
RECORDS MANAGEMENT PROGRAM

**RECORDS CONTROL SCHEDULE
FOR THE**

Foreign Intelligence Staff



*Superseded by
Schedule 70-73
June 1973
R.D.*

27 JUL 1978

SECRET

IS/DIM-71/9
26 July 1971

MEMORANDUM FOR: Records Administration Branch
SUBJECT : FI Staff Records Control Schedule
Number 70.05.0303

It is requested that the following be added to the disposition instructions for Items 1 a. and 1 b., Items 5 c. and 5 d. and Item 9 of FI Staff Records Control Schedule number 70.05.0303:

Permanent - Transfer to Records Center when no longer required for current operations or activities.

25X1



Information Services Division
Deputy for Information Management

25X1

APPROV



CIA Records Administration Officer

5 Aug 1971
Date

*cc to Rec Ctr
CS*

SECRET

GROUP 1
Excluded from automatic
declassification

SECRET

FI/D-68/300
26 July 1968

MEMORANDUM: Chief, Records Administration Branch

THROUGH: Chief, DDP/RMO

25X1 **SUBJECT:** Amendment of FI [redacted] Records Control Schedule

25X1 It is requested that the FI [redacted] Records Control Schedules No. 70.0602, Item No. 10a disposition instructions be amended to read as follows:

Permanent. Destruction not authorized. Retain in current files area, and when no longer needed transfer to the Agency Records Center.

25X1

[redacted]

for Chief, FI, [redacted]

25X1

Distribution:

- Orig & 1 - Addressee
- 1 - DDP/RMO
- 1 - Records Center

25X1

APPROVE

CIA Records Administration Officer

[redacted signature box]

9 August 1968
DATE

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

FI/D/67-081

14 March 1967

MEMORANDUM FOR: Chief, Records Administration Staff

VIA: Chief, DDP/SG

SUBJECT: Amendment of FI Records Control 25X1
Schedule

It is requested that the FI Records Control 25X1
Schedule No. 70.0605 04, Item No. 10 disposition
instructions be amended to read as follows:

Permanent. Destruction not authorized. Retain
in current files area, and when no longer needed
transfer to the Records Center.

25X1



Distribution:

Orig. & 1 - Addressee

25X1



APPROVED

CIA Records Administration Officer

17 Mar-67
Date

cc to RecCtr
17 Mar 67 RD

SECRET

SECRET

FI/D-66/186

7 April 1966

MEMORANDUM FOR: Chief, Records Administration Staff/DDS

THROUGH: Chief, DDP/SG

SUBJECT: Amendment of FI [redacted] Records Control Schedule

25X

It is requested that the FI [redacted] Records Control Schedule be amended to include the following items:

25X

(1) Schedule Number 70.0601 03

Item 2. Contains copies of 5 x 8 documents pertaining to [redacted] service. Volume: 9.3 cubic feet. Retain for ten years, then return for review by Chief, CI Staff. ^{Temporary.} Transfer to Records Center

(2) Schedule Number 70.0602

Item 11. Contains copies of Intelligence [redacted] Volume: 8 cubic feet. Return to FI [redacted] one [redacted] from date of retirement. ^{Temporary.} Transfer to Records Center

25X1

25X

APPROVE

[redacted signature box]
CIA Records Administration Officer

15 April 1966
Date

[redacted signature box]
Chief, FI/[redacted]

25X1

25X

Distribution:
Orig & 1 - Addressee
1 - DDP/SG

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

SCHEDULE NO: 70,0601 03

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE*

25X1

25X1 CS/FI

TITLE

25X1 Spec. Assist. C/FI

DATE

24 April 1959

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
	<p>Due to extreme sensitivity these records were not inventoried. This staff however has 10 four drawer legal size safes, 1 two drawer legal size safe and 8 five drawer card safes which are used to store 131.8 cubic feet of various kinds of records.</p> <p><i>See attached</i></p> <p><i>[Signature]</i></p>		

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

25X1

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

Next 5 Page(s) In Document Exempt

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

OFFICE, DIVISION, BRANCH

CONCURRENCE

25X1

CS/FI

SIGNATURE

25X1

TITLE

25X1

Chief, [redacted] - FI, [redacted]

16 April 1959

ITEM NO.

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

VOLUME
 (CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. NEA - Privacy Cables

Contains copies of privacy cables held for convenience of reference. Filed by incoming and outgoing number by station and date.
 (1957-1959)

.8

Temporary. Destroy after 1 year. Cut off files at end of each calendar year and destroy 1 year thereafter.

2. NEA - Miscellaneous Cable Files

Contains copies of incoming and outgoing operational. [redacted] Held for convenience of reference. Filed by incoming and outgoing number by station and date.
 (1957-1959)

.4

Temporary. Destroy after one year. Cut off files at the end of each calendar year and destroy one year thereafter.

3. NEA - Country Subject File

Consists of selected copies of complete messages as well as message extracts typed on Form 44d. The form also contains the message symbol and date, in some cases the number; the city of origin and receipt; and the subject. The file is used for research, developing operational leads and for Green List Name Checks. Eight or more copies are prepared and filed in various parts of the file. One part of the file is held alphabetically by name and another part is set up by country. Within each country file there is a point to point file and a subjectively arranged file.
 (1957-1959)

4.7

Permanent Disposal not authorized.
~~Temporary. Destroy after 5 years. Cut off file at the end of 5 calendar years and destroy 5 years thereafter. Transfer forms referred to in the cut off file, during the retention period, to the current file.~~

Retire to Archives and Records Center when no longer needed for reference.

25X1

(per [redacted] 5/6/68 fjt)

SECRET

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

VITAL RECORDS DEPOSIT SCHEDULE

OFFICE, DIVISION CODE NO. OF PAGES

DDP - FI

1 OF 1

DATE PREPARED

16 Feb 1966

SIGNATURE OF APPROVING OFFICIAL

OFFICE, DIVISION

DDP - FI

ITEM NO.

VITAL RECORDS IDENTIFICATION (Title, description and inclusive dates)

MEDIA OF DEPOSIT

FREQUENCY OF DEPOSIT

DISPOSITION INSTRUCTIONS

CATEGORY II

5 ✓

Cards

Annually

Return to FI upon receipt of up-dated cards.

7 ✓

Paper

Annually

File will be reviewed annually by FI

7 ✓

Paper

Annually

File will be reviewed annually by FI

25X ✓

7 ✓

Paper

Annually

File will be reviewed annually by FI

7 ✓

Paper

Annually

File will be reviewed annually by FI

7 ✓

Oct. 1966
Magnetic Tape

Annually

Return to FI upon receipt of up-dated tape.

7 ✓

Index Cards File
Contains 35-mm microfilm reels of 3x5 cards which are used in running Green List Name Checks.

25X1

Every 3 Years

Return to FI Biog Sect upon receipt of up-dated microfilm reels.

APPROVED: [Signature]

Date

16 Feb 1966

FI/D/66-19

14 January 1966

MEMORANDUM FOR: Chief, Records Administration Staff
VIA: Chief, DDP/SG
SUBJECT: Amendment of FI [] Records Control Schedule

25X

It is requested that the FI [] Records Control Schedule No. 70.0602, Item No. 9 disposition instructions be amended to read as follows:

25X

Permanent. Destruction not authorized. Retain in current files area, and when no longer needed transfer to the Records Center.

[Redacted Signature]

25X

Chief, FI/ [Redacted]

25X

Distribution:

- Original & 2 - addressee
- 1 - DDP/SG
- 25X1 1 - C/FI [Redacted]
- 25X1 1 - FI [Redacted]

25X1

APPROV

[Redacted Signature]

Date

1/2/66

CIA Records Administration Officer

SECRET

DR-1700-64
19 August 1964

MEMORANDUM FOR: CIA Records Administration Officer
DD/P Records Management Officer
Chief, Archives and Records Center

SUBJECT: Amendment of FI [redacted] Records Control Schedule

25X

1. It is requested that Schedule No. 70.060603, Item #9 be amended to bear the additional sub-item, as follows:

9.a. IBM cards and magnetic tape used to prepare above listings.) Transfer to Records Center to be held until new consolidated listing is published. DISPOSITION: Destroy older cards and tapes when current data is received.

S.

2. This office appreciates the assistance provided in permitting retirement of existing material prior to approval of the above amendment.

25X1

[redacted]

FI

[redacted]

25X

APPROVED:

[redacted]

25X1

25X1

Chief, FI [redacted]

25X1
APPROVED

[redacted]

CI

Records Administration Officer

11 Aug 64
Da

Distribution:

- Original & 1 - CIA Records Admin. Officer
25X1 (Attn: [redacted] Rm. 604-
1016 16th Street)
- 1 - DD/P SG (Rm. 3 C-19)
- 1 - Records Center

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

DR 262-63
6 February 1963

MEMORANDUM FOR: Chief, EE Division

SUBJECT: Transfer of Records Custody

25X1 1. In December 1959 [redacted] retired to the Records Center

25X1 [redacted]
25X1 from [redacted] information available in Division D at that time and
amounted to fifty-six (56) cubic feet, containing approximately 336,000
25X1 cards. The Records Center Job Number is 60-357, and the material
was retired under the FI [redacted] Records Control Schedule No. 70.0605 04,
Item 15 c.

25X1 2. FI [redacted] sees no reason why the above material cannot be transferred
to EE Division as of 1 April 1963. If you are in agreement, it would be
appreciated if your concurrence were indicated below, and copies of this
memorandum were forwarded as authorization for the transfer to be made.

25X1 [redacted] 25X1
Deputy/Plans & Policy, FI [redacted]

CONCUR:

25X1 [redacted]
Chief, EE Division

Distribution:

Orig & 1 - Addressee (Original for return to FI/D)

- 25X1 1 - [redacted]
- 1 - EE [redacted]
- 1 - CIA Records Admin Office
- 1 - C/FI [redacted]
- 25X1 1 - FI [redacted]
- 1 - FI [redacted]

25X1 FI [redacted]

Excluded from automatic
downgrading and
declassification
0000000

SECRET

SECRET

15 January 1963

MEMORANDUM FOR: DD/P RMO
CIA Records Administration Officer
Chief, Archives and Records Center

SUBJECT: Amendment of FI [] Records Control
Schedule.

