

12.02-64

SECRET

RECORDS MANAGEMENT PROGRAM

Rescinded 8/23/66 fgh

RECORDS CONTROL SCHEDULE FOR THE

O/DCI, CABLE SECRETARIAT



SECRET

Excluded from automatic
downgrading and
declassification

RECORDS CONTROL SCHEDULE
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000100210002-8

SCHEDULE NO. 13,006

OFFICE, DIVISION, BRANCH
 O/DCI, CABLE SECRETARIAT

SIGNATURE [Redacted]
 TITLE Cable Secretary DATE 23 June 1964

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>SUBJECT FILE</p> <p>Consists of correspondence, reports, emergency plans, SOP's and other papers which document the policies and procedures pertaining to the processing and distribution of CIA and non-CIA cables and the proper release of outgoing CIA cables. Arranged alphabetically according to the Agency Subject-Numeric filing system. (1960-64)</p>	<p>SECRET 6.0</p>	<p>Permanent. Disposal not authorized. Transfer to Records Center when no longer needed for current reference.</p>
2	<p>CAREER SERVICE PANEL FILE</p> <p>Consists of the official minutes and agenda of Cable Secretariat Career Service Panel Meetings together with Panel recommendations for employee promotion, transfer, and reassignment; membership in the Career Staff; and policies and working procedures for the Panel. Arranged chronologically. (1959-1964)</p>	<p>.4</p>	<p>Permanent. Disposal not authorized. Retain in current file area indefinitely.</p>
3	<p>PERSONAL WORKING FILES</p> <p>Consists of training handbooks, trainee program schedules, working papers, drafts of proposed regulations, and similar material used primarily for reference purposes. Filing arrangement varies with each file. (1960-64)</p>	<p>8.0</p>	<p>Temporary. Retain in current file area indefinitely. Screen and destroy obsolete material annually.</p>
4	<p>ACTIVITY REPORTS FILE</p> <p>Consists of monthly activity reports prepared for the Executive DCI-Comptroller. These reports contain information on the number of cables processed (IN and OUT), percentage of</p>	<p>SECRET</p>	<p>GROUP 1 Excluded from automatic downgrading and declassification</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	(continued) Approved For Release 2005/11/21 : CIA-RDP79-00187A000100210002-8 cables forwarded to the DCI, personnel situation and work load, emergency planning, etc., and are used in the preparation of the annual progress report. (Filed chronologically.) (1959-1964)	SECRET	
	A. Monthly Activity Reports. B. Annual Progress Reports.		.4 Temporary. Destroy one year after summarization and preparation of Annual Report. .6 Permanent. Disposal not authorized. Retain in current files area indefinitely.
5	PERSONNEL FOLDER FILE Consists of unofficial personnel folders maintained on all personnel of the office containing copies of documents which reflect the assignment, transfer, and promotion of the employee; Fitness Reports; and similar material used in administering the activities of individual employees including career development. Official folders are maintained by the Office of Personnel. Filed alphabetically by name. (1952-1964)	6.0	Temporary. Destroy individual folders six months after transfer or separation of employee.
6	EMPLOYEE RECORD CARD FILE Consists of OF4s, Employee Record Card, maintained on each employee and used as a basis for initiating personnel actions; recording personnel actions; training and qualifications; and noting other information needed in the management of Office personnel. Filed by organizational level and by position thereunder. (1952-1964)	.2	Temporary. Destroy individual cards upon separation of employee or forward to gaining component upon transfer of employee within the Agency.

