
RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

STAT

DCS



2 July 1971

MEMORANDUM FOR : CIA Records Administration Officer
THROUGH : Chief, Audit Staff, OIG
SUBJECT : Retention Schedule for Entertainment Expense
Records of the Domestic Contact Service
REFERENCE : DCS Records Control Schedules 25.041-70
(Headquarters) and 25.042-69 [redacted]

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1. This memorandum transmits amended pages to the referenced control schedules. Items 18d. and 15a. (Entertainment Expense Records) are included for the first time in the DCS control schedules because we are developing a significant volume of such records, and we wish to provide for their systematic destruction.

2: We are recommending a twelve year retention period for these records because it is our understanding that the Comptroller General of the United States has approved a twelve year retention of the Agency's monthly accounting files, to which these records relate.

3. Concurrence and approval are requested. Any inquiries relative to this matter should be directed to the undersigned [redacted]

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[redacted]
Domestic Contact Service/Area Records Officer

Attachments:As stated

CONCUR:

[redacted]

(Chief, Audit Staff, OIG)

12 JUL 1971
(Date)

25X


GROUP 1
Excluded from automatic
downgrading and
declassification

11/5/71

X1

OFFICE, DIVISION, BRANCH
 Revisions to DDI/Domestic Contacts Service
 Schedule 25.041-68 submitted for approval Sept. 1970

CONCURRENCE
 SIGNATURE
 TITLE DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1 d	Extra copies of Correspondence		
1 f	Director's Misc correspondence having special interest		
15	Employee Record Card		
26 a	Security Liaison files (Form 180 Biographic Data sheets)		discontinued
21	Services Division Administrative File		
22	Production Reports		
	Services Division Analysis Section abolished		3 items discontinued, 3 transferred
	Services Division Coding Section abolished		2 items discontinued, 2 transferred
36 a			Being submitted as a separate request
36 b			<i>referred 10/13/70 RD.</i>
36 g			File reactivated
38 a, b			Reestablished temporarily
39	Process Sheet (copy #5)		
42	Locator File flexoline strips		Changed from temp to permanent
44	Index to Info Reports		Changed to permanent
47 c	Log record for reports		Reduced to 6 months
54	Machine Record Cards		Discontinued
55 a	Machine cards by Report number		Reduced to 12 yrs from 20
b	Machine cards by CS name		
g	Evaluation of reports on tab cards		
70-74	Volumes and dates updated		
80	Process Sheet #3		Reestablished file
123	Evaluation of select Info Reports		Discontinued
90 d	Listings new file		
92 c	Microfilm of Sensitive case files new item		
94	IBM Index cards reestablished		
97	Revolving Fund Reduced to 3 years		

APPROVED
 CIA Records Administration Officer

23 Sept 70
 Date

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OFFICE, DIVISION, BRANCH
 DOMESTIC CONTACT SERVICE/Office of the Director

CONCURRENCE
 SIGNATURE
 TITLE *Exec. Off.* DATE *4 Sept 68*

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1/	<p>OFFICE OF THE DIRECTOR SUBJECT FILES</p> <p>Consists of correspondence and substantive records which document the DCS organization, function, policies, procedures, and methods of operation in carrying out its activities. Files also contain reports, studies, and projects which are the current interest to the Director of the Office and extra copies of administrative material which are retained for convenience of reference.</p> <p>a. Substantive and documentary type material. (1947 to date)</p> <p>b. Reports, studies, projects and other miscellaneous material which are of current interest to the Director and his staff.</p> <p>c. A chronology of daily activities of the Director and Deputy Director which constitutes the daily diary. (1966 to date)</p>	<p>10</p> <p>.8</p>	<p>Permanent. Disposal not authorized. Cut off file at end of each year, hold in current files area until no longer needed for current reference and transfer to Records Center. Review each file annually. Transfer and incorporate selected material into a. above or Item 121 or 122 (duplicate or <i>sup. 4</i> unnecessary material will be destroyed)</p> <p>Permanent. Cut off at the end of each calendar year, retain in current files area for one year and transfer to Records Center.</p>