25X

25X1 1. It is requested that Item No. 7 of the
FI [] Records Control Schedule, Number 70.0606 01 be
changed to read as it appears in the attached copies
of Form 139. It is also requested that Number
70.0602, Item 8, be changed per attached. These
copies should be substituted for the corresponding
25X1 pages of the FI [] Records Control Schedule.

25X1 2. It would be appreciated if the approved
copies for FI [] could be returned promptly, since
pending disposition action on these items are
resulting in a space problem.

25X1

[Redacted]

FI []

25X

Attachment:
Form 139 (3 copies)

APPROVED:

25X1

[Redacted Signature]

25X1

Exec. Off., FI []

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

SECRET

SCHEDULE NO. 70-0606-25

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1 OS/FI

25X10 F

30 July 1962

25X
25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
4.	NEA - Internal Traffic File Contains copies of traffic dealing with internal matters. Used for research and for Green List Name Checks. Much of this material has not been abstracted for inclusion into item 3 above. Due to the arrangement of the material this is considered to be unique file. Filed by country, symbol, number and date. (1957-1959)	8.0	Temporary. Destroy after abstracting for Item 3. Retire to Records Center now. 61-8-76T
5.	Files Identification, <i>Revised</i> provides a ready source reference on abstracted data, as well as on topical subjects. Arranged by country, symbol, number and date. (1959 - current)	8.0	Temporary. Cut off at end of each calendar year; hold for one year, then retire to Records Center for destruction one year thereafter. 62-8-1105
6.	Green List Name Checks. Abstracted for item 3 above. Filed by country, symbol, number and date. (1956-1959)	11.0	Temporary. <i>Revised</i> Hold 6 months and destroy. Cut off files at the end of six months and destroy 6 months thereafter.

25X1 APPROVE

6 AUG 1962

SECRET

CR 307 1
Excluded from automatic
downgrading

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			
4.	<p>NEA - Internal Traffic File</p> <p>Contains copies of traffic dealing with internal matters. Used for research and for Green List Name Checks. Much of this material has not been abstracted for inclusion into item 3 above. Due to the arrangement of the material this is considered to be unique file. Filed by country, symbol, number and date.</p> <p style="text-align: right;">(1957-1959)</p>	8.0	Temporary. Destroy after abstracting for item 3. Retire to Records Center now.
5.	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Checks. Abstracted for item 3, above. Filed by country, symbol, number and date.</p> <p style="text-align: right;">(1956-1959)</p>	3.0	Temporary. Hold 1 year and destroy. Cut off at end of each calendar year and destroy one year thereafter.
25X1			
6.	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Checks. Abstracted for item 3. above. Filed by country, symbol, number and date.</p> <p style="text-align: right;">(1956-1959)</p>	11.0	Temporary. Hold 6 months and destroy. Cut off files at the end of six months and destroy 6 months thereafter.
25X1			
7.	<p>NEA - Reference Files</p> <p>Contains selected copies of OCI Handbooks, N.I.E. etc. held for convenience of reference. Filed by subject.</p> <p style="text-align: right;">(Current)</p>	4.0	Temporary. Destroyed when obsolete or no longer needed. Review annually.
8.	<p>WE Country File</p> <p>Contains copies of special intelligence reports, collateral reports, various publications of interest and limited correspondence. Held for convenience of reference. Filed by country and subject to include a file for requirements and OCI Handbooks.</p>	4.0	Temporary. Destroy when obsolete or no longer needed. Review annually.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

SECRET

17. ~~Chi-Kor and SEA Consumer File~~

~~Contains copies of special intelligence held for reading or reference by the various consumers. Filed by name of consumer.~~

(Current)

2.0

Temporary. Destroy when no longer needed. Review annually.

25X1 18.

Contains operational cable reports and equivalent special intelligence reports which have been disseminated to the Community and OCI. Held for convenience of reference by Area Divisions and OCI.

(1957-1959)

2.5

Temporary. Destroy after 10 years. Cut off at end of each calendar year and retire to Records Center 1 year thereafter.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

SECRET

~~SECRET~~

DR-036-62

16 August 1962

MEMORANDUM FOR: DD/P RMO
CIA Records Administration Officer
Chief, Archives and Records Center

SUBJECT: Amendment of FI [] Records Control
Schedule

25X1 1. It is requested that Item No. 6 of the
FI [] Records Control Schedule Number 70.0606 05
be changed to read as it appears in the attached
copies of Form 139. These copies should be sub-
stituted for the corresponding pages of the FI []
Records Control Schedule.

25X1 2. It would be appreciated if the approved
copy for FI [] could be returned as soon as possible
since pending disposition action on this item is
now resulting in a space problem.

25X1

[Redacted signature block]

FI []

Attachment:
Form 139 (4 copies)

APPROVED:

25X1

[Redacted signature block]

25X1

Deputy Chief, FI []

ILLEGIB

GROUP 1
Excluded from automatic
downgrading and
declassification

~~SECRET~~

SECRET

7 December 1961

MEMORANDUM FOR: DDP/RMO

SUBJECT: Revision of FI [] Records Control Schedule

25X

25X1 1. It is requested that the following changes be made in the FI [] Records Control Schedule. These changes were occasioned when it became evident that certain records, recently forwarded to the Records Center, were not adequately covered in the existing schedule.

- a. Control No. 70.0605 02
Item 4, "Identity A Project History File"

25X1

(2) Change the Volume from 4 to 20 cubic feet.

(3) Disposition Instructions remain the same.

- b. Control No. 70.0605 02
Item 24a, "Telephone Material Log"

(1) Amend the File Description by adding the sentence:
"Includes 3 x 5 card file on Cable Pair Numbers which serve as Index to material in Job No. 59-S-477."

(2) Change the Volume from 1 to 10 cubic feet.

(3) Disposition Instructions remain the same.

- c. Control No. 70.0605 03
Item 2, "New Projects"

(1) Amend the File Description by adding the sentence:

SECRET

SECRET

"Includes transcripts of [redacted]

25X

(2) Volume remains the same.

(3) Disposition Instructions should be changed to read: "Retire to Records Center when inactive," instead of indefinite retention in current files area.

2. It would be appreciated if necessary action on the above revisions are effected as soon as possible. The reason for requesting such expedite action is to permit the early accessioning of thirty-two cubic feet of material covered by these changes now being held at the Records Center.

[redacted]

25X

FI [redacted]

25X

APPROVED:

[redacted]

25X1

Deputy Chief, FI [redacted]

25X1

25X1

[redacted]

APPROV

Chief, Records Management Staff

15 Dec 1961
Date

12/18/61

Orig. retained by [redacted]

25X1

[redacted]

1-cc to [redacted]
1-cc to FI [redacted]

[redacted]

(rec. cen.)

[redacted]

25X1

SECRET

25X1

COPY

7 November 1960

25X1 MEMORANDUM FOR: FI

SUBJECT: Revision of Records Control Schedule

25X1 REFERENCE: FI memorandum, 17 October 1960,
same subject

25X1 1. Changes in the FI Records Control Schedule are
as follows:

✓ Schedule No. 70.0601 01

Delete Item 5

Schedule No. 70.0601 02

✓ Item 1 - Transfer to 70.0602 - item 7

✓ Item 2 - Transfer to 70.0602 - item 10

✓ Item 3 - Change dates in Files Identification to read
"1950-1960". Change Disposition Instruction to read
"Permanent. Destruction not authorized. Retain in
current files area." *Transfer to 70.0601 01 as item 6*

New files to be identified:

70.0601-02 (1) Special Program Policy File - item 4

25X1 Contains inter- and intra-Agency policy memoranda
and staff studies, establishing a special program for
which FI is responsible.

1.0 cubic ft.

Permanent. Destruction not authorized. Retain in
current files area.

BEST COPY

AVAILABLE

✓ (2) Station by Station File - *Item 5*

Contains Special Intelligence privacy cables and dispatches, command channel cables and dispatches, inter- and intra-Agency memoranda concerned with the conduct of the Special Program Policy File.

3.0 cubic Ft.

Temporary. Destroy when obsolete. Review biannually.

✓ (3) Subject File - *Item 6*

Contains Special Intelligence privacy cables and dispatches, command channel cables and dispatches, inter- and intra-Agency memoranda regarding one particular country. Contains selected reference material and studies.

4.0 cubic Ft.

Temporary. Destroy when obsolete. Review biannually.

Schedule No. 70.0601 07

✓ Item 1.c. - Transfer to 70.0606 01. Change last sentence in Files Identification to read: "Filed by date." *Item 11*

Schedule No. 70.0604

In addition to the identifying data now appearing under Files Identification, the following should be inserted as Item 1:

✓ Operational Files

Contains correspondence and background data on prospective target installations and personalities. Folders filed by country and city. File also contains folders of projects currently in progress.

15.0 cubic Ft.

Permanent. Destruction not authorized. ~~retain indefinitely in current file~~

Transfer to Records Center when inactive.

Schedule No. 70.0606 01

✓ Delete Items 3, 5, and 8.

✓ Item 7 - Under disposition instructions ^{in "add"} ~~change the first word in the last sentence to read:~~ "Duplicate copy of this file, ~~etc.~~ ^{was maintained by F1 [] registries and has been sent to Records Center as per []}"
Schedule No. 70.0606 02 *permanent copies.*

✓ Items 3, 8, and 9 transfer to 70.0606 .03 - items

✓ Delete Items 10, 11, 13, 14, and 16.

*12
13
14*
[]
10/2/69

Schedule No. 70.0606 03

✓ Item 1, b, c, and e - Change disposition instructions to read: "Permanent. However, when two or more of these cards are determined to be on the same subject the duplicate cards should be destroyed."

New File to be identified:

25X1 ✓

[]

1.0 cubic ft.

Temporary. Review annually for destruction.

✓ Delete Item 3 and 5.

Schedule No. 70.0606 05

✓ Item 15 - Change the last sentence under files identification to read: "Filed by Area interest."

25X1

Chief, FI

25X

SECRET

25 September 1961

MEMORANDUM FOR: DDP/RMO

SUBJECT: Revision of FI [] Records Control Schedule

25X

1. As a result of a recent transfer of material to the Records Center, this office was questioned regarding the scheduled authority cited. Investigation revealed that a copy of the attached memorandum, listing certain changes, had not been received in the Records Center. Since our files do not indicate that the above mentioned memorandum was forwarded to your office, we can only conclude that it has never been completely processed.