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7	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100210002-8</p> <p>TIME AND ATTENDANCE FILE</p> <p>Consists of retained copies of Time and Attendance Reports maintained on personnel of the Office as a record of their sick leave, annual leave, overtime worked, etc. Filed chronologically. (1963-1964)</p>	<p style="text-align: center;">SECRET</p> <p>.3</p>	<p>Temporary. Destroy when one year old. (Cut off at end of each year; destroy one year thereafter.)</p>
8	<p>NON-CIA CABLE REFERENCE FILE</p> <p>A. Non-CIA cables classified SECRET and below. File is stored in one LEKTRA file, arranged in numerical order by Cable Secretariat assigned control numbers. File is maintained for a period of six months.</p> <p>B. Non-CIA cables classified TOP SECRET. File is stored in 4-drawer combination lock safes. Arranged in pendaflex folders in blocks of 50, in numerical sequence of TSC number assigned. Maintained for one year together with log covering the block of 50 items. Destruction is certified by endorsement of the log which is maintained as a temporary record.</p> <p>(1) Log (certifying destruction)</p> <p>NOTE: The most current three months of this file (item 8) is duplicated by daily vital records deposits under VRD Schedule #1010.63, Item 2.</p> <p>C. DCI LD/SS Cables. Contains copies of State cables furnished DCI which require signature cover sheet routing. Both cover sheet and designation LD/SS discontinued. File is organized by geographic area division and by month. File also includes MISC folders of circular telegrams, selected airgrams, working papers and State memo's of conversation furnished DCI for signature cover sheet routing. Period covered April 1963 thru December 1963 when designation discontinued.</p>	<p style="text-align: center;">SECRET</p> <p>96.0</p> <p>8.0</p> <p>6.0</p>	<p>Temporary. Retain for six months. Destroy oldest month during 7th month.</p> <p>Temporary. Retain for one year. Destroy oldest month during 13th month. Certify destruction of individual items by endorsement on reverse side of log.</p> <p>Temporary. Disposal not authorized pending Agency decision for disposal. Retain with current TOP SECRET file until file destroyed and then file log in temporary log file (item 24)</p> <p>Permanent. Disposal not authorized. Retire to Records Center pending decision on disposal.</p>

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	D. DCI Cables. Contains State cables furnished DCI for controlled routing to DDI and return for file - covers period July 1961 thru November 1961.	.3	Permanent. Disposal not authorized. Retire to Records Center pending decision on disposal.
9	CIA CABLE REFERENCE FILE		
	A. CIA cables classified SECRET and below. File is stored in two 16 shelf LEKTRA files. Arranged in folders in numerical order of DIR (outgoing) and IN (incoming) series. File is maintained for one year.	192.0	Temporary. Retain for one year. Destroy oldest month during 13th month.
	B. CIA CABLES CLASSIFIED TOP SECRET File is stored in four drawer combination lock safes arranged in Pendaflex folder in blocks of 50 in numerical sequence of TSC number assigned. Maintained for one year together with log which is maintained as a permanent record.	8.0	Temporary. Retain for one year destroy oldest month during 13th month. Certify destruction of individual items by endorsement on reverse side of log.
	(1) LOG (Certifying destruction) NOTE: This file (item 9) is duplicated by daily vital records deposits under VRD Schedule 1010-63 Items la and b.		Temporary. Disposal not authorized pending Agency decision for disposal. Retain in current TOP SECRET file until file destroyed and then file log in temporary log file (item 24)
10	CIA MICROFILM FILE		
	Consists of film reels of OSS-SSU-CIG-CIA IN and OUT cables for period beginning 1942 thru June 1963. This file was formerly designated as Signal Center Archives Files. Currently there is no reference to predecessor organizational cables dated prior to 1946. File is primarily used in name traces. Reels are stored in four 5-drawer combination lock safes.	32.0	Permanent. Disposal not authorized. Retain indefinitely for reference as required.
	(1) Cardex safe files of index cards for reels.	6.0	Permanent. Disposal not authorized. Retain indefinitely as index of file above.
	NOTE: Film duplicates of this file and index are held by OC at Station B.		
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS <i>18, 102-61</i>
10	<p align="center">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100210002-8 <i>18, 102-61</i></p> <p>CIA MICROFILM FILE</p> <p>Consists of film reels of OSS-SSU-CIG-CIA IN and OUT cables for period beginning 1942 thru June 1963. This file was formerly designated as Signal Center Archives Files. File is primarily used in name traces. Reels are stored in four 5-drawer combination lock safes.</p> <p>(1) Cardex safe files of index cards for reels.</p> <p>NOTE: Master microfilm negatives on this file and index are held in Records Center.</p>	32.0	Permanent. Disposal not authorized. Retain to provide reference service as required.
11	<p>DCI MICROFILM FILE</p> <p>Consists of film reels of all CIA cables furnished the DCI for the period April 1953 thru June 1962. Arranged by INCOMING and OUT-GOING, by station in numerical order.</p> <p>NOTE: Master microfilm negatives of this file are held in Records Center.</p>	6.0	Permanent. Disposal not authorized. Retain as index of file above.
12	<p>DCI CABLE FILE</p> <p>File consists of one copy of each cable (CIA and non-CIA) furnished to DCI for the period beginning July 1962 to current date. Copies are stored on power shelf files by station within a geographic area. Contents include all classification thru TOP SECRET and all degrees of sensitivity but does not include "NODIS" cables furnished solely to DCI. This file is a continuation of item 11 above with non-CIA cables added.</p>	12.0	Permanent. Disposal not authorized. Retain in Diebold power file for six months to one year. Cut off on June 30 and again on 31 December of each calendar year. Withdraw January-June of previous year during January of current year and retire to Records Center; withdraw July-December of previous year during July of current year and retire to Records Center.
13	<p>WORK COPY FILES - Discontinued</p> <p align="center">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100210002-8</p>	16.0	

