u>CRYPTIC REFERENCE:</u></p> <p>Files consist of records pertaining to the assignment of Signal Plan Cryptonyms. (1955 to present)</p>	2.0	<p>Temporary. Retain on a current basis; destroy when outdated or no longer needed for reference.</p>
11.	<p><u>PUBLICATIONS AND MANUALS:</u></p> <p>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)</p>	70.0	<p>Temporary. Destroy when superseded, obsolete or no longer needed for reference.</p>
	<p>a. <u>Agency Regulatory Issuances:</u> Agency Notices, Regulations and Handbooks filed in numerical order.</p>	2.0	<p>Temporary. Destroy when superseded, obsolete or no longer needed for reference.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	<p><b>PUBLICATIONS AND MANUALS: con't</b></p> <p>b. <u>OC Regulatory Issuances: OC Orders, and Notices.</u></p> <p>c. <u>Regulatory Issuances: Regulations, Handbooks, and Notices filed in numerical order.</u></p> <p>d. <u>Reference Files: Consist of correspondence, books, publications, catalogs, periodicals, maps, and similar material maintained for reference.</u></p>	<p><b>SECRET</b></p> <p>2.0</p> <p>1.0</p> <p>65.0</p>	<p>Temporary. Destroy when superseded, obsolete or no longer needed for reference.</p> <p>Temporary. Destroy when superseded, obsolete or no longer needed for reference.</p> <p>Temporary. Destroy when superseded, obsolete or no longer needed for reference.</p>
12.	<p><b><u>CHRONOLOGICAL FILES:</u></b></p> <p>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)</p> <p>a. <u>Cables</u></p> <p>b. <u>Dispatches</u></p> <p>c. <u>Memoranda</u></p> <p>d. <u>Transmittal Manifests: IN and OUT Field Station Transmittal Manifests.</u></p> <p>e. <u>Mail Control Records: These files consist of control records of incoming and outgoing material</u></p> <p>(1) <u>Logs</u></p>	<p>1.0</p> <p>2.0</p> <p>2.0</p> <p>2.0</p> <p>2.0</p>	<p>Temporary. Maintain 3 months, destroy earliest month upon filing latest month.</p> <p>Temporary. Retain 2 years then destroy.</p> <p>Temporary. Retain 2 years then destroy.</p> <p>Temporary. Retain 1 year then destroy.</p> <p>Temporary. Break annually, hold for 1</p>

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

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190020-1

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190020-1

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OFFICE, DIVISION, BRANCH		TITLE	
Office of Communications-Engineering Staff		Chief, OC-RMS	
DATE		1 November 1965	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p><b>REPORTS</b></p> <p>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)</p> <p>a. <u>Staff Monthly Reports</u></p> <p>b. <u>Branch Monthly Reports</u></p> <p>c. <u>Monthly Reports</u></p> <p>d. <u>Weekly Staff Notes</u></p> <p>e. <u>Top Secret Inventory:</u></p> <p>An inventory of all Top Secret documents assigned.</p>	<p>APPR</p> <p>CIA Records Administration Officer</p>	<p>Date</p> <p>24 Nov 1965</p> <p>Permanent. Cut off every 2 years, then transfer to the Records Center.</p> <p>1.3 Temporary. Retain 1 year, then destroy.</p> <p>0.2 Temporary. Retain 1 year, then destroy.</p> <p>0.9 Temporary. Retain 1 month, then destroy.</p> <p>0.2 Temporary. Retain current and superseded copy. Destroy previous inventories.</p>