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020001-7		
	d. Extra copies of teletypes, chronos, and administrative type material which is retained for immediate reference. Official file copies are maintained elsewhere in DCS or in other offices of the Agency. (current)	2 Temporary. Destroy when no longer needed for reference.
	e. Top Secret material maintained separately due to its classification.	1 Documents shall have same disposition as the files to which they relate.
	f. Director's File - Miscellaneous correspondence and material of particular interest to the Director of DCS and maintained for his immediate and personal use and reference. Histories (current.)	5 Temporary. Integrate with Item 1. a. or destroy when no longer needed for current reference.
2 ✓	REFERENCE MATERIAL	
	Consists of published copies of the DCS Manual, CIA Regulations, DDI Notices, and DDS Hq Notices. Maintained for reference purposes. (1948 to date)	2 Temporary. Destroy when superseded, obsolete or no longer needed for reference.
3 ✓	LIBRARY REFERENCE FILE	
	Consists of books, directories, dictionaries, Who's Who and other reference documents obtained through the Library.	3 Temporary. Return to CIA Library when no longer needed for reference purposes.
4 ✓	COMMUNICATIONS CONTROL FILES	
	These are records used to maintain control on the transmittal and receipt of TS classified material in accordance with Agency security regulations. (1948 to date)	
	a. T.S. logs	1 Temporary. Destroy ten years after related document has been downgraded, destroyed, or transferred from the control area.
	b. T.S. Destruction logs	

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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	c. T.S. Courier Receipts. (current)		Temporary. Destroy after one year.
	d. Documents Receipts. Signed copies of document receipts. (current)		Temporary. Destroy after two years.
	e. Background information, instructions, etc., relating to the administration of the TS regulations and practices.		Temporary. Destroy when superseded, obsolete, or no longer needed.
5 -	PROJECTS OFFICER'S WORKING FILES		
	Destroyed. File eliminated.		
6 -	NCSID-COMMITTEE FILES		
	File discontinued.		
7 -	REGULATORY ISSUANCES.		
	Historical background data on regulations for the office or material accumulated in coordinating Agency regulations. Discontinued.		
8 -	REFERENCE PUBLICATIONS MATERIAL		
	File discontinued.		
9 -	SPECIAL ASSISTANT (METALS AND MINERALS) WORKING AND REFERENCE FILES		
	File eliminated.		
10 -	LIBRARY MATERIAL		
	Discontinued. Material returned to Library.		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11-	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP80-00487A000400020001-7</p>	SECRET	
11.1-	<p>Program discontinued. Files destroyed.</p>		
121	<p>STUDIES & INSPECTION FILE</p> <p>Consists of documentation accumulated, prepared, and maintained by the DCS Asst. for Plans and his Deputy as a result of their periodic inspection of DCS [redacted] File is used by the D/DCS and his staff in the management of DCS and is arranged [redacted] (1955 to date)</p>	4	<p>Permanent. Disposal not authorized. Retire to Record's Center when no longer needed for current reference or when superseded by later studies. (Screen and destroy accumulated duplicate material, background data, drafts, notes, etc. prior to retirement of these files).</p>
122	<p>TRAINING MATERIAL FILE</p> <p>Consists of miscellaneous material accumulated and maintained by the DCS Training Officer which are pertinent to agency and non-agency training programs as they relate to DCS. File is maintained for reference and historical purposes. (1957 to date)</p>	4	<p>Permanent. Disposal not authorized. Retire to Record's Center when no longer needed for current reference. (Screen and destroy accumulated duplicate material, background data, drafts, notes, etc. prior to retirement of these files).</p>
133	<p>MONTHLY ACTIVITY REPORT FILE</p> <p>This file consists of copies of the monthly report published by O/D/DCS which indicates current activities and accomplishments of various components of the office and of particular individuals. (1962 to date)</p>	5	<p>Permanent. Disposal not authorized. Cut off file at end of each year. Hold in current files area ten years and transfer to Record Center.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
<p>1</p>	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020001-7</p> <p>OPERATIONS MEMORANDUM FILE</p> <p>These are copies of a memoranda series particularly designed for issuing operational, collection, and administrative instructions on DCS policy to Headquarters [redacted]</p>	<p>SECRET</p> <p>.2</p>	<p>5</p> <p>Archival. Disposal not authorized. Transfer to the Archival Section of Records Center, without reference to an Item number, when no longer needed for current reference.</p>