2. Accordingly, it would be appreciated if you would take necessary action on the attached, even at this late date. Our understanding of the procedure involved is that your office will forward these changes, if they meet with your approval, to the Agency Records Management Officer. [] in turn, will transmit the changes to the Records Center so that required amendments of the FI [] Records Control Schedule can be effected.

25X

25X1 3. Please contact [] should any question arise on the above matter.

25X1

[]
Chief, FI []

25X

1 Attachment:
as stated

SECRET

SECRET

COPY

7 November 1960

25X1 MEMORANDUM FOR: FI

SUBJECT: Revision of Records Control Schedule

25X1 REFERENCE: FI memorandum, 17 October 1960,
same subject

25X1 1. Changes in the FI Records Control Schedule are
as follows:

Schedule No. 70.0601 01

Delete Item 5

Schedule No. 70.0601 02

Item 1 - Transfer to 70.0602 - *item 9*

Item 2 - Transfer to 70.0602 - *item 10*

Item 3 - Change dates in Files Identification to read
"1950-1960". Change Disposition Instruction to read
"Permanent. Destruction not authorized. Retain in
current files area." } *Why?*

New files to be identified:

(1) Special Program Policy File - *item 4*

25X1 Contains inter- and intra-Agency policy memoranda
and staff studies, establishing a special program for
which FI is responsible.

1.0 cubic Ft.

Permanent. Destruction not authorized. Retain in
current files area.

SECRET

(2) Station by Station File - *item 12*

Contains Special Intelligence privacy cables and dispatches, command channel cables and dispatches, inter- and intra-Agency memoranda concerned with the conduct of the Special Program Policy File.

3.0 cubic Ft.

Temporary. Destroy when obsolete. Review biannually.

(3) Subject File - *item 13*

Contains Special Intelligence privacy cables and dispatches, command channel cables and dispatches, inter- and intra-Agency memoranda regarding one particular country. Contains selected reference material and studies.

4.0 cubic Ft.

Temporary. Destroy when obsolete. Review biannually.

Schedule No. 70.0601 07

- item 11
Item l.c. - Transfer to 70.0606 01. Change last sentence in Files Identification to read: "Filed by date."

Schedule No. 70.0604

In addition to the identifying data now appearing under Files Identification, the following should be inserted as Item 1:

Operational Files

Contains correspondence and background data on

25X1

15.0 cubic Ft.

SECRET

SECRET

Permanent. Destruction not authorized. Retain indefinitely in current files area.

Schedule No. 70.0606 01

Delete Items 3, 5, and 8.

I don't understand

Item 7 - Under disposition instructions change the first word in the last sentence to read: "Duplicate copy of

and has been sent to Records Center as permanent copies
this file etc. was maintained in FI registry ^{25X} ?

Schedule No. 70.0606 02

Items 3, 8, and 9 transfer to 70.0606 03 - *Items 12, 13, 14*

Delete Items 10, 11, 13, 14, and 15.

Schedule No. 70.0606 03

Item 1. b, c, and e - Change disposition instructions to read: "Permanent. However, when two or more of these cards are determined to be on the same subject the duplicate cards should be destroyed."

New File to be identified:

25X1

1.0 cubic Ft.

Temporary. Review annually for destruction.

Delete Item 3 and 5.

Schedule No. 70.0606 05

Item 15 - Change the last sentence under files identification to read: "Filed by Area interest."

25X1

Chief, FI

25X

SECRET

14 April 1960

MEMORANDUM FOR: Chief, Records Management Staff
Attn: [redacted] 25X1
SUBJECT : Change in Disposition Instructions -
Records Control Schedule

1. It is requested that the disposition instructions for the following schedule number and item numbers, Records Control Schedule, FI/[redacted] be changed to read; "Permanent. Destruction not authorized. Retire to Records Center at once." The purpose of this change is to provide additional file space in the area where these records are being held. 25X1

Schedule No. 70.0601 07
Item No. 2a
3a
4

25X1

[redacted]

Records Officer
FI [redacted] 25X1

CONCUR:

25X1 [redacted]

25X1 Chief, FI [redacted]

25X1 [redacted]

Chief, FI Staff

25X1 [redacted]

25X1 FI [redacted]

25X1 [redacted]

DDP/RMO

25X1 APPROVED: [redacted]

Chief, Records Management Staff

Date

4/27/60



DD/P Records Management Officer

25 August 1959

Chief, Records Management Staff

FI Records Control Schedule

1. The attached Records Control Schedule (TAB A) for the FI Staff has been reviewed by the Records Management Staff. In general, the record series appear to be adequately identified and described and disposition instructions are carefully stated.

2. I agree with the disposition instructions proposed in the schedule for 312 of the 371 items and action on the approved items may be taken at any time. The remaining 59 items will require further evaluation by the Records Management Staff because:

a. Retention periods for similar items vary considerably in some instances.

b. The description of some items is inadequate for proper evaluation.

c. Disposition instructions are incomplete and difficult to accomplish in some instances.

d. Some items appear to have greater retention value than those stated in the schedule.

3. The items which require further evaluation are shown on TAB B. The best way to continue evaluation on these items is to discuss them with the persons who prepared the schedules. In some instances, it may be necessary to see examples of the records described. I will be glad to proceed along this line at your convenience.

4. I consider the FI Schedule to be a most significant one for the entire Agency, and, in particular, the DD/P area. I am quite anxious, therefore, to assist in any way possible to get it in operation.

5. The persons who prepared this schedule are to be commended for the efforts which they have made in their first attempt to develop such a significant and comprehensive Records Control Schedule.

Distribution: 25X1

Orig - Addressee

25X1 1 - RDB



SECRET

TAB B

Items in FI Schedule Requiring Further
Evaluation

<u>Schedule No.</u>	<u>Item No.</u>
70.02	3, 6b
70.03	①
70.0401	2, 3, 8, 14, 15, 16, 25 --
70.0402	1, 2, 4, 6b, ⑧
70.0403	8, 10, 12, 13, 14, 15, 16b, 17, 19
70.0404	1, 2, ⑩, 11, 12, 15
70.0501	6
70.050202	4
70.050203	1, 2
70.050205	7b
70.050301	2, 6
70.050302	2
70.050303	6
70.050304	2
70.050305	1, 2, 11, 12, 19
70.060102	2
70.060105	1, 3
70.060106	1
70.0602	4
70.060501	1
70.060504	1, 5, 6
70.060601	2
70.060603	1, 2, 3, 6

SECRET

RECORDS DISPOSITION AUTHORITY

Records Control Schedule (No. 70-59) for the Foreign Intelligence Staff of the DD/P is approved and authority hereby given to implement the disposition instructions contained therein. No portion of this schedule will be passed or divulged outside of the Agency or to other Agency components without permission of the DD/P.

Review:

CS Records Management Officer

Date

25 August 1959
Date

Approved: *

25X1

25 August 1959
Date

* See Memo of 25 August 1959 to DDP/RMO, noting certain exceptions.

25X1

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

70.01

RECORDS CONTROL SCHEDULE No. 70.01-59

FI - Office of the Chief

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

RECORDS CONTROL SCHEDULE 5

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

SCHEDULE NO.

70.01

CONCURRENCE

OFFICE, DIVISION, BRANCH

C/FI

SIGNATURE

25X1

TITLE

secretary to DC/FI

DATE

23 April 1959

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1. 25X1	<p>Limited Distribution Cable File Consists of copies of limited distribution cables, i.e. [redacted] Filed by "In" and "OUT" number. (Last 2 - 3 mos. of current yr.)</p>	2.0	Temporary. Destroy within 3 months.
2.	<p>Cable File Copies of cables which do not bear restrictive indicators (item 1) Filed by "In" and "Out" number. (Last 3 mos. of current year)</p>	2.0	Temporary. Destroy within 3 months.
3.	<p>Reference Publications Classified reference publications, including Handbooks, Manuals and Special Reports.</p>	.4	Temporary. Destroy when superseded, rescinded or no longer needed.
4.	<p>Subject Files: Consists of memoranda and other documents pertaining to administration of the activities of this staff. Includes all "In" and "Out" correspondence handled at this level and copies of all "Out" correspondence prepared by subordinate components for the signature of the Chief or his Deputy. Filed by subject under a Dewey-Decimal System. (1952 -59)</p>	4.3	Permanent. Cut off at end of each calendar year. Transfer to the Records Center one year thereafter. (Bring forward material needed for current reference.)
5.	<p>Chrono File Subject file material (Item 4) held in chronological sequence for 2 - 3 mos. and then filed by Subject. (1958 -59)</p>	.6	Permanent. File by Subject within 3 mos. and hold for disposition as provided in Item 4.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

25X

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2		
6.	Chrono File <input type="checkbox"/> Copies of correspondence prepared by a former DC/FI. (1953 -54)	.1	Temporary. Destroy
7.	Extra Copy File - Extra copies of all correspondence prepared by DC/FI. Filed chronologically.	.3	Temporary. Destroy within one year of preparation
8.	Superseded Calendars of DC of FI.	.3	Temporary. Destroy upon reassignment of the incumbent.
9.	Used Steno Note Books.	.3	Temporary. Destroy within one year.
10.	Agency and CS Regulations and Notices	2.0	Temporary. Destroy when superseded, rescinded or no longer needed.
11.	Card Phone Index 3x5 cards bearing the telephone numbers of persons contacted by the Chief and DC/FI	.1	Temporary. Destroy when no longer needed.
12.	Document Receipts	.1	Temporary. Destroy after two years.
13.	Projects log. A listing of projects with the date forwarded to DDCI for signature and the date of return. Chronological listing in a 5x8 notebook. (1956 -59)	.1	Temporary. Destroy one year after all entries on the page have been completed.
14.	Secret and Confidential Log. A chronological listing of documents received and forwarded.	.4	Temporary. Destroy after one year.
15.	TS Log Chronological listing (cards for current material) of TS documents received and forwarded.	.1	Temporary. Disposition not authorized. Return to Records Center when no longer needed.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

SECRET

SCHEDULE NO.