106  
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	REPORTS -- con't		
	<p>f. <u>Cryptographic Inventory</u>: An inventory of all cryptographic documents and cryptographic equipment.</p>	0.2	Temporary. Retain current and superseded copy. Destroy previous inventories.
	<p>g. <u>Accomplishments and Objectives</u>:</p> <p>(1) Annual Report on the Accomplishments and Objectives of the Staff.</p>	0.2	Temporary. Destroy after 20 years. Retain 5 years, then transfer to the Records Center.
	<p>(2) Annual Report on the Accomplishments and Objectives of the Branches.</p>	0.3	Temporary. Destroy after 5 years. Retain 2 years, then transfer to the Records Center.
	<p>h. <u>Annual Program Forecast Files</u>:</p> <p>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.</p>		
	<p>(1) Staff Annual Program Forecast</p>	0.1	Temporary. Retain 3 years, then destroy.
	<p>(2) Branch Annual Program Forecast</p>	1.0	Temporary. Retain 1 year, then destroy.
	<p>i. <u>Quarterly Economy Report on Financial Matters</u></p>	0.3	Temporary. Retain 2 years, then destroy.
	<p>j. [ ] (Semi-Annual Engineering Report)</p>	6.0	Temporary. Retain on a current basis; destroy when superseded, outdated, or no longer needed for reference.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	REPORTS - con't		
	k. [ ] (Semi-Annual Communications Equipment Report)	1.1	Temporary. Retain on a current basis; destroy when superseded, outdated, or no longer needed for reference.
	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. <u>Equipment Test Report</u>	0.1	Temporary. Retain until equipment is obsolete, then destroy.
	n. <u>Foreign Intelligence Reports:</u> These files contain reports on foreign equipment.	0.1	Temporary. Review every 6 months, destroy reports no longer needed for reference.
	o. <u>D/CO Staff Meetings</u>	0.1	Temporary. Retain 1 year, then destroy.
	p. <u>Accountability Reports:</u> 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.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	REPORTS - con't  q. <u>Annual Training Status Reports of Staff Personnel</u>	SECRET  0.9	Temporary. Retain 2 years, then destroy.

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ITEM NO.			POSITION INSTRUCTIONS
2.	<p><b>PERSONNEL ADMINISTRATION FILES</b></p> <p>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 &amp; Panels, and other administrative reference files accumulated in the course of performing personnel functions and administration. (1951 - present)</p> <p>(1) <b>Personnel Soft Files:</b> 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, Reports, correspondence, cables, dispatches, and other documents such as training, processing, and travel information.</p> <p>(2) <b>Personnel Card Files:</b> 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.</p> <p>(3) <b>T/O Files:</b> These files consist of records relating to the staffing pattern, copies of monthly personnel reports, T/O changes,</p>	<p><b>SECRET</b></p> <p>1.5</p> <p>12.0</p> <p>0.6</p> <p>0.7</p>	<p>Temporary. Retain on a current basis; destroy when superseded or no longer needed for reference.</p> <p>Temporary. Upon separation destroy. Upon transfer, screen and forward to gaining office.</p> <p>Temporary. Destroy upon separation or transfer.</p> <p>Temporary. Destroy when superseded or obsolete.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>PERSONNEL ADMINISTRATION FILES - con't</p> <p>authorizations, manning tables, and IBM listing of employees.</p> <p>(4) <u>Biographic Data on Commercial Firm Representatives:</u></p> <p>These files are maintained in alphabetic order and contain documents pertaining to the commercial firms, representatives, clearances, and types of clearances.</p> <p>(5) <u>Electronic Engineer Certifications:</u> These files consist of Electronic Engineer Certifications, and the procedural documents.</p> <p>35 (a) Certifications, testing results, and personnel listings for Electronic Engineers in OC, who have qualified for a General Scientific Step position.</p> <p>(b) Personnel listings and test forms.</p> <p>(c) Engineer qualification standards and test forms.</p>	<p>2.9</p> <p>0.5</p> <p>0.3</p> <p>0.2</p>	<p>Temporary. Retain on a current basis; destroy when employee transfers or resigns.</p> <p>Temporary. Destroy after 50 years. Retain 10 years, then transfer to the Records Center.</p> <p>Temporary. Retain on a current basis. Destroy when no longer needed for reference.</p> <p>Temporary. Retain on a current basis. Destroy when no longer needed for reference.</p>

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ITEM NO.	FILE 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
3.	<u>SUBJECT FILES</u>	<del>SECRET</del>	
	<p>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)</p>		
	<p><u>a. Organization and Administration Files:</u> 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.</p>	4.1	<p>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.</p>
	<p><u>b. Security Files:</u> These files consist of correspondence, directives, and forms relating to security.</p>	0.4	<p>Temporary. Destroy when superseded or no longer needed for reference.</p>
	<p><u>c. Emergency Communications Planning Files:</u> These files consist of memoranda, reports, relocation procedures, plans, and other correspondence pertaining to Emergency Relocation Planning.</p>	0.4	<p>Temporary. Retain on a current basis. Destroy non-current material.</p>
	<p><u>d. Building Construction, Renovation and Remodeling of Facilities Files:</u> 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.</p>	3.8	<p>Temporary. Destroy after 50 years. Retain 1 year after work completed, then transfer to the Records Center.</p>
	<p><u>e. Services Files:</u> These files are maintained under a numeric system and consist of:</p>		
	<p>(1) Administrative Supplies and Services</p>	0.5	<p>Temporary. Retain no longer than 1 year, then destroy.</p>

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ITEM NO.	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. <u>Travel Files</u> : 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. <u>Budget and Fiscal Files</u> : 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. <u>Transmittal Manifest Files</u> : These files are maintained under a numeric system and contain "IN and OUT" transmittal manifests.	2.0 Temporary. Retain 1 year, then destroy.