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OFFICE, DIVISION, BRANCH		CONCURRENCE	
DOMESTIC CONTACT SERVICE/Executive Officer		SIGNATURE	
		TITLE DATE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
12. ✓	WORKING FILES These are the working papers and reference material accumulated by the Executive Officer in directing the activities of the Administrative Staff and in executing his duties as Security Officer and Liaison Control Officer for DCS. Files also contain copies of correspondence to and from [redacted] and material on budget matters. Record material is filed in the Office Subject File (Item 1). Filed accordingly based on subject category.	2	Temporary. Destroy when obsolete or no longer needed for current reference purposes.

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SCHEDULE NO. 25.041-68

7

CONCURRENCE

OFFICE, DIVISION, BRANCH

DOMESTIC CONTACT SERVICE/Administrative Staff

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
13	<p>ADMINISTRATIVE SUBJECT FILES</p> <p>Consists of correspondence, reports and documents reflecting the administrative functions for DCS on matters pertaining to personnel, budget, finance, travel, communications, supply, space and related functions. File also reflects administrative support to the [redacted] [redacted] Filed according to subject matter. (1947 to date)</p>	3	<p>Temporary. Destroy after two years. Cut off file at the end of each year; retain in current files area for two years and destroy.</p> <p>951-17 952-2 955-3 etc.</p>
14	<p>INDIVIDUAL PERSONNEL FILES (1947 to date)</p> <p>a. Employee Folders</p> <p>Consists of individual personnel folders maintained on all DCS employees, [redacted] headquarters [redacted] for administrative purposes. Folders contain copies of personnel actions, fitness reports, security clearances, training information and other papers relating to the individual. Files are essentially duplicated in the official personnel files of the Agency. Filed alphabetically by surname.</p>	10	<p>Temporary. Destroy six months after separation of employee. Place in inactive file upon separation of employee. Retain in current files area for six months and destroy.</p> <p>951-18</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020001-7			
	<p>b. Consultants Folders</p> <p>Individual folders maintained on consultants and W.A.E. employees. Contains employee agreements, correspondence, memos, and material reflecting production or employment matters. Maintained for administrative and budgetary purposes. Filed alphabetically by surname.</p>	3 ft.	<p>Temporary. Destroy six months after separation. Place in inactive file upon termination of contract. Retain in current files area for six months and destroy.</p> <p style="text-align: right;">SEP 1970</p>
	<p>c. Applicants File</p> <p>Contains lists of Agency employee who are interested in transferring to the Office (DCS) together with brief resume of employment history. Filed alphabetically by surname.</p>	0.0 ft.	<p>Temporary. Destroy after six months. Cut off file at end of each six month period; retain in current files area for six months and destroy.</p>
15 ✓	<p>EMPLOYEE RECORD CARD FILE</p> <p>Consists of Employee Record Cards (Form 7b) maintained on all DCS personnel showing name, position, title, changes in assignment, and other pertinent information necessary for personnel administration. File is maintained for convenience and reference. (1947 to date)</p>	1	<p>Temporary. Destroy when superseded, documents transferred, or no longer needed for reference.</p> <p style="text-align: right;">95-1-C</p>
16 -	<p>POSITION DESCRIPTION FILE</p> <p>File discontinued.</p>		
17 ✓	<p>CHRONOLOGICAL FILE (READING)</p> <p>Consists of extra copies of correspondence, memos and teletypes which are retained for reference purposes. (current)</p>		<p>Temporary. Cut off at end of 1 year. Hold for 1 year and destroy.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
20-	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020001-7</p> <p>EXTERNAL RESEARCH FILES</p> <p>Administrative files maintained on external research projects under contract. File discontinued.</p>	RDP78-00487A000400020001-7	9.1