70.0102

CONCURRENCE

OFFICE, DIVISION, BRANCH

CS/FI/Special Assistant to Chief, FI

SIGNATURE

Eloise R. Page

TITLE

DATE

Spec. Assist. C/FI

ITEM NO.

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

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. Active Project Files

7.8



- a. Reference Materials
- b. Agent Files

Temporary. Destroy when no longer needed.

Permanent. Request RID to assign 201 numbers and retire to RID within one year after the agents contract is concluded.

2. Project File Resumes

.5

Contains resumes and some correspondence related to about [redacted] Only coordinated by this office. Record file in Area Division. It is anticipated that later some correspondence with the Area Divisions and agents will be originated at this level for the purpose of furnishing leads and making follow-ups. Some intelligence will be received and disseminated by this office. New file.

Temporary.

(-1959)

Destroy as superseded.

- a. Resumes

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2. cont.	b. Correspondence	.5	Destroy after 4 years. Cut off every second year and destroy 2 years thereafter.
3.	Senior Staff Working Group Files		
25X1	(1958-1959)		
	a. Conference summaries. b. All other related documents.		Temporary. Retain 3 years and destroy.
	4. Chrono Files		
25X1	Copies of correspondence documenting the activities conducted by Miss Page since 1948. Duplicated in part in the files of FI [redacted] however, includes the only copy of some sensitive items and the only copy of some items not directly related to [redacted] activities.	2.0	
25X1			
25X1	a. Duplicated in [redacted]		Temporary. Destroy when one year old.
25X1	b. Not duplicated in [redacted]		Permanent. Retire to the Records Center when no longer needed.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			
5.	Backlog Reading File An accumulation of Information Reports and other reference material representing a backlog of reading material related to the conduct of the operations for which this office maintains files as described in item 1 thru 4.	3-7	Temporary. File, destroy or retain as appropriate.
6.	Regulations Copies of Agency Regulations and Notices of interest to this office.	.6	Temporary. Destroy when rescinded or obsolete.
7.	Day to Day Working Files, Personal Papers	1.0	Temporary. Destroy when no longer needed.
8.	Reference File Books, magazines and pamphlets. Unclassified. <ul style="list-style-type: none"> a. Material on loan from Library. b. Other material. 	11.0	Temporary. Return to OOR when no longer needed. Temporary. Destroy when no longer needed.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

70.02

RECORDS CONTROL SCHEDULE No. 70.02-59

25X1 FI

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

RECORDS CONFIDENTIAL SCHEDULE 6
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

SCHEDULE NO. 70.02

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1 CS/FI

25X1

SIGNATURE

TITLE

Chief, FI

DATE

30 April 1959

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>NSCID-DCID File</p> <p>Copies of NSCID's and DCID's affecting FI activities and supporting papers that indicate significant steps in the development of these directives; also contains the record copy of these directives which govern FI activities. Filed by directive number. (1951-1959)</p>	.8	Permanent. Destruction not authorized. Retain in current files area.
2.	<p>Liaison File</p> <p>Contains correspondence which documents matters discussed and agreements reached concerning liaison with the intelligence services of the Armed Services on FI matters. This file is considered to be the Agency record copy on the subject. Filed by Service. (1951-1959)</p>	1.1	Permanent. Destruction not authorized. Cut off at the end of each calendar year; retain in current files area 5 years and retire to Records Center.
3.	<p>Coordination File</p> <p>Contains correspondence which pertains to and is used to guide and monitor the Agency overseas coordination and review of the collection activities of the Armed Services. The direct responsibility for this function is in the Area Division and any record copies of such material is maintained there. Filed alphabetically by Country. (1955-1959)</p>	3.2	Temporary. Destroy when 7 years old. Cut off at the end of each calendar year; transfer to Records Center 2 years thereafter.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2</p> <p>Related Mission Directive File</p> <p>Consists of RMD's and related correspondence from and to FI Staff elements, Senior Staff Working Group and Area Divisions. Each country folder also contains the related National Intelligence Estimate and OCI Handbook. This file is maintained only for convenience of reference in reviewing the FI portions of RMD's. The record copy of the RMD is retained by the Area Divisions. Filed alphabetically by Country. (1952-1959)</p>	5.7	<p>Temporary. Destroy each RMD and related correspondence which has been replaced by three successive new RMD's. Destroy NIE's and OCI Handbooks when rescinded or when no longer needed.</p>
5.	<p>Reports</p> <p>a. FI Monthly Report</p> <p>Report which is based on feeder reports from Area Divisions, contains significant developments in the collection of foreign intelligence. Copies are prepared for the DDP, FI [] and RID/TS. Filed by date. (1951-1959)</p> <p>b. Annual NSC Briefing Report</p> <p>Contains copies of report submitted to IAC on FI activities. Filed by date. (1955-1956)</p> <p>c. Annual Report to Presidents Board of Consultants</p> <p>Contains copies of report submitted to PPC on FI activities. Filed by date. (1957-1958)</p>	.9	<p>a.</p> <p>Permanent. Destruction not authorized. Cut off 1 January and 1 July each year. Hold 1 year and retire to Records Center one year thereafter.</p>
25X1		.1	<p>b.</p> <p>Permanent. Destruction not authorized. Cut off every 2 years and retire 2 years thereafter to Records Center.</p>
		.1	<p>c.</p> <p>Permanent. Destruction not Authorized. Cut off every 2 years and retire 2 years thereafter to Records Center.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			
5. cont.	<p>d. Special Reports</p> <p>Contains copies of one time reports submitted to various persons or organizations. They are maintained for reference only. Filed by date. (1957-1958)</p>	.1	Temporary. Destroy when no longer needed. Review annually.
	<p>e. Reports Directives</p> <p>This file contains extra copies of memos and directives which establish reports. Record copies are in the office requiring the report or in a formal issuance. Filed by date. (1952-1955)</p>	.1	Temporary. Destroy when obsolete or rescinded.
6.	Chronological File		
	<p>a. Contains copies of all outgoing correspondence. Maintained for convenience of reference. Filed by date. (1956-1959)</p>	.5	Temporary. Destroy when 3 years old. Cut off at the end of each calendar year and destroy 3 years thereafter.
	<p>b. Contains copies of all outgoing correspondence and represents the only copies of records available which document the management or administrative activities of the office for this period. Filed by date. (1951-1955)</p>	1.5 A	Temporary. Destroy in 5 years. Retire to Records Center at once.
7.	Logs		
	<p>a. Form 311, Log is used to record the receipt and disposition of material classified Secret and below. Filed by date.</p>	1.8	Temporary. Destroy after 2 years.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			
7. cont.	b. Form 311, Log is used to record the receipt and disposition of material classified Top Secret. Filed by date.	.2	Permanent. Destruction not authorized.
8.	<p>Operational Program File</p> <p>Contains extra copies of Basic Plans, Preliminary Estimates, Character and Level Papers, Country Programs and related correspondence prepared by the Area Divisions. It is used as a reference file in reviewing the various Operational Programs. Filed by Division and then by various parts of the planning cycle.</p> <p style="text-align: center;">(FY1958-FY1961)</p>	2.0	Temporary. Hold until end of planning cycle and destroy.
9.	<p>War Plans File</p> <p>Contains extra copies of War Plans, and related correspondence and directives. It is used as a reference file in reviewing the various War Plans. Filed by subject, area and country.</p> <p style="text-align: center;">(1954-1959)</p>	4.0	Temporary. Destroy when superceded or obsolete. Review annually.
10. 25X	<div style="border: 1px solid black; height: 100%; width: 100%;"></div> <p style="text-align: center;">(1951-1958)</p>	2.1	Permanent. Destruction not authorized. Retire entire file to Records Center now.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11. 25X1	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2</p>	3.5	Temporary. Destroy when obsolete or no longer needed. Review annually.
12.	<p>Directive File</p> <p>Consists of Copy No. 8 of CS Policy Book and the Intelligence Directives. This file contains extra copies of formal issuances and is maintained for convenience of reference.</p>	.3	Temporary. Destroy when rescinded.
13.	<p>Budget Estimate and Justification File</p> <p>Contains copies of papers which justify funds requested for FI type activity in the CS and which are submitted to PFC. Filed by date. (1955-1959)</p>	.1	Destroy after 2 fiscal years.
14. 25X1	<p>Source Control Files</p> <p>a. Policy and Reports File</p> <p>Contains copies of correspondence which establish or contribute to the establishment of policy and copies of the monthly Name Check Report (narrative summary of activities) and Source Control Report which is a statistical summary of activities. Copies of the former report are forwarded to C/FI, DC, FI and C/FI [] the latter report receives no distribution. Filed by subject by date. (1956-1959)</p>	.2	a. Permanent Destruction not authorized. Retain indefinitely in current files area.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			
14. cont.	<p>b. Work Files</p> <p>Consists of copies of Machine Runs, Desk copies of Form 831 and miscellaneous correspondence (basic data on sources is maintained in the Source Control Index in the custody of RII [] and RID [] and in the CS 201 Files). (1956-1959)</p>	1.8	<p>b. Temporary. Destroy when no longer needed or replaced by more current material. Review annually.</p>
25X 25X1	<p>c. Source Control Index File (Machine Cards)</p> <p>Contains machine cards filed by year, month, day of birth, country of birth and city of birth. Card also contains a country and status code as well as a dossier number. The dossier number identifies the organization that has primary interest in the source. (1956-1959)</p>	4.3	<p>c. Temporary. Destroy card 6 months after the source is dropped. Place card in inactive file when source is dropped. Cut off inactive card file every 6 months and destroy 6 months thereafter.</p>
	<p>d. Source Control Index File (Manual Cards)</p> <p>Contains 3x5 cards and Form No. 1015a which is 3x5. The cards and forms contain entries which indicate date of birth, place of birth, sometimes the name, a file code, the country involved, the date of request, date of registration and the C number or dossier number of each source. Filed by date of birth. Essential information in this file is duplicated in 14. c. above. (1956-1959)</p>	2.8	<p>d. Temporary. Consider destruction of this duplicate file or treat same as item 14. c. above.</p>
	<p>e. Old RQM Source Control File</p> <p>Contains correspondence on the subject in no particular arrangement. (1954-1956)</p>	4.0	<p>e. Temporary. Screen file incorporate appropriate material in a. or b. above and destroy the remainder.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