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ITEM NO.	DESCRIPTION	CLASSIFICATION	RETENTION INSTRUCTIONS
4.	<p><u>TECHNICAL AND SPECIAL COMMITTEES AND BOARD FILES:</u></p> <p>These files consist of reports, memoranda, minutes, directives, charts, and agenda of committees, sub-committees, boards, working groups and briefing material used by agency and non-agency officials regarding engineering technical research and development, supply procedures, planning, as well as support to the Agency in the communications engineering support fields. (1955 - present)</p>	SECRET	
	<p>a. <u>Technical Equipment Board</u></p>	0.3	Temporary. Retain 3 years, then destroy.
	<p>b. <u>Presidents Foreign Intelligence Advisory Board</u></p>	0.2	Temporary. Retain 3 years, then destroy.
	<p>c. <u>CIA Patent Board</u></p>	0.3	Temporary. Retain 3 years, then destroy.
	<p>d. <u>Technical Requirement Board</u></p>	0.3	Temporary. Retain 3 years, then destroy.
	<p>e. <u>Technical Advisory Panel</u>: 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.</p>	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.
	<p>(1) <u>Technical Reports</u> - 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.</p>	2.5	Temporary. Review every 6 months and destroy outdated material.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	TECHNICAL AND SPECIAL COMMITTEES AND BOARD FILES - con't		
	(2) Technical Advisory Panel - These files consist of administration material, reports, etc., on the Technical Advisory Panel.	1.5	Temporary. Retain 3 years, then destroy.
	f. <u>Bio-Medical Electronic AD HOC Panel</u>	0.2	Temporary. Retain 1 year, then destroy.
	g. <u>CIA Research and Development Review Board</u>	0.2	Temporary. Destroy after 4 years. Retain 2 years, then transfer to the Records Center.
	h. <u>Joint CIA/DOD Research and Development Committee (Tactical Command &amp; Control)</u>	0.2	Temporary. Destroy after 4 years. Retain 2 years, then transfer to the Records Center.
	i. <u>Office of Communications Equipment Board</u>	0.2	Temporary. Destroy after 3 years. Retain 1 year, then transfer to the Records Center.
	j. <u>Research and Development Review Board</u>	0.2	Temporary. Destroy after 3 years. Retain 1 year, then transfer to the Records Center.
	k. <u>Audio Counter Measures Meetings:</u>	0.2	Temporary. Destroy after 4 years. Retain 2 years, then transfer to the Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS	
5.	<u>LIAISON FILES</u>	<b>SECRET</b>		
	<p>a. <u>Technical Liaison Files</u>: These files are maintained under an alphabetic system and consist of:</p>			
	<p>(1) <u>Bio data and correspondence</u> on commercial and/or military representatives. (forms) (1960 - present)</p>		3.6	Temporary. Retain on a current basis; destroy when no longer needed for reference.
	<p>(2) <u>Security Clearance Files</u>: 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)</p>		0.5	Temporary. Retain on a current basis; cancel clearance and destroy when no longer needed for reference.
	<p>(3) <u>Correspondence Files</u>: 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)</p>		2.1	Temporary. Commercial firm correspondence retain 2 years, then destroy. Military correspondence retain 5 years then destroy.
	<p>(4) <u>Synopsis Files</u>: Liaison tasks performed for OC, FBIS, TS/D, FI <input type="checkbox"/> and Contacts Division (DDI).</p>	2.0	Temporary. Retain 5 years, then destroy.	
	<p>(5) <u>Technical Representative Liaison Monitoring</u> - Correspondence from and to commercial firms regarding rotation and replacement of personnel including personnel resume.</p>	0.1	Temporary. Retain on a current basis; destroy outdated material.	

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ITEM NO.