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11	DCI MICROFILM FILE Consists of film reels of all CIA cables furnished the DCI for the period August 1952 thru June 1962. Arranged by INCOMING and OUTGOING, by station in numerical order.	SECRET 8.	Permanent. Disposal not authorized. Retain in current files area indefinitely.
	NOTE" A duplicate of this file is stored with S/C OC 		
12	DCI CABLE FILE File Consists of one copy of each cable (CIA & Non-CIA) furnished to DCI for the period beginning July 1962 to Current date. Copies are stored on open shelf files in station folders arranged by geographic area. Within folders, copies are arranged by incoming, outgoing, and Non-CIA in chrono order of receipt. Contents include all classifications thru TOP SECRET and all degrees of sensitivity but does not include copies of "NODIS" cables furnished solely to DCI. This file is a continuation of item 11 above with Non-CIA cables added.	16.0	Permanent. Disposal not authorized. Retain in open shelves for six months to one year. Cut off on June 30 and again on 31 December of each calendar year. Withdraw January-June of previous year during January of current year and retire to Records Center; withdraw July-December of previous year during July of current year and retire to Records Center.
13	WORK COPY FILES A. Teletype copies of incoming cables received from Signal Center from which offset masters are made by typing, flexowriter or by XEROX copier - contained in open shelf files at XEROX copying position. B. Offset masters of cables from which copies have been reproduced. Filed at press on which they were run.	4.0	Temporary. Destroy when 24 hours old.
14	CHRONO FILE Consists of unclassified and classified incoming and outgoing official telegrams as well as Non-CIA domestic message of a miscellaneous non-repetitive nature.	.4	Temporary. Maintain for current six months. Destroy oldest month during 7th month.
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15	<p>CABLE DISTRIBUTION REQUIREMENTS FILE</p> <p>Consists of correspondence from all elements of the Agency concerning individual requirements for cables. Arranged organizationally by office unit symbol and chrono in Pendaflex folder.</p>	<p>SECRET</p> <p>4.0</p>	<p>Temporary. Review annually. Remove and destroy non-policy memo's draft SOP's and working papers no longer considered useful.</p>
16	<p>NAME FILE</p> <p>Consists of primarily 2 files of Flexoline Panels containing true names, pseudonyms, and cryptonyms which are used in the translation of names on incoming and outgoing cables.</p> <p>A. Flexoline Panels used in translating names on cables which are forwarded to the DCI. Pseudonym and cryptonym strips are filed alphabetically by name and contain a numerical code which serves as a cross reference to the true name strips which are filed numerically.</p> <p>B. Flexoline Panels containing information furnished by RID and used in translating names on all other cables. This file also contains some cards on foreign personalities who have been or may be mentioned in cables. Filed alphabetically by true and pseudonym.</p>	<p>6.0</p> <p>10.0</p>	<p>Temporary. Retain in current files area indefinitely.</p> <p>Temporary. Retain in current files area indefinitely.</p>
17	<p>JOURNAL OF EVENTS LOG</p> <p>Consists of a log containing a chronology of events which were selected and recorded by the Watch Officer during a normal tour of duty. The log contains the time of the event, a statement of the nature of the event, action taken by the Watch Officer, and is used to brief the oncoming officer of occurrences during the preceding watch. Filed chronologically.</p>	<p>.3</p>	<p>Temporary. Destroy when six months old.</p>