70.03

RECORDS CONTROL SCHEDULE No. 70.03-59

25X1

FI

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

CONCURRENCE

OFFICE, DIVISION, BRANCH

CS/FI

SIGNATURE

25X

TITLE

25X1C/FI

DATE

14 April 1959

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>Group Chiefs Subject File</p> <p>Consists of outgoing and incoming correspondence on support matters such as personnel, TO's, incentive awards, finance, procurement, etc. to include the master file of FI Administrative Orders. Filed alphabetically by subject. (1952-1959)</p>	2.0	<p>Temporary. Destroy when 4 years old. Cut off every two years, (papers having current value to be carried forward); retain in current files area.</p>
2.	<p>Group Chronological File</p> <p>Copies of all outgoing correspondence maintained for convenience of reference. Filed by date. (1952-1959)</p>	.3	<p>Temporary. Destroy after one year. Cut off at end of each calendar year and destroy one year thereafter.</p>
3.	<p>Group Chiefs Correspondence Log</p> <p>Maintained on Form No. 311, Log. Identifies document and subject, and indicates disposition. Only important correspondence is logged. Entries by date of receipt. (1957-1959)</p>	.1	<p>Temporary. Destroy after one year. Cut off at end of each calendar year and destroy one year thereafter.</p>
4.	<p>Strategic Services Unit Files</p> <p>Consists of copies of all outgoing correspondence produced by the Unit filed chronologically and a 1.5 cubic foot supply of SSU Certificates and stationery. Record copies of correspondence prepared during 1954 and thereafter are filed subjectively in SSU Files in custody of RID</p>	2.0 25X1	<p>a. Permanent. Retire correspondence dated prior to 1954 to RID For integration into proper subject file or destruction of duplicates.</p> <p>b. Temporary. Destroy correspondence dated 1954 and thereafter, after 1 year. Cut off at the end of the calendar year and destroy after 1 year.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			
5.	Building Evacuation Officers Files Consists of extra copies of instructions, placards and posters regarding evacuation of L Building.	2.0	Temporary. Destroy when obsolete or no longer needed.
6.	Agency and CS Issuances	2.0	Temporary. Destroy when rescinded or no longer needed.
7.	Budget and Fiscal Subject File a. Consolidated Charities - correspondence and accounts. (FY1958-FY1960) b. <input type="text"/> Accounts (FY1958) c. Travel Regulations - Other Agencies (1957-1959) d. Miscellaneous Instructions (1957-1959) e. Monthly Report FI Project Termination - prepared from FI <input type="text"/> Monthly Report on status of Projects. Forwarded to all Area Division Support Officers and the Budget Division. (FY1958-FY1960)	.4	a. Temporary. Destroy after 1 fiscal year. b. Not assessed. Transfer custody to <input type="text"/> 25X1 c. Temporary. Destroy when rescinded or no longer needed. d. Temporary. Destroy when rescinded or no longer needed. e. Temporary. Destroy after 1 fiscal year.
25X1			
25X1			
8.	Fiscal Files Filed by fiscal year by subject. Consists of the following: (FY1954-FY1960) a. Authorizations for Overtime. b. Allotments (Signed Originals).	7.0	Temporary. Cut off all files at the end of each fiscal year. Any M account data must be retained until liquidated notwithstanding the following disposal instructions. a. Destroy 3 months after the end of the fiscal year. b. Destroy after 3 fiscal years or after all allotments are liquidated whichever is later.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			
12.	<p>Personnel Subject File</p> <p>Contains copies of correspondence relating to promotions, the Career Service, ceilings and TO's, summer employees, military employees, contract employees and the monthly strength report. Also includes folders for Office of Personnel, Memos (Issuances), T/O Change Authorization, Position Descriptions, and Shipping Permits. Filed subjectively. (1956 - 1959)</p>	2.4	Temporary. Destroy after 2 years. Cut off at end of each calendar year and destroy 2 years thereafter.
13.	<p>Personnel Log</p> <p>Consists of Form No. 311, Log and is used to record the receipt and forwarding of action papers on Personnel Folders. Filed alphabetically by subject and then chronologically. (1956 - 1959)</p>	.7	Temporary. Destroy after one year. Cut off at the end of each calendar year and destroy one year thereafter.
14.	<p>Qualifications Records</p> <p>Consists of notebooks and folders containing names of employees who have language, area or certain unique professional qualifications or who are willing to go to certain countries. No attempt has been made to keep the file current within the last two years. Filed by qualification by area. (1955 - 1957)</p>	.5	Temporary. Hold one year and destroy entire file.
15.	<p>Issuances</p> <p>Various other agency issuances on personnel matters to include Civil Service Regulations. (1956 - 1959)</p>	1.0	Temporary. Destroy when rescinded or no longer needed.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

RECORDS CONTROL SCHEDULE No. 70.04-59

25X1 FI

70.04

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

RECORDS CONTROL SCHEDULE 5

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

SCHEDULE NO.

70.0401

OFFICE, DIVISION, BRANCH

25X1 FI

CONCURRENCE

SIGNATURE

25X1

TITLE

DATE

25X1

Records Officer FI

16 April 1959

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>Project Card File:</p> <p>5x8 cards used as a log and control on the status of projects. Bear a brief statement of purpose and entries showing the status. Filed alphabetically. (2.2 lin ft.) (1953-1959)</p>	.6	Temporary. Destroy one year after termination.
2.	<p>Office File (Administrative):</p> <p>Correspondence initiated by the Division in the administration of its activities. Filed by subject, e.g., T&S Requisition, Personnel, etc.</p>	.8	Temporary. Destroy when one year old. Cut off at end of each calendar year and destroy 1 year thereafter.
3.	<p>Project Files:</p> <p>Consists of a folder for each active project with copies of anything written in the Branch on the particular project, copies of the transmittal to CH/FI, some cables and dispatches needed in connection with a later review, and copies of approvals, renewals or extensions. Filed alphabetically.</p>	7.8	Temporary. Destroy upon receipt of termination notice.
4.	OCI Handbooks	2.0	Temporary. Destroy when superseded.
5.	<p>Cable Files:</p> <p>"Ins" and "Outs" filed separately.</p>	4.0	Temporary. Destroy now. Discontinue file.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			
6.	Crypt and Pseudo File: 3x5 cards, one set for true identities and one set for crypt and pseudos. (5' 3" lin ft.)	.5	Temporary. Destroy when canceled.
7.	Weekly listing of Personnel processed in and out: Copies of a report of FI personnel and other senior personnel being processed in and out. Selected from the daily Central Processing report and the Div. reports to Central Processing. This condensed report is circulated to DDI-DCI-DDP.	.2	Temporary. Destroy not later than 6 months after preparation.
8.	Debriefing Reports: Reports prepared by this office, forwarded to parent Division for comment or correction and returned to FI for circulating and filing. Filed chronologically. (1953-1959)	.2	Temporary. Destroy not later than 3 years after preparation.
9.	Agency and CS Regulations and Notices	2.0	Temporary. Destroy when superceeded.
10.	Classified reference material	4.3	Temporary. Destroy when superceeded, rescinded or no longer needed.
11.	Logs a. TS (1952-1959) b. Secret and Confidential (1952-1959)	.5	Indefinite. Disposition not authorized. Transfer to Records Center when no longer needed.
12.	Staff Working Files: Working files maintained by individual staff members containing notes, rough drafts, and related papers and publications used for reference. Created in planning and developing assignments. Arrangement varies with each file.	9.3	Temporary. Destroy not later than one year after receipt of document.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			
12. cont.	a. Material related to completed assignments.		Temporary. Destroy not later than 1 year after final action.
	b. Material related to discontinued assignments.		Temporary. Destroy 3 years after last action.
13.	Chrono File (out): Copies of all correspondence originating in the branch. Correspondence written by the Division chief and the Deputy are maintained separately. (1953-date)	.7	Temporary. Destroy when 5 years old.
14.	Guided Missile Task Force File: Consists of minutes of meetings, training given, liaison reports and correspondence related to the subject. Filed chronologically by these subjects. (1956-1959)	1.0	Temporary. Destroy when 3 years old. 25X1 (Permanent copy is maintained by <input type="text"/>)
	a. Minutes of meetings		Temporary. Destroy when 3 years old.
	b. All other		
15.	<div style="border: 1px solid black; height: 124px; width: 100%;"></div>	1.2	Permanent. Retire to Records Center when no longer needed.
	b. All other		Temporary. Destroy when 3 years old. Cut off annually. Hold two years and destroy.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
16.	<p>Elint Activity File:</p> <p>Copies of cables, dispatches, and memos related to Elint operational activities and needed for use in advising the Divisions on these activities. Filed by area and country.</p> <p>(1953-1959)</p>	3.0	<p>Temporary. Destroy obsolete and superceded material during the day to day use of the file.'</p>
17.	<p>DDP Materiel Board (inactive):</p> <p>Working papers and reference material left by a former member of the staff. Filed by subject.</p> <p>(1955-1957)</p>	1.0	<p>Temporary. Destroy.</p>
18.	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>(1952-1955)</p>	.2	<p>Temporary. Destroy.</p>
19.	<p>RMD Working Files:</p> <p>An accumulation of copies, cables, dispatches, memos, current intelligence summaries, and other papers with information that may be pertinent to development of revised RMD's. Filed by country.</p> <p>(1958-1959)</p>	1.0	<p>Temporary. Destroy annually following the revision of related RMD's.</p>
20.	<p>Denied Area Seminar (obsolete)</p> <p>Working files consisting of copies of papers and records accumulated in developing the Denied Area Seminars. Filed by Subject.</p> <p>(1953-1956)</p>	1.0	<p>Temporary. Destroy.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
21.	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2</p>	3.0	Temporary. Destroy when superceded or rescinded.
25X1			
22.		.6	Temporary. Destroy obsolete and superceded material during day to day use of file.
23.	<p>Audio Surveillance:</p> <p>Copies of cables, dispatches, memos, surveys, and operational aids. For reference use in advising divisions in the field of activity. Filed by subject.</p> <p style="text-align: center;">(1953-1959)</p>	1.2	Temporary. Destroy obsolete and superceded material during the day to day use of the file.
24.		2.0	Temporary. Destroy obsolete and superceded material during the day to day use of the file.
25X1			
25.	<p>Audio Surveillance Management Course:</p> <p>Correspondence developed in procuring lecturer, selecting courses and monitoring training in audio surveillance management. Also lecture tapes, rosters and related paper on each session. Filed by subjects.</p> <p style="text-align: center;">(1957-1959)</p>	.2	
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
25. cont.	a. Folders for each session b. Taped lectures c. All other materials	1.2	Temporary. Destroy after one year. Temporary. Forward to course instructor for review and disposition. Temporary. Destroy when no longer needed.
26.	I&R Reports File: Copies of I&R reports and copies of FI reports and memos concerning projects related to these reports. (1957-1959)	1.5	Temporary. Destroy when superceded.
27.	Tapes - Denied Area Meeting: (1954-1955)	.5	Temporary. Destroy.
28.	Operational Aids - FI Extra copies of all operational aids prepared by FI and maintained here for (1) supplemental distribution and (2) storage of record copy. a. Record Copies b. Extra copies	4.4	Permanent. Forward to Records Center. Temporary. Destroy when superceded, rescinded or no longer needed.
29.	Operational Index: A 3x5 card index developed for use in preparing operational aids, Contains notes describing FI missions, problems, approaches to solutions and specific techniques of collections. Also contains abstracts and references to documents on these subjects, filed by subject. (1.0 lin ft.)	.1	Temporary. Destroy obsolete and unnecessary cards during day to day use of file.
30.	Index to FI Debriefing Minutes: 3x5 cards filed in 2 sections, one by station and one by person and bearing date of the debriefing.	.1	Temporary. Destroy when 3 years old.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
31.	Mats for Operational Aids: Multilith mats used in preparation of operational aids and held for possible reprints.	.5	Temporary. Destroy when no longer needed.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