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INSTRUCTIONS

LIAISON FILES - con't

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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 equipment 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.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	<p><u>REFERENCE MATERIALS</u></p> <p>a. <u>Working Files:</u> 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</p>	82.0	<p>Upon completion of a specific job, return any loaned materials to file or the Library, then destroy remaining papers.</p>
	<p>27 b. <u>Reference Materials:</u> 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.</p>	285.0	<p>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.</p>

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ITEM NO.	FILE	INSTRUCTIONS
7.	<p><u>CHRONOLOGICAL FILES</u></p> <p>These files consist of extra copies of correspondence and are maintained under a numeric system for convenience of reference. (1958 - present)</p> <p>a. <u>Cables</u></p> <p>b. <u>Dispatches</u></p> <p>c. <u>Memoranda</u></p> <p>d. <u>Transmittal Manifests - IN and OUT Field Station Transmittal Manifests.</u></p> <p>e. <u>Memoranda for the Record</u></p> <p>f. <u>Mail Control Records - These files consist of control records for incoming and outgoing material.</u></p> <p>(1) <u>Logs</u></p> <p>(2) <u>Abstract Tickets</u></p> <p>(3) <u>Mail Receipts and Manifests</u></p>	<p>4.4 Temporary. Maintain 1 year, destroy earliest month upon filing latest month.</p> <p>2.4 Temporary. Retain 2 years, then destroy.</p> <p>3.0 Temporary. Retain 2 years, then destroy.</p> <p>6.0 Temporary. Retain 1 year, then destroy.</p> <p>2.3 Temporary. Retain no longer than 2 years, then destroy.</p> <p>4.0 Temporary. Break annually, hold for 1 year, then destroy.</p> <p>1.0 Temporary. Retain until action is completed, then return to OC-RMS</p> <p>1.0 Temporary. Retain 30 days, then destroy.</p>

ITEM NO.			
8.	<p><u>PUBLICATIONS AND HANDBOOKS</u></p> <p>These files are maintained under a numeric system and are filed in chronological order. (1953 - present)</p> <p>a. <u>OC Regulatory Issuances:</u></p> <p>(1) <u>OC Notices, Orders, Memoranda Handbooks, and other internal issuances and directives.</u></p> <p>(2) <u>Equipment Notices: Notices on new equipment developed by OC and commercial firms.</u></p> <p>(a) <u>Equipment Notice Index: 3x5 cards indexing the equipment notices.</u></p> <p>324 (3) <u>Work Orders and Work Order Modifications: These files consist of Work Orders, Requests, and modification work orders for communications equipment</u></p> <p>27 (4) <u>Engineering Technical Bulletins: Field handbooks on technical communications engineering theory, test procedures, equipment, and equipment parts of interest to Communications components.</u></p> <p>(5) <u>Engineering Technical Manuals: Manuals consisting of technical information and data on OC Equipment.</u></p>	<p><del>SECRET</del></p> <p>6.0</p> <p>2.0</p> <p>0.5</p> <p>3.0</p> <p>12.0</p> <p>8.0</p> <p><del>SECRET</del></p>	<p>Temporary. Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>Temporary. Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>Temporary. Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>Temporary. <del>Destroy after 5 years.</del> Retain until superseded, outdated, or no longer needed for reference, then transfer one copy to the Records Center. <del>Destroy after 5 years.</del></p> <p>Temporary. <del>Destroy after 5 years.</del> Retain until superseded, outdated, or no longer needed for reference, then transfer one copy to the Records Center. <del>Destroy after 5 years.</del></p> <p>Temporary. Destroy when superseded, obsolete, or no longer needed for reference.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	PUBLICATIONS AND HANDBOOKS - con't		
	(b) <u>Agency Regulatory Issuances:</u> Agency notices, regulations, handbooks, and DD/S directives.	4.0	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
	(c) <u>Other Agency Issuances:</u> Other Agency documents, publications, and directives.	8.0	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10.	<p><u>RESEARCH AND DEVELOPMENT FILES</u></p> <p>These files are maintained under a numeric system.</p> <p>ⓐ. <u>General Administration and Planning Files:</u> These files consist of documents, R&amp;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.</p> <p>(1) <u>Production Cost Data:</u> These files consist of Project Compilation Summaries of cost by project. (1962 - present)</p> <p>(2) <u>Project Control Files:</u> 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)</p> <p>b. <u>Project Approval Requests:</u> These files consist of approval memoranda for projects, contracts, and the Planning, Programming, and Budgeting (O/PPB) Control Records and Catalog Forms. (1964 - present)</p>	<p>16.0</p> <p>0.5</p> <p>4.5</p> <p>1.0</p>	<p>Temporary. Destroy after 25 years. Close files every 3 years; when completed or when terminated whichever comes first, then transfer to the Records Center.</p> <p>Temporary. Retain 10 years, then destroy.</p> <p>Temporary. Retain 5 years, then destroy.</p> <p>Temporary. Destroy after 25 years. Close files every 3 years, then transfer to the Records Center.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	RESEARCH AND DEVELOPMENT FILES - con't	<del>SECRET</del>	
	<p>c. <u>Technical Committee and Board Files:</u> These files consist of:</p> <p>(1) Agenda, directives, minutes of meetings, and reports covering general operations of the committee or board.</p> <p>(2) Papers relating to the establishment, revision, or termination of individual projects and contracts.</p> <p>(3) Correspondence files pertaining to the committees and boards.</p> <p>(4) Meetings with foreign representatives on communications equipment.</p>	<p>2.0</p> <p>4.0</p> <p>2.0</p> <p>1.0</p>	<p>Permanent. Disposal not authorized. Retain 2 years, then transfer to the Records Center.</p> <p>Permanent. Disposal not authorized. Retain 3 years, then transfer to the Records Center.</p> <p>Permanent. Disposal not authorized. Close file every 3 years, then transfer to the Records Center.</p> <p>Permanent. Disposal not authorized. Retain 2 years, then transfer to the Records Center.</p>
	<p>d. <u>Special Equipment Studies Files:</u> These files contain correspondence and studies on communications equipment, contracts, projects, systems designs, etc. (1955 - present)</p>	4.0	Permanent. Disposal not authorized. Retain while active, hold inactive records 1 additional year, then transfer to the Records Center.
	<p>e. <u>External Contract Files:</u> 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</p>	36.0	Permanent. Disposal not authorized. Retain 2 years after completed, terminated, or cancelled, then transfer to the Records Center.
			Amendment 1, dated 23 March 1966

