

~~CONFIDENTIAL~~

70180

62-27 1960

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

DDP/EEM

Asst to DDP for Executive Branch Matters



25X1

CPC	1	REV DATE	9-2-81	
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JUST	22	NEXT REV	2011	AUTH: HR 70-2

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Permanent Records for

Operations Coordinating Board

- 1 OCBd's Subject File
Consists of memoranda, correspondence, reports and other papers which document the policies, procedures and functions of the Operations Coordinating Board in carrying out Agency support to The National Security Council programs. These records are accumulated by the Special Assistant to the DCI as the Agency representative on the Board. Filed by subject or program title.
- 2 National Security Council File
Consists of OCB working papers, status reports, recommendations, progress reports, memoranda for the record and other material which reflects the Agency's stand on NSC programs and studies. Filed by NSC number.
- 3 Board Meetings File
a. Consists of minutes of meetings, briefings for DCI, resumes of meetings, records of action, and related correspondence. These files are the Agency's record set of the OCB meetings. By subject then date.

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Job 56-480 (6 boxes) Psych. Strategy Board Files (predecessor to OCBd) were transferred to Records Center June 14, 1956. The records had been in custody of Info Coord Div of PP/DDP apt 3881 and contains many top secrets documents. Retired for permanent retention

[Redacted Box]

25X

July 18, 1960 OCB brought under DDP jurisdiction

Schedule provided by [Redacted]

Asst to DDP/Spec Branch matters

[Redacted Box]

25X

25X

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RECORDS DISPOSITION AUTHORITY

Records Control Schedule (No. 12.01) for the Operations Coordinating Board
is approved and authority hereby given to implement the disposition instructions
contained thereon.

Preparation and Review:

X1

12 March 1956
Date

12 March 1956
Date

X1

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CONCURRENCE

OFFICE, DIVISION, BRANCH

SA/DCI Operations Coordinating Board

SI [Redacted] 25

SECRETARY 9 March '54

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME ² (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>OCBd's SUBJECT FILE</p> <p>Consists of memoranda, correspondence, reports and other papers which document the policies, procedures and functions of the Operations Coordinating Board in carrying out Agency support to The National Security Council programs. These records are accumulated by The Special Assistant to the DCI as the Agency representative on the Board. Filed by subject or program title. (1953-1956)</p>	2.0	<p>Permanent. Disposal not authorized. Transfer inactive records to the Records Center when no longer needed.</p>
2	<p>NATIONAL SECURITY COUNCIL FILE</p> <p>Consists of OCB working papers, status reports, recommendations, progress reports, memoranda for the record and other material which reflects the Agency's stand on NSC programs and studies. Filed by NSC number. (1953-1956)</p>	3.0	<p>Permanent. Disposal not authorized. Transfer inactive records to the Records Center when no longer needed.</p>
3	<p>BOARD MEETINGS FILES</p> <p>a. Consists of minutes of meetings, briefings for DCI, resumes of meetings, records of action, and related correspondence. These files are the Agency's record set of the OCB meetings. By subject then date. (1953-1956)</p>	.8	<p>Permanent. Disposal not authorized. Transfer inactive records to the Records Center when no longer needed.</p>

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X

8 August 1960

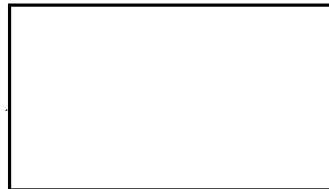
MEMORANDUM FOR: DDP Records Management Officer

SUBJECT : Records Control Schedule

REFERENCE : Memorandum from Chief, DDP/PG to DDP/RMO
dated 18 July 1960; Subject: Records Control
Schedules

1. Attached are three (3) copies of the Records Control Schedule for the CS/PG/CA Projects Section.

2. The submission of the attached schedule completes the scheduling of records for the DDP/Projects and Programs Group.



25X

Attachments: (3)
Schedule as stated above

121-000

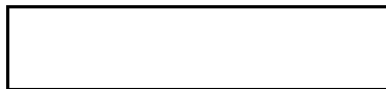
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Called - she is busy disposing of OCB papers, such as, preparing T.S. for returning to the Rec Ctr. She expects to have all OCB papers in the Center soon.

Also learned that Exec. Branch Matters (successor of OCB) went out of being 1 July 1961. Matters normally handled by EBM now taken care of by CA Staff. Therefore this schedule is now obsolete.

23 Jan 62.

This schedule
superseded O.C.B.d
Schedule 12.01 dated
March 9, 1956 which was
at that time part of
the SA/DCI, now under
DDP.



7-18-60

March 2, 1961

Talked to [redacted]
who has custody of OCB papers,
about EC Order abolishing OCB
and notice from NSC re disp
of OCB papers.