RECORDS CONTROL SCHEDULE F
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

SCHEDULE NO. 70.0402

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X1

TITLE

DATE

C/FI

25X1

27 April 1959

25X

ITEM NO.

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

VOLUME
 (CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.	<p>Training Files</p> <p>Consists of copies of training records, training evaluations, a form on which all completed training is posted and some memoranda concerning training. Maintained alphabetically within each of the following sub-files:</p> <p style="text-align: right;">(1953-1959)</p> <p>a. DDP Officer Personnel</p> <p>b. DDP Clerical Personnel</p> <p>c. Others on duty in the DDP (includes DD/S personnel, JOT's, etc.)</p>	24.0	<p>Temporary. Destroy 10 years after separation or immediately on death or retirement of employee.</p> <p>Temporary. Destroy when employee resigns.</p> <p>Temporary. Destroy when employee is reassigned outside the DD/P, or transfer to file "a" above if employee transfers to DDP.</p>
2.	<p>Roster Files</p> <p>Rosters of DDP personnel attendance at all OTR and external training courses. Filed by course name and session number.</p> <p style="text-align: right;">(1951-1959)</p>	2.7	<p>Temporary. Destroy when 10 years old.</p>
3.	<p>Reference Publications - Training</p>	4.0	<p>Temporary. Destroy when superseded or no longer needed.</p>
4.	<p>Returnee File</p> <p>Listing of returnees who may be of interest to FI personnel for debriefing. Filed chronologically.</p> <p style="text-align: right;">(1955-1959)</p>	.1	<p>Temporary. Destroy when one year old. Cut off annually.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			
5.	<p>Central Processing Daily Report</p> <p>Daily listing of personnel being processed "in" and "out".</p> <p style="text-align: right;">(1955-1959)</p>	1.0	Temporary. Destroy when 5 years old.
6.	<p>Dependent Briefings</p> <p>a. Correspondence documenting the history and policy developed in establishing and conducting a program for briefing dependents going overseas. Filed chronologically.</p> <p style="text-align: right;">(1954-1959)</p> <p>b. Forms #666 Request for Dependent's briefing.</p>	.3	Permanent. Transfer to Records Center when 5 years old.
	<p>b. Forms #666 Request for Dependent's briefing.</p>	.5	Temporary. Destroy when 7 years old.
7.	<p>Training Course Schedules</p> <p>Consists of schedules for all courses currently given. Filed by course title.</p>	.5	Temporary. Destroy as superseded or rescinded.
8.	<p>Chrono files</p> <p>Correspondence to and from OTR also "info" copies of training correspondence originated in other offices. Represents the history and policy of DDP training. (Has been screened to eliminate unnecessary correspondence.)</p> <p style="text-align: right;">(1951-1957)</p>	.3	Temporary. Destroy when 10 years old. Cut off annually. Transfer to Records Center when 5 years old.
9.	<p>FI Training Officer Files</p> <p>A working file of course subjects, TSS training, monthly reports, liaison and coordination.</p> <p style="text-align: right;">(1955-1959)</p>	.7	Temporary. Destroy when no longer needed. Review annually.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10.	<p>CSTC File</p> <p>Consists of minutes of meetings and exchange of memos with OTR and other training facilities from the chairman of the CS Training Committee. Filed chronologically except for a few selected subjects. Covers the history and policy developed by this committee.</p> <p>(1955-1957)</p>	.8	Permanent. Retain in office.
11.	<p>DDP Training Files</p> <p>Copies of memos exchanged by the DDP Training Officer with the office of Training and other training facilities. Covers history and policy of DDP training subsequent to the discontinuence of the CSTC (Item 10).</p>	.7	Permanent. Retain in office.
12.	<div style="border: 1px solid black; height: 70px; width: 100%;"></div>		Permanent. Transfer to Records Center when 7 years old.
		<p>b. Inactive - (same as a.)</p> <p>(1954-1959)</p>	1.0

SECRET

SCHEDULE NO.

CONCURRENCE

SIGNATURE

25X1

TITLE

Deputy Chief, FI

28 May 1959

OFFICE, DIVISION, BRANCH

25X1 CS/PI

ITEM NO.

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

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. Branch Personnel Files

Copies of personnel actions, training requests, training evaluations and miscellaneous correspondence concerning individuals assigned to the Branch. Arranged alphabetically.

.7

Temporary. Destroy when the individual is separated from the agency or is reassigned.

2. Finance Files

a. Consists of travel orders, vouchers and related correspondence concerning travel and compensation of contract agents. Arranged alphabetically.

1.1

Temporary. Destroy after 4 years. Cut off at end of each calendar year, retain in current file for 3 years and then destroy.

b. Travel orders, vouchers, and related correspondence for staff employees. Arranged alphabetically by name.

.1

Temporary. Destroy after 4 years. Cut off at end of each calendar year, retain in current file for 3 years and then destroy.

(1952-1959)

(1952-1959)

3. Reference Publications

[Redacted]

11.5

Temporary. Destroy when superseded, rescinded or no longer needed.