ITEM NO.	RESEARCH AND DEVELOPMENT FILES - con't	CLASSIFICATION	RETENTION INSTRUCTIONS
	<p>trip reports, work orders, contract monthly reports, Analysis and Appraisal Reports, OC-E Equipment Notices, etc., on the equipment status and development. (1956 - present)</p> <p>(1) Special Communications Satellite Projects. (1963 - present)</p> <p>f. <u>Source Data Files</u>: 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.</p> <p>g. <u>Reference Files</u>: These files consist of technical and scientific data accumulated in conducting the research and development of assigned projects.</p> <p>(1) <u>Project Notebooks</u>: 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.</p> <p>(27) h. <u>OC Equipment Manuals</u>: These files contain manuals created by the Staff for OC equipment. (1951 - present)</p>	<p>SECRET</p> <p>9.0</p> <p>60.0</p> <p>15.0</p> <p>4.0</p> <p>6.0</p>	<p>Permanent. Disposal not authorized. Retain 2 years, then transfer to the Records Center.</p> <p>Temporary. Destroy when determined that the files have served all research purposes.</p> <p>Temporary. Destroy when no longer needed for research or reference purposes.</p> <p>Temporary. Destroy 6 months after cancellation, completion, or termination of the related contract.</p> <p>Permanent. Disposal not authorized. Retain on a current basis; forward copy to the R&amp;D Lab as created for inclusion in the Library.</p>
		-21-	Amendment 1, dated 23 March 1966

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	RESEARCH AND DEVELOPMENT LABORATORY FILES		
	<p>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.</p>		
	<p>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)</p>	47.0	<p>Permanent. Disposal not authorized. Cut-off at end of 5 years, then transfer to the Records Center.</p>
	<p>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)</p>	44.0	<p>Permanent. Disposal not authorized. Cut-off at end of 5 years; then transfer to the Records Center.</p>
		-22-	Amendment 1, dated 23 March 1966

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	RESEARCH AND DEVELOPMENT LABORATORY FILES con't		
	<p>② c. <u>Laboratory Notebooks</u>: 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)</p>	23.0	Permanent. Disposal not authorized. Cut-off at end of 5 years; then transfer to the Records Center.
	<p>② d. <u>R&amp;D Technical Reference Files</u>: These files consist of R&amp;D technical reports, investigated findings, and scientific publications maintained as a source of ready reference for R&amp;D personnel. (1950 - present)</p>	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.
	<p>② e. <u>Drawing Files</u>: These files consist of correspondence, requirements, schematics, specifications, design layouts, and equipment drawings for OC peculiar equipment. (1951 - present)</p>	51.0	Permanent. Disposal not authorized. Retain while active, hold 1 additional year, then transfer to the Records Center.
	<p>f. <u>Project Control Files</u>: These files consist of cards, logs, and indices filed by project. (1951 - present)</p>		
	<p>(1) <u>Project Cards</u> - indexed to active and inactive project files. (1951 - present)</p>	0.5	Temporary. Destroy when no longer needed for reference.
	<p>(2) <u>Project Initiation Assignment Sheets</u> - (1951 - present)</p>	0.5	Temporary. Destroy when no longer needed for reference.
		-23-	Amendment 1, dated 23 March 1966