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OFFICE, DIVISION, BRANCH

DOMESTIC CONTACT SERVICE/Services Division/Office of the Chief

SIGNATURE

SEP 1970

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DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
21	<p>DIVISION SUBJECT FILE</p> <p>Consists of copies of correspondence, reports, various form records and machine studies which are accumulated for internal operation and general administration of the division. Files include material relating to security, machine room procedures, records management, budget and fiscal matters, leave, training, and related surveys and studies. Essential material is maintained in DCS Subject File. Filed by subject. (1948 to date)</p>	8	<p>Temporary. Destroy when superseded, or no longer needed for reference.</p>
22	<p>PRODUCTION REPORTS</p> <p>These are production, work load and status reports used in analyzing the work performance and operations of DCS. Files consist of studies and figures obtained from machine runs. (1948 to date)</p> <p>a. Weekly reports - discontinued.</p> <p>b. Monthly reports</p> <p>c. Semi-Annual reports</p> <p>d. Annual reports</p>	2	<p>(b. and c.) Temporary. Destroy when no longer needed for reference.</p> <p>(d.) Permanent. Hold indefinitely in office of record. When no longer needed for reference retire to Archives and Records Center.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
23.X	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020001-7</p>		<p style="text-align: right;">11</p> <p>Temporary. Destroy after six months. Cut off file at the end of six months period. Hold in current files area for six months and destroy. <i>9511-7</i></p> <p>Temporary. Incorporate with Extra Dissem Control Cards (Item 56a) in the Machine Room.</p> <p>Temporary. Destroy when obsolete or no longer needed. <i>9511-7</i></p>
24.-	<p>DISTRIBUTION FILE</p> <p>This file has been transferred to the Message Center Section/Services Division</p>		
25.-	<p>REFERENCE PUBLICATIONS</p> <p>This file has been transferred to the Message Center Section/Services Division.</p>		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020001-7			
119.	CHRONOLOGICAL CORRESPONDENCE FILE File consists of copies of correspondence originated and received by the Office of the Chief, Services Division. Maintained for reference purposes. (current)	.1	Temporary. Destroy after six months. Cut off file at the end of each six months period; hold in the current files area for six months and destroy. <i>Non Rec.</i>
128.	PROJECTS & PROCEDURES FILE Consists of correspondence, surveys, studies, and other material which documents division projects and DCS records procedures. Maintained by project or procedure title. (1967 to date)	.2	Permanent. Disposal not authorized. When no longer needed for current reference, screen and remove only duplicate material and transfer to Records Center.

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RECORDS CONTROL SCHEDULE

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SCHEDULE NO.

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13

CONCURRENCE

OFFICE, DIVISION, BRANCH

DCS/Services Division/Security Liaison Section

SIGNATURE

SEP 1970

TITLE

DATE

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

26 ✓

SECURITY OFFICER'S SUBJECT FILES

- a. File Discontinued
- b. Extra copies of memoranda relating to security clearances which are retained for convenient reference. Filed chronologically. (1966 to date)
- c. Copies of teletype messages relating to security clearances which are retained as a convenient reference. Filed numerically by number. (1966 to date)
- d. Machine listings of clearances requested and received from Security. Discontinued.
- e. Security Messages - Copies of informal messages relating to security clearances which are used in lieu of teletype communications to most offices. File is used as a convenient reference and is maintained by number of messages. (1966 to date)

2

Temporary. Destroy after two years. Cut off file at the end of each year; retain in current files area for two years and destroy.