25X1

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	Admin File (old)	SECRET	
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2		
	a. Copies of memos, reports and form documents accumulated in the administration of Branch activities. Included are a File of Reports Central memos and DCID-Scientific contributions. (1952-1957)	.4	Permanent. Transfer to the Records Center.
	b. Miscellaneous copies of Regulations and Notices, used steno notebooks. (1952-1957)	.6	Temporary. Destroy in office.
5.	Staff Working Files	25.6	
	Working files maintained by individual staff members containing project files, notes, rough drafts, interim reports, also, related papers, and publications used for reference and background information. These files are created in planning and developing assignments and projects. Arrangement varies with each file.		
	a. Project Files.		Permanent. Retire to RED 1 year after termination. Cut off at end of 1 year, hold for 1 year and transfer to RID.
	b. Completed Assignments.		Temporary. Destroy not later than 1 year after final action.
	c. Suspended or Discontinued Assignments.		Temporary. Place in "Hold File". Review on "Follow up" date and dispose of, as authorized by the Chief or Deputy Chief of the Branch.
	d. Reference Publications and Background Papers.		Temporary. Destroy when no longer needed or when superseded.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			
6.	Logs		
	a. Confidential and Secret - chronological listing of documents received and forwarded. (1946-1959)	2.2	Temporary. Destroy after one year.
	b. Cable log - chronological listing of all cables received. (1946-1959)	.6	Temporary. Destroy not later than one year after receipt of document.
	c. TS Logs - chronological listing of all TS documents received and forwarded. (1946-1959)	.3	Temporary. Disposition not authorized.
7.	Reading File		
	Consists of copies of memorandums and forms produced or received in the Administration of Branch activities. Arranged chronologically within each of the following subjects. (1946-1959)	9.0	
	a. (1) Reading file - (out memo) (2) Correspondence file (in memo) (3) Scientific attache program		a. Permanent - cut off at end of each calendar year, retain in current file area one year and transfer to Records Center.
	b. (4) Document Receipts		b. Temporary - Destroy after 2 years.
	c. (5) Supplies and Equipment		c. Temporary - Cut off at end of calendar year, retain in current file area one year and then destroy.
	d. (5) OSI-cables-telecom-travel		d. Temporary - Destroy after 3 years. Cut off at end of calendar year, retain in current file area one year and then transfer to Records Center.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			
8. 25X1	<div style="border: 1px solid black; width: 100%; height: 100%;"></div> <p style="text-align: right;">(1952-1959)</p>	1.5	Temporary. Destroy after 5 years. Cut off at end of each calendar year. Retain in current file area for 1 year then transfer to the Records Center.
9.	<p>Correspondence Control and Distribution Forms</p> <p>3x5 cards and other form records used to control the routing of dispatches, TS documents, cables, books purchased, and reference material distributed. Arranged chronologically (4.8 lin. ft.)</p> <p style="text-align: right;">(1954-1959)</p>	.5	Temporary. Destroy after one year.
25X10.	<div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div> File		
25X1	<p>Correspondence to and from <div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div> concerning all phases of branch activities. Arranged chronologically.</p> <p style="text-align: right;">(1945-1956)</p>	2.0	Temporary. Destroy after 5 years. Transfer to Records Center. <div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div> ILLEGIB
11.	<p>Cable:File</p> <p>Information cable received and circulated for Branch information. Arranged chronologically.</p>	.3	Temporary. Destroy after 2 months.
12.	<p>Subject and Target Files</p> <p>Contains selected reports, background material, requirements and headquarters and field correspondence on each target. Arranged by area Division, country, and substantive scientific field.</p>	17.2	Temporary. Screen annually and destroy 2 year old material.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			
13.	<p>Conference Files</p> <p>Case file of agency participation and action in each such conference. Includes correspondence with other agency components regarding requirements, evaluations, reports, and attendance by agents. Also correspondence with other government intelligence services [redacted] re use of their assets, arranged alphabetically by conference title.</p> <p style="text-align: right;">(1952-1959)</p>	2.0	<p>Temporary. Destroy after 3 years. Cut off at end of each calendar year. Establish a new folder for each conference each year of occurrence.</p>
14.	<p>Exchanges, Boards and Meetings Files</p> <p>Correspondence with other Agency components and State Department developed in conducting and exploiting these arrangements. Includes copies of some policy papers. Filed alphabetically.</p> <p style="text-align: right;">(1955-1959)</p>	1.7	<p>Temporary. Destroy after 5 years. Establish a new folder for each occurrence. Hold in office one year after occurrence and retire to Records Center.</p>
15.	<p>Country File</p> <p>[redacted]</p> <p style="text-align: right;">(1950-1959)</p>		<p>a. Reference publications. Temporary, destroy when superseded or no longer needed.</p> <p>b. All other material. Temporary, destroy 2 year old material, screen annually.</p>
16.	<p>[redacted]</p>	1.0	<p>a. [redacted]</p> <p>b. All others: Temporary - Destroy when 6</p>
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			
16.	Contain copies of cables, memos, dispatches concerning the exploitation of the person. Filed alphabetically. (1950-1959)		old. Cut off at end of every third calendar year. Retain 3 years after cut off and destroy. (Bring forward, as needed.)
17.		1.0	Temporary. Destroy when 6 years old, cut off at end of every third calendar year. Retain in office for 3 years after cut off then destroy.
18.	CE Card File (5x8) An alphabetical card file on which are recorded references to documents concerning scientists and scientific organizations. Include references to CS information not available in OCR/BR file. (14.4 lin ft.) (1947-1959)	4.2	Temporary. Retire to RI.
19.	Clearance Files Requests and replies to requests for clearances to CI/OA and Office of Security. Filed alphabetically. (1953-1959)	1.0	Temporary. Destroy when 5 years old cut off at end of every 5th calendar year, hold in office for 5 years then destroy.
20.	Reference Index (3x5) Index to what and where information is available on a number of scientific subjects. Arranged alphabetically by subject. (3.8 lin. ft.) (1948-1952)	.4	Temporary. Obsolete, destroy in office.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			
21.	<p>Agent Files</p> <p>a. Copies of material in the agent files of the various divisions for agents that the Branch has had an interest in. Alphabetically arranged. (1950-1959)</p> <p>b. Correspondence concerning agents attached to projects run by the Branch. (1950-1959)</p>	2.0	<p>Temporary. Destroy 1 year after termination. At termination transfer to "terminated" file, cut off annually and destroy one year after cut off date.</p> <p>Permanent. Retire to RI 1 year after termination. Cut off at end of 1 year, hold for 1 year and transfer to RI.</p>
22.	<p>Requirements File</p> <p>Includes logs and folders with requirements and related correspondence routed through the Branch. Log serves as a ready reference to show the current status of each requirement. (1956-1959)</p>	.9	<p>a. Log. Temporary, destroy 2 years after cancellation of requirement.</p> <p>b. Folders. Temporary, destroy when requirement is cancelled.</p>
23.	<p>DCID and IACD</p> <p>Reference copies of DCID's and IACD's.</p>	.2	<p>Temporary. Destroy when superseded or no longer needed.</p>
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

SCHEDULE NO.

70.0404

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X1

TITLE

DATE

21 April 1959

25X1CS/FI

25X1

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>Branch Subject File</p> <p>Consists of correspondence dealing with the administration of the branch including memos on delegation of authority and action taken. Filed by subject. (1952-1959)</p>	.9	<p>Temporary. Destroy when superceded or obsolete or when no longer needed for reference. Review annually.</p>
2.	<p>Project Files (Active)</p> <p>Consists of the project outline and FI Staff correspondence related to the approval, amendment, renewal, extension or termination of an FI or CI project. Also contains some operational correspondence of interest to the branch. Filed alphabetically by cryptonym. (c. 1952-1959)</p>	11.2	<p>Temporary. Destroy all papers except cover sheets 3 years after termination. Destroy cover sheets after 10 years.</p>
3.	<p>Suspense File (Bucket File)</p> <p>Consists of correspondence stating the reactions of the various staff elements on requests for project approval, amendments, renewals, extensions or termination. Filed by initial date of receipt in Branch. (current)</p>	.4	<p>Temporary. Papers are filed in Project File when action is complete.</p>
4.	<p>Pending File</p> <p>Consists of project folders on which staff action is pending. (current)</p>	1.2	<p>Temporary. Return to Project File when action is complete.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			
5.	Logs a. Secret and Confidential Logs b. Top Secret Logs (1954-1959)	.6 .1	Temporary. Destroy after one year. Permanent. Destruction not authorized.
6.	Training Bulletin and Catalogue	.2	Temporary. Destroy Bulletins after reading; all or any part of Catalogue when rescinded or obsolete.
7.	RMD File Includes all current RMD's filed by Division and Country. (1956-1959)	.5	Temporary. Destroy when superceded or rescinded.
8.	Agency and CS Issuances	1.5	Temporary. Destroy when superceded or rescinded.
9.	Policy Books Consists of extra copies of policy and precedent memorandums and selected issuances for use as Branch guide. Filed alphabetically by subject. (1954-1959)	.4	Temporary. Destroy as rescinded or superceded.
10.	Correspondence Chrono File Copies of all memoranda received by FI 25X1 except the ones concerning a specific subject. "In" filed by organization and date. "Out" filed by date. (Branch policy, history and procedure value). (1952-1959)	.4	Temporary. Destroy when 10 years old. Cut off annually and retire 1 year thereafter to Records Center.
11.	Project Reports and Inventories a. Bi-monthly report of project actions effecting the financial status addressed to the 25X1 Filed chronologically. (1951-1959)	.5	Temporary. Destroy in office when 10 years old.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			
11. cont.	b. Special monthly reports to C/FI re contract and project actions taken. (1952-1959)		Temporary. Destroy in office when 10 years old.
12.	Project Summary Record Form #452 (McBee Cards - letter size) containing basic project information and a record of all actions taken. (1952-1959)	1.4	Temporary. a. Active project - Retain indefinitely. b. Terminated project - Cut off annually and destroy 8 years thereafter.
13.	Agent Files Contains only Form No. 453, Project Contract Record (McBee Keysort Card). Cards contain contract data on agents and identifying information. Filed Active and Inactive and then alphabetically by cryptonym. (1954-1959)	.8	Temporary. Destruction not authorized. Place active card in inactive file on termination of the agent. Review inactive cards for disposition in 1961.
14.	Old Agent File Contains 3x5 cards which indicate agent cryptonym and identify parent project. Also contains in some cases fragmentary contract data. Now used primarily as a record of previous pseudonyms or cryptonyms of current active agents. Filed alphabetically. (1951-1954)	.3	Temporary. Destruction not authorized. Hold indefinitely in current files. Review file for disposition in 1961.
15.	Old Terminated Project Files Contains only the authorizing signatures (Project Cover Sheet) and the FI and predecessor staff comments. Filed alphabetically by cryptonym. (1950-1953)	.9	Temporary. Destroy entire file in 1960.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

RECORDS CONTROL SCHEDULE No. 70.05-59

25X1

FI

70.05

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

SECRET

SCHEDULE NO. 70.05 01

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE
25X1

FI Staff

TITLE Chief FFI

DATE 1 April 59

25

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	Div. Chiefs File Production and other Chart Studies	.5	Permanent. Retire when no longer active.
2	Div. admin file Agency & CS Regs and Notices	4	Temporary. Destroy Headquarters issuances when superceded or rescinded. Discontinue field services.
3	Div Admin file 3 a. Machine runs of leave of Div. Pers. 3 b. P. I. cards for Div. Pers.	.2 .2	Temporary. Retain one month and destroy. Temporary. Destroy when employees trans.
4	Miscellaneous admin records	.5	Temporary. Screen for destruction in coord. with C Support FI and establish cut offs for material retained.
5	Monthly reports by R.E. and R.C. (1953 - Date)	.2	Permanent. Hold 3 years and retire.
6	Div Subj. Corresp. file used for reference	2	Permanent & Temporary. Screen for possible destruction, retirement or retention.
7	T. S. Log	.2	Temporary. Screen for destruction in accordance with S.O.P.
8	Dep. Chiefs file working papers	4	Temporary. Destroy when no longer needed.

P.A.L.

RECORDS DISPOSITION AUTHORITY

Schedule No. 70.050202

Prepared by:

25X1 [Redacted]
25X1 / FI [Redacted]

27 AUG 69
Date

Reviewed:

25X1 [Redacted]
DDP, Records Management Staff

28 Aug 1969
Date

Approved:

25X1 [Redacted]
CIA Records Administration Officer

30 Sept 1969
Date

APPRAISAL OF FI SCHEDULE revision 70.050202

1. I'm recommending approval of this revision of FI schedule of 70.050202 despsits its non-standard format because of the genuine enthusiasim of the Branch Chief who prepared it, the completeness of files descriptions as compared with the former schedule, and because there's nobody in the FI records program to whom an appeal for technical conformity would be meaningful
2. This is a "something is better than nothing" approach and is based on the assumption that at this time in the DDP area it's more important to cultivate enthusiasim than insist on technical competence.

25X1

1/10/67

1730000

RECORDS CONTROL SCHEDULE 2805/11/21 : CIA-RDP78-00487A000400160001-2

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1

DDP/FI

SIGNATURE

25X1

TITLE

25X1/FI

28 August 1969

ITEM NO.

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

VOLUME (CUBIC FT.)