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	RESEARCH AND DEVELOPMENT LABORATORY FILES - con't	<del>SECRET</del>	
	(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. <u>OC-E Research and Development Manuals: (1953 - 1963)</u>	3.0	Permanent. Disposal not authorized. Retain 5 years, then transfer to the Records Center.
	h. <u>Research and Reference Files:</u> 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.
	(13) i. <u>Foreign Equipment Information Files:</u> 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.
		<del>SECRET</del>	
		-24-	Amendment 1, dated 23 March 1966

ITEM NO.

INSTRUCTIONS

RESEARCH AND DEVELOPMENT LABORATORY FILES - con't

① 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.

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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 and 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.



ITEM NO.

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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 procedural guides and other materials used as reference. (1955 - present)

16.0

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

g. Master Voucher Files: These files consist of receiving reports, PTI's, RIA's, requisitions, and Issue Slips covering equipment and/or supplies issued by the warehouse. These slips reflect signature of recipient and are used in posting to stock record cards. (1960 - present)

0.5

Temporary. Segregate into completed files after receipt, deliver, and adjustment. Destroy 4 years thereafter. Retire to the Records Center following inventory and audit for balance of the 4 years.

h. Consolidated Memorandum of Receipt: Issue Slips made on all non-expendable equipment and property charged to an employee indicates signature of recipient. PTI executed when property is turned in. (1962 - present)

0.5

Temporary. Destroy upon change of responsible officer, upon revision, or after audit.

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

0.2

Temporary. Destroy 3 months after return to issuing officer.

ITEM NO.	TITLE	CLASSIFICATION	DISPOSITION INSTRUCTIONS
12.	<p><b>ENGINEERING SUPPORT FILES</b></p> <p>These files are maintained under an alphabetic system and contain:</p> <p>a. <b>Equipment Files:</b> These files consist of intra and inter-agency cables, dispatches, reports [redacted] and other correspondence relating to installed facilities [redacted] and field stations. (1958 - present)</p> <p>b. <b>Station Files:</b> 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)</p> <p><sup>23</sup>c. <b>Project Files:</b> These files consist of cables, dispatches, reports, maps, drawings, manuals, and other correspondence relating to building construction, programming, renovations, equipment installations, etc. (1954 - present)</p> <p>d. <b>Equipment Evaluation Files:</b> These files consist of proposals, dispatches, cables, manuals, drawings from commercial firms, and agency components on the evaluations and other items relating to [redacted] patch panels, antenna and antenna equipment, etc. (1958 - present)</p> <p>e. <b>Planning Group Files:</b> These files consist of [redacted] planning and improvements to [redacted] construction of new sites; equipment layouts for communications sites and stations;</p>	<p><b>SECRET</b></p> <p>23.0</p> <p>30.0</p> <p>16.0</p> <p>24.0</p> <p>24.0</p> <p>-27-</p>	<p>Temporary. Review annually; destroy outdated and obsolete material no longer needed for reference.</p> <p>Temporary. Retain 2 years, then destroy.</p> <p>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.</p> <p>Temporary. Review annually, destroy superseded and outdated material no longer needed for reference.</p> <p>Temporary. Review annually, destroy superseded and outdated material no longer needed for reference.</p>