She is waiting for her copy
of memo from NSC re disp,
she will then ask [redacted]
which records he wants retained
and retired. She has a copy
of latest schedule for her
records and will call us
if she needs assistance

[redacted]

3/2/61

RECORDS CONTROL SCHEDULE 5
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400120002-5

25X

OFFICE, DIVISION, BRANCH

Assistant to DD/P for Executive Branch Matters (DDP/EBM)

DDP/EBM

DATE 23 May '60

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
	<p><u>NSC Projects Assigned to OCB</u> Consists of OCB progress reports, operations plans, memoranda and other papers which implement established NSC policies. Filed by NSC number, 1958 thru current date.</p>	3.6	Temporary. Destroy after three years, except for operations plans. Ops plans are destroyed when revised (usually on annual basis).
	<p><u>Projects Initiated by the OCB</u> Consists of OCB progress reports, operations plans, memoranda, and related papers which document operating guidance and progress. Filed by subject, 1958 thru current date.</p>	1.4	Temporary. Destroy after three years, except for operations plans. Ops plans are destroyed when revised (usually on annual basis).
	<p><u>General (Administrative)</u> Consists of chrono, OCB organization, OCB operating procedures, weekly activity reports, working group designations and tentative reporting schedules. Filed by subject, 1958 thru current date.</p>	.8	Temporary. Destroy when no longer needed. In any case not later than three years.
	<p><u>Minutes of OCB Meetings</u> Consists of minutes of OCB meetings and Board Assistants' Record of Actions. Filed by subject and date. 1957 thru current date.</p>	1.0	Temporary. Destroy after three years.
	<p>Consists of CIA minutes of OCB luncheon meetings and formal meetings. Filed by subject and date. 1953 to current date. (1953-1956 files are in the process of being retired.)</p>	.8	Permanent. Destruction not authorized. When no longer needed, transfer to Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400120002-5		
	<p><u>Suggestions for OCB Planning</u> Consists of suggestions originating within CIA for proposed incorporation in OCB planning, in compliance with TAP memo of 20 Dec 1957.</p>	5	Destroy after three years (Dec. 1960).
	<p><u>Reference</u> Consists of copies of National Intelligence Estimates.</p>	1.4	Temporary. Destroy when revised.
	<p><u>Instructions to CIA OCB Working Group Members</u> Consists of instructions to CIA working group members.</p>	.7	Temporary. Destroy when revised.
		2.6 7.5 10.2	

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000400120002-5

EXECUTIVE OFFICE OF THE PRESIDENT
NATIONAL SECURITY COUNCIL
WASHINGTON

February 28, 1961

MEMORANDUM FOR HOLDERS OF OCB PAPERS

SUBJECT: Disposal of OCB Papers

In light of Executive Order 10920 of February 18, 1961, rescinding the order establishing the Operations Coordinating Board, you are hereby authorized to destroy, in accordance with the security regulations of your Department or Agency, all OCB papers (agenda, minutes, record of actions, reports, operations plans, and other OCB memoranda) which your Department or Agency deems to be of no further operational value.

MARION W. BOGGS
Acting Executive Secretary

COPY

IMMEDIATE RELEASE

February 19, 1961

Office of the White House Press Secretary

THE WHITE HOUSEFOLLOWING IS A STATEMENT BY THE
PRESIDENT UPON ISSUANCE OF EXECU-
TIVE ORDER ABOLISHING THE OPERATIONS
COORDINATING BOARD:

I am today issuing an Executive Order abolishing the Operations Coordinating Board. This Board was used in the last Administration for work which we now plan to do in other ways. This action is part of our program for strengthening the responsibility of the individual departments.

First, we will center responsibility for much of the Board's work in the Secretary of State. He expects to rely particularly on the Assistant Secretaries in charge of regional bureaus, and they in turn will consult closely with other departments and agencies. This will be our ordinary rule for continuing coordination of our work in relation to a country or area.

Second, insofar as the OCB -- as a descendant of the old Psychological Strategy Board -- was concerned with the impact of our actions on foreign opinion -- our "image" abroad -- we expect its work to be done in a number of ways: in my own office, in the State Department, under Mr. Murrow of USIA, and by all who are concerned with the spirit and meaning of our actions in foreign policy. We believe that appropriate coordination can be assured here without extensive formal machinery.

Third, insofar as the OCB served as an instrument for ensuring action at the President's direction, we plan to continue its work by maintaining direct communication with the responsible agencies, so that everyone will know what I have decided, while I in turn keep fully informed of the actions taken to carry out decisions. We of course expect that the policy of the White House will be the policy of the Executive Branch as a whole, and we shall take such steps as are needed to ensure this result.

I expect that the senior officials who served as formal members of OCB will still keep in close and informal touch with each other on problems of common interest. Mr. Bromley Smith, who has been the Executive Officer of the OCB, will continue to work with my Special Assistant, Mr. McGeorge Bundy, in following up on White House decisions in the area of national security. In these varied ways we intend that the net result shall be a strengthening of the process by which our policies are effectively coordinated and carried out, throughout the Executive Branch.

COPY

EXECUTIVE ORDER

REVOKING EXECUTIVE ORDER NO. 10700
OF FEBRUARY 25, 1957, AS AMENDED

By virtue of the authority vested in me by the Constitution and statutes, and as President of the United States, it is ordered that Executive Order No. 10700 of February 25, 1957, entitled "Further Providing for the Operations Coordinating Board", as amended, be, and it is hereby, revoked.

JOHN F. KENNEDY

THE WHITE HOUSE
February 18, 1961

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