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18	<p>DCI CONTROL LOG</p> <p>Consists of a record of cables forwarded to the DCI and contains cable number, source of cable, subject and time delivered.</p>	<p>.1</p>	<p>Permanent. Disposal not authorized. Cut off each calendar six months (Jan-June and July-Dec) and file with corresponding six months block of DCI cables (item 12 above) to serve as an index.</p>
19	<p>CIA STATION LOGS</p> <p>Consists of form 801 used to record receipt incoming cables by individual station or base. Maintained in Diebold index in control section and serves as index for CIA incoming cables filed numerically in LEKTRA files. (item 9 above) (July 1, 1963)</p>	<p>2.0</p>	<p>Temporary. Disposal not authorized. Retain in local files area indefinitely. Cut off at end of each fiscal year (ending 30 June). Copy station logs by microfilming, XEROX, or other means and deposit copy with Records Center as an index to CIA Cable Reference.</p>
20	<p>NON-CIA STATION LOGS</p> <p>Consists of modified forms 801 used to record receipt of cables from all non-CIA agencies. Maintained in Diebold index in control section and serves as index for non-CIA cables. Filed numerically in LEKTRA file. (item 8 above) (Jan 1, 1964)</p>	<p>2.0</p>	<p>Temporary. Disposal not authorized. Retain in local files area indefinitely.</p>
21	<p>DOCUMENT RECEIPT FILES</p> <p>Consists of the signed copies of cables and reports receipts reflecting receipt by other offices of cables disseminated by this office.</p> <p>A. Form 240 receipt covering TS cables disseminated internally. Filed chronologically.</p> <p>B. Form 896, CIA Reports Receipt Returned signed copies which accompanied disseminations of TDCS Reports to non-CIA departments and agencies.</p>	<p>.2</p> <p>1.5</p>	<p>Temporary. Destroy when six months old. (Maintain a six month level; thereafter destroy oldest month after filing current month).</p> <p>Temporary. Destroy when 3 months old. (Maintain a 3 month level; thereafter destroy oldest month after filing current month) (NOTE: Reduction from six to three months follows guidance contained in DDP-Records Control Schedule).</p>

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22	RESTRICTED DATA FILE Two drawer desk safe located Office.	SECRET .0	Undetermined. File set up in accordance with AEC requirements that restricted data be controlled and available only to persons holding "Q" clearances. In Cable Secretariat these
23	CERTIFICATE OF DESTRUCTION FILE FOR TOP SECRET NON-CIA CABLES Consists of unnumbered form log maintained (1954-1961) by OCR/DD/CB under Schedule #24-59 dated 7 Nov 1958, item 171 recording the destruction of all non-CIA TOP SECRET cables. Filed chronologically.	2.0	Temporary. Disposal not authorized. Retire to Center pending Agency decision for disposal.
24	TOP SECRET LOGS Consists of forms 801 TS used to record assigned TSC control numbers and full description of CIA and non-CIA cables, processed by Cable Secretariat. Log serves as certificate of destruction performed in blocks of 50 items become one year old. (1962-64).	.3	Temporary. Disposal not authorized pending Agency decision for disposal.

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RECORDS DISPOSITION AUTHORITY

Records Control Schedule No. 1202-⁶⁶~~64~~ for the Office of the Cable Secretariat is approved and authority hereby given to implement the disposition instructions contained therein.

PREPARED BY:

APPROVED:

X1
[Redacted]
Records Officer of Cable Secretariat

CIA Records Administration Officer

26 June 1964
Date

Date

X1
REVIEWED BY:

[Redacted]
Records Analyst

29 June 1964
Date

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