ITEM NO.			RETENTION INSTRUCTIONS
	<p>ENGINEERING SUPPORT FILES - con't</p> <p>remodeling of radio stations; and the drawings of the stations and the equipment layout plans.</p> <p>f. Drawing and Layout Files: These files consist of building and equipment designs, drawings, maps, specifications, etc. (1952 - present)</p> <div data-bbox="378 1270 841 1432" style="border: 1px solid black; height: 77px; width: 285px; margin: 10px 0;"></div> <p>(2) Equipment drawings, station wirings, specific systems, and equipment layouts.</p> <p>(3) Drawings of stations and projects equipment layouts for planning purposes.</p> <p>(4) <span style="border: 1px solid black; display: inline-block; width: 60px; height: 15px;"></span> drawings of all areas</p> <div data-bbox="394 1654 706 1696" style="border: 1px solid black; height: 20px; width: 192px; margin: 10px 0;"></div> <p>(5) Teletype equipment drawings consisting of wire diagrams, schematics, and drawings for Modification Work Orders.</p>	<p>2.0</p> <p>4.0</p> <p>2.0</p> <p>34.0</p> <p>16.0</p>	<p>Temporary. Retain on a current basis, destroy when obsolete or no longer needed for reference.</p> <p>Temporary. Retain until equipment is obsolete or station closed, then destroy.</p> <p>Temporary. Retain no longer than 1 year, then destroy.</p> <p>Temporary. Retain on a current basis, destroy when no longer needed for reference.</p> <p>Temporary. Retain on a current basis, destroy when obsolete or no longer needed for reference.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
13.	<p><b>LOGISTICS SUPPORT FILES</b></p> <p>These files are filed under a subjective numeric system. (1951 - present)</p> <p>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.</p> <p>b. <u>Receipt and Control Files:</u></p> <p>(1) Signed copies of memorandum receipts for non-expendable property.</p> <p>(2) Copies of Consolidated Memorandum Receipt Listings (IBM run furnished by Office of Logistics).</p> <p>(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.</p> <p>(a) Monthly Reports</p> <p>(b) Semi-Annual Reports</p>	<p><b>SECRET</b></p>	<p>12.0 Temporary. Retain 3 Fiscal Years, then destroy.</p> <p>0.5 Temporary. Destroy upon receipt of Consolidated Memorandum Receipt Listings.</p> <p>0.9 Temporary. Destroy when superseded or no longer needed for reference.</p> <p>0.4 Temporary. Retain 30 days, then destroy.</p> <p>0.4 Temporary. Retain 3 Fiscal Years, then destroy.</p>

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ITEM NO.	FILE IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	LOGISTICS SUPPORT FILES - con't		
	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 four domestic 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.

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ITEM NO.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190020-1	INSTRUCTIONS
LOGISTICS SUPPORT FILES - cont	SECRET	
<p>19 (1) <u>Allocated Stock Records:</u> These records are used to control, issue, and maintain stock levels of non-expendable items; includes strategic stockpile and clandestine equipment.</p>	2.0	Temporary. Destroy 5 years after receipt in the Records Center. Retain until equipment is obsolete, then transfer to the Records Center.
<p>(2) <u>Financial Analysis Number Account Directory:</u> A directory containing OC allotment numbers for equipment funding.</p>	0.5	Temporary. Destroy when new listing received.
<p>f. <u>Alphabetic Equipment Listings (FIIN):</u> IBM listings of all OC equipment and parts. (Federal Identification Item Numbers).</p>	6.0	Temporary. Destroy when new listing received.
<p>g. <u>Supply Catalogs and Maintenance Parts Listings:</u> These catalogs and listings provide property identification, classification, and maintenance parts numbers for which there is a recurring demand or continuing need.</p>		
(1) Supply Catalogs	400.0	Temporary. Destroy when superseded, outdated, or no longer needed for reference.
(2) Maintenance Parts List (includes military)	225.0	Temporary. Destroy when superseded, outdated, or no longer needed for reference.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	LOGISTICS SUPPORT FILES - con't	SECRET	
	h. <u>Master Cross Index</u> : 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. <u>Description Cards</u> : 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. <u>Agency Designation Cards</u> : 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. <u>Parts Identification Cards</u> : Card index on communications equipment parts.	2.0	Temporary. Destroy when superseded, outdated, or no longer needed for reference.
	l. <u>Control Cards</u> : Supply Action Requests number card system maintained to check on basis file and a cross index to descriptions files.	9.0	Temporary. Destroy when superseded, outdated, or no longer needed for reference.
	m. <u>Drawing Index</u> : Card indexes to drawings.	1.0	Temporary. Retain on a current basis. Destroy outdated or obsolete cards.
	n. <u>Department of Defense Nomenclature Cards</u> : 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. <u>OL Change Notices</u> : Notices from OL on equipment deletions and other changes to be posted to control cards, cross index, and description cards.	1.0	Temporary. Destroy when changes are completed.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	INSTRUCTIONS
	<p>LOGISTICS SUPPORT FILES - con't</p> <p><i>32</i> p. <u>Special Allocations for Equipment and Supplies:</u> These files contain requisitions and other correspondence relating to special procurement equipment and supplies for special operations, stockpiling, and clandestine operations.</p> <p><i>21</i> q. <u>Drawing of OC Peculiar Equipment:</u> These files contain drawings of OC equipment and parts used for reference in requisitioning materials.</p>	<p>SECRET</p> <p>1.0</p> <p>20:00</p> <p>SECRET</p> <p>-233-</p>	<p>Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center.</p> <p>Temporary. Destroy after 25 years. Retain 15 years, then transfer to the Records Center.</p>