2

Temporary. Destroy after two years. Cut off file at the end of each year; retain in current files area for two years and destroy.

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Temporary. Destroy after two years. Cut off file at end of each year; retain in current files area for two years and destroy.

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
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274	<p>f. Working Files - This consists of miscellaneous material accumulated by the Security Liaison Officer for background and current reference in the operation of the section.</p> <p>SECURITY STATUS RECORD CARD FILES</p> <p>These are 3x5 card files on contacts and sources (including potentials) giving the names, date of request to Security, date of completed check, security clearance, date information forwarded to [redacted] also alien registration numbers and nationality. Maintained for convenience of reference. Filed alphabetically by name.</p> <p>a. Aliens and foreign nationals, including [redacted]</p> <p>b. U. S. Citizens</p>	<p>4</p> <p>Temporary. Destroy when obsolete, superseded, or no longer needed.</p> <p>Temporary. Convert to US Citizen card when individual becomes a citizen. Otherwise, destroy when no longer needed.</p> <p>Temporary. Prepare new card when Security Check is updated [redacted]</p>
28	<p>CONTACT CLEARANCES</p> <p>Consists of Form 123 or similar form reflecting contact clearances for various government employees. Clearances should be renewed every three years.</p>	<p>1</p> <p>Temporary. Destroy old form when clearances is renewed or becomes obsolete.</p>
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RECORDS CONTROL SCHEDULE 2005/11/21 : **SECRET**

SCHEDULE NO.

25.041-70

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CONCURRENCE

OFFICE, DIVISION, BRANCH

"SECTION ABOLISHED"

SIGNATURE

DOMESTIC CONTACT SERVICE/SERVICES DIVISION/Analysis Section

TITLE

DATE

SEP 1970

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

29 - ANALYSIS SUBJECT FILE
File discontinued

30 - CONTACT AND SOURCE REFERENCE FILES
Files discontinued

31 - LIBRARY MATERIAL *see page 26.*
Transferred to Control Branch

117 - SENSITIVE DOCUMENTS FILES - *see page 26.*
Transferred to Control Branch

65 - MAP COLLECTION
File discontinued

118 -



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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
118	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020001-7</p> <p>b. Sensitive Case File - Consists of closed cases which contain Sensitive documents. Filed in numerical sequence by case number. (1965 to date)</p>	<p>SECRET</p>	<p>Temporary. Combine with non-Sensitive closed cases at the time it is retired to the Records Center, (see Item 37b). <i>p. 23</i></p> <p>1 Temporary. Forward to operating division case officer when case is established; if no case established, destroy six months from date of conference.</p> <p>.2 Temporary. Destroy when no longer needed.</p> <p>.2 Temporary. Destroy when no longer needed.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
65. (M)	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020001-7</p> <p>MAP COLLECTION</p> <p>Consists of unclassified maps collected by DCS [redacted] and Headquarters for use by consumers and for reference purposes by DCS. (1964 to date)</p>	<p>SECRET</p> <p>9</p> <p>SECRET</p>	<p>p. 12</p> <p>Temporary. Destroy when obsolete, superseded, or no longer needed. Non Rec.</p>

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RECORDS CONFERENCE 2005/11/21 : CIA-RDP78-00487A000400020001-7

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SCHEDULE NO. 25,041-70 18 & 19

CONCURRENCE SEP 1970

OFFICE, DIVISION, BRANCH

DOMESTIC CONTACT SERVICE/SERVICES DIVISION/Coding Section
(This section has been combined with the Machine Records Branch)

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
32	CODING ADMINISTRATIVE FILES Files Discontinued		
33	INDIVIDUAL AND ORGANIZATION CODING CARDS Files Discontinued		
34	CARD INDEX FILE (This file has been transferred to the Control Section of Services Division) See pg. 24		
35 ✓	CODING WORKING PAPERS Transferred to Machine Branch		

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