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ITEM NO.	FILES IDENTIFICATION	INSTRUCTIONS
14.	<p><b>TECHNICAL SERVICES</b></p> <p>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.</p> <p>a. <u>Langley Technical Section:</u></p> <p>(1) <u>Electronic Maintenance Files:</u> 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)</p> <p>(2) <u>Wire Unit Maintenance Files:</u> These files consist of correspondence, technical data, drawings, manuals, etc., relating to wire unit maintenance of teletape equipment. (1964 - present)</p> <p>b. <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span></p> <p>(1) <u>Administration and Planning Files:</u> These files consist of cables, dispatches, manuals, and other correspondence reflecting the activities, planning, programming, and administration</p>	<p style="text-align: center;"><b>SECRET</b></p> <p>6.0 Temporary. Review every 2 years and destroy outdated, superseded, or obsolete material.</p> <p>24.0 Temporary. Review every 2 years and destroy outdated, superseded, or obsolete material.</p> <p>6.0 Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.</p> <p style="text-align: center;"><b>SECRET</b></p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>TECHNICAL SERVICES - con't</p> <p>of the Section. (1960 - present)</p> <p>(2) <u>Allotment 26 - Control Cards:</u> 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)</p> <p>(3) <u>Equipment Accountability Files:</u> These files consist of property-turn-ins, vouchers, repair request, job orders for requisitioning equipment, and property destruction certifications. (1963 - present)</p> <p>(4) <u>Equipment Standardizations:</u> These files consist of standards and categories for repairable and non-repairable equipment. (1963 - present)</p> <p>(5) <u>Contract Correspondence Files:</u> 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)</p>	<p>SECRET</p> <p>1.0</p> <p>0.5</p> <p>0.5</p> <p>1.0</p> <p>SECRET</p> <p>-35-</p>	<p>Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.</p> <p>Temporary. Retain 2 years, then destroy.</p> <p>Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.</p> <p>Temporary. Retain 2 years, then destroy.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>TECHNICAL SERVICES - con't</p> <p>(6) <u>Equipment Information Files:</u> 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)</p> <p>(7) <u>Stock Data Reports:</u> Equipment IBM runs containing the stock status of supplies in the warehouse. (1963 - present)</p> <p>(8) <u>Stock Equipment Listings:</u> These files consist of an alphabetic and numeric IBM stock listing of all agency equipment and price listings. (1957 - present)</p> <p>(9) <u>Supply and Equipment Accountability Files:</u> These files contain an inventory of equipment assigned to OC at [redacted] for shop use, invoices, requisitions, property-turn-ins, and job orders. (1963 - present)</p> <p>(10) <u>Crystal Orders:</u> These files contain cables, dispatches, correspondence, work orders, requisitions, crystal orders, and receipts for crystals. (1964 - present)</p>	<p>SECRET</p> <p>1.5</p> <p>1.0</p> <p>3.0</p> <p>1.0</p> <p>3.2</p> <p>SECRET</p> <p>-36-</p>	<p>Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.</p> <p>Temporary. Retain on a current basis; destroy when superseded, or no longer needed for reference.</p> <p>Temporary. Destroy upon receipt of new listing.</p> <p>Temporary. Retain 2 years, then destroy.</p> <p>Temporary. Retain 2 years, then destroy.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	TECHNICAL SERVICES - con't	<b>SECRET</b>	
	(15) Reference Materials and Manuals: These files are maintained for convenience and consist of: (1955 to 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.
		<b>SECRET</b>	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>TECHNICAL SERVICES - con't</p> <p>(i) Department of Defense Index of Specifications &amp; Standards</p>	<p>SECRET</p> <p>0.5</p> <p>SECRET</p> <p>-39-</p>	<p>Temporary. Destroy when revised, superseded, or no longer needed for reference.</p>