DISPOSITION INSTRUCTIONS

25X1
7

[Redacted]

List of station addressees for each area brief; guidance, instructions, and surveys regarding the briefs; log containing date and identifying number of all [Redacted]

25X1

Permanent. Disposal not authorized.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

SECRET

27 AUG 1969

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT: 25X1 Revision of DDP/FI [redacted] Records Control Schedule

REFERENCE: Memo - DDP/RMS-69/147 dated 20 August 1969

1. Reference memorandum advised FI [redacted] that the Cable Chrono File maintained by the Cable Secretariat has been approved as a permanent record and that consequently [redacted] do not have to be maintained permanently. 25X1 25X1

2. In accordance with the recommendation made in reference memorandum we submit the following revision of Item No. 7 of the 25X1 DDP/FI [redacted] Records Control Schedule No. 70.050202:

Item 7

Following documents pertinent to FI [redacted] responsibility for monitoring and controlling current intelligence briefs for the DDP will be kept permanently: Responsibility given to [redacted] DDP; list of station addressees for each area brief; guidance, instructions, and surveys regarding the briefs; Log containing date and identifying number of all [redacted] 25X1 25X1 25X1

Disposition Instructions

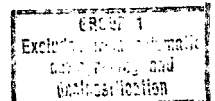
All records pertaining to the conduct of this activity should be retained permanently.

25X1 [redacted] C/FI [redacted] 25X1

25X1 cc: FI [redacted]

0506300

SECRET



25X1

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

Next 2 Page(s) In Document Exempt

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

SECRET

5 OCT 1966

25X1 Revision of Previous FI [] Records Control Schedule No. 70.050202

A. All of the records (Form 470 and CS-report) concerning CS-reports not approved for release (rejects) in the Job Numbers listed below can be destroyed.

59-160, 6 Nov. 1959
60-627, 18 Mar. 1960
61-97, 11 Aug. 1960
61-593, 3 Mar. 1961
61-953, 14 June 1961
62-368, 5 Oct. 1961
62-922, 28 Feb. 1962
63-232, 14 Nov. 1962
63-593, 24 Apr. 1963
63-724, 19 June 1963

B. The records covered by the following Job Numbers should be retained permanently.

60-662, 30 Mar. 1960	65-294, 13 Nov. 1964
62-436, 5 Oct. 1961	66-71, 23 July 1965
62-637, 7 Dec. 1961	66-508, 8 Feb. 1966
62-883, 16 Feb. 1962	67-97, 18 July 1966
63-454, 21 Feb. 1963	61-932, 6 June 1961
64-455, 3 Feb. 1964	61-262/50, 1 Dec. 1960
64-456, 3 Feb. 1964	CIA-AD-155, 27 Aug. 1958

25X1c. FI [] will undertake to accomplish A. above if the boxes are returned to Headquarters, Langley. When work is finished, the boxes will
25X1 be returned to [] can destroy Job Number 65-295, 13 Nov. 1964, in 1967 and 67-98, 18 July 1966, in 1969.

SECRET

SECRET

5 OCT 1966

25X1

Revised Records Control Schedule for FI

All of the records under the following Job Numbers should be retained permanently.

Job No. 62-503, 24 Oct. 1961
62-511, 25 Oct. 1961
62-833, 2 Feb. 1962
62-865, 15 Feb. 1962
62-906, 27 Feb. 1962
64-306, 31 July 1963
64-355, 6 Jan. 1964
64-709, 12 May 1964
65-445, 21 Jan. 1965
66-205, 27 Sept. 1965

SECRET

OFFICE, DIVISION, BRANCH
 25X1
 CS/FL

Office of Chief

SCHEDULE NO. 70.05 0201
 25X1 CONCURRENCE
 SIGNATURE
 TITLE DATE 27 March 1959

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>Branch Chief File Consists of memoranda, reports, reporting guides, draft regulations, divisional correspondence, and related subjects. These records are accumulated for planning and administrative purposes in carrying out the functions of the Branch. Filed by subject. (1947 to date)</p>	2.3	<p>Permanent. Destruction not authorized. Retain three years, screen for possible destruction of temporary items, cut off at end of each calendar year; destroy one year thereafter.</p>
2.	<p>Working Papers Current documents which require study or replies, Agency Publications Board file, draft agency regulations or Reports Control memoranda, problems and questions re reporting, examples of good and bad reports, changes in intelligence reporting, and related subjects. Filed by subject. (1947 to date)</p>	1.3	<p>Temporary. Destroy when no longer needed. Review each year for destruction of unnecessary items.</p>

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

SCHEDULE NO.

70.05 0202

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X1

TITLE

Chief, FI

25X127 March 1959

25X1
25X1

ITEM NO.

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

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

25X11

Reports

25X11

25X11

25X11

a. Approved for passage.
Files contain report (master hard copy),
sterilized ozalid copy and Form 470. Filed
numerically by report number.
(1957 to date)

25.0

a. Permanent. Destruction not authorized. Form 470 and ozalid copy. Retain 4 months and retire. Cut off at end of each calendar 4-month period and retire 4 months thereafter. ✓

b. Temporary. master hard copy. Retain 4 months and destroy. Cut off at end of each calendar 4-month period and destroy 4 months thereafter. 25X

25X11

25X11

b. Rejected for passage.
Files contain report (master hard copy),
sterilized ozalid copy and Form 470. Filed
numerically by (1957 to date)

.3

a. Permanent. Destruction not authorized. Form 470, retain 4 months and retire. Cut off at end of each calendar 4-month period; retire 4 months thereafter. ✓

b. Temporary. master hard copy and ozalid copy. Retain 4 months and destroy. Cut off at end of each 4 month period; destroy 4 months thereafter. 25X

25X12

Reports

25X11

4.0

Temporary. Retain one week and destroy, cut off at end of each calendar week; destroy one week thereafter.

(Current)

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3	CS Reports Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2 Approved for passage, but still in process - headings need to be prepared and/or require reproduction by ozalid process. Filed by date. (Current)	.8	Temporary. After processing will be incorporated into other file series.
4	Requirements Folders Requirements for information requested of <div style="border: 1px solid black; width: 300px; height: 30px; margin: 5px 0;"></div> (1955 to date)	1.5	Temporary. Destroy when superseded or requirement has been satisfied.
25X1			
5	Correspondence and Statistical Files <div style="border: 1px solid black; width: 350px; height: 60px; margin: 5px 0;"></div> (1957 to date)	1.2	Permanent. Destruction not authorized. Retain three years and retire, cut off at end of each calendar year; transfer to Records Center one year thereafter.
25X1			
6	Cover Sheets Preprinted. Used for forwarding requests to area divisions. Filed by area division and desk. (current)	1.5	Temporary. Used in daily production, stock replaced as used.
7	Receipt files. Signed receipts from area divisions for <div style="border: 1px solid black; width: 350px; height: 60px; margin: 5px 0;"></div> (1955 to date)	5.7	Permanent. Destruction not authorized. Retain three years and retire, cut off at end of each calendar year; transfer to Records Center one year thereafter.
25X1			

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

25X1

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

SCHEDULE NO.

70.05 0203

OFFICE, DIVISION, BRANCH

SIGNATURE

TITLE

27 March 1959

25X

25X

CS/FL [Redacted]

[Redacted]

25X1

25X1

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>Clearance Chrono Files Files containing record of clearances, requested by memo for use of CS information in finished intelligence. Filed by requesting office or by non-CIA agency who requested clearance, by date (1956 to date)</p>	1.2	<p>Temporary. Retain two years and destroy, cut off at end of each calendar year; destroy each year thereafter.</p>
2.	<p>Clearance Card Files Card file containing clearance requests received by telephone for use of CS information in finished intelligence. Filed by CS number. (1956 to date)</p>	.1	<p>Temporary. Retain two years and destroy, cut off at end of each calendar year; destroy each year thereafter.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

RECORDS CONTROL SCHEDULE
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

SCHEDULE NO. 70.05 0204
 CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X1

TITLE

25X1

27 March 1959

25X1
 25X1

CS/FL

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>CS Reports All issued CS reports are reviewed, of which certain are held for special reviews, critiques or studies on divisional reporting. Remainder of reports received are destroyed. Filed by area or type of review being conducted. (1958 to date)</p>	.8	<p>Temporary. Destroy when appropriate review has been completed.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

25X1

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
25X1 4	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2</p> <p>Classifications thru SECRET. Filed by date received. (December 1958 to date)</p>	4.0	Temporary. Retain three months and destroy, cut off at end of each calendar three month period; destroy by weeks thereafter.
5	<p>Cable Chrono</p> <p>Filed by date received. (1 March 1959 to date)</p>	1.0	Temporary. Retain one month and destroy, cut off at end of each calendar week; destroy by weeks thereafter.
6 25X1	<p>Receipts</p> <p>Used to pass [redacted] to non-CIA customers. Filed by customer and date. (June 1958 to date)</p>	.4	Temporary. Retain six months and destroy, cut off at end of each month calendar period; destroy each six months thereafter.
7	<p>Statistical Reports</p> <p>These statistics constitute a permanent record on significant quantitative aspects of CS intelligence reporting and dissemination, supply a portion of the monthly report to the DCI, and completed figures for each area division will be transmitted to the Chief Reports Officer of the Division for his use in analyzing station productivity, area coverage, percentage of dissemination, etc. Filed by date.</p> <p>a. Monthly Reports (1947 thru 1957)</p> <p>b. Monthly Reports (1957 to date)</p>	3.5	Permanent. Destruction not authorized. Retain five years and retire, cut off at end of each calendar year; transfer to Records Center 5 years thereafter.
		.3	Temporary. Retain three years and destroy, cut off at end of three year calendar period; destroy each year thereafter.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	c. Yearly Reports Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2 (1947 thru 1957)	1.8	Permanent. Destruction not authorized. Retain five years and retire, cut off at end of each calendar year; transfer to Records Center 5 years thereafter.
8	Agency Regulations Filed by number. (1952 to date)	.5	Temporary. Make changes as issued, destroy superseded pages or issuances.
9	Reports Control Memoranda Memoranda issued to DD/P Reports Officers regarding preparation, dissemination or use of GS information reports. Filed by issuance number. (1947 to date)	1.8	Permanent. Destruction not authorized. Retain ten years and retire, cut off at end of each calendar year; transfer to Records Center 10 years thereafter. Extra copies of issuances, hold for one year then reduce to minimum.
10	Book Dispatches Dispatched to field concerning information reports or reporting techniques, extra copies. Filed by number. (1957 to date)	1.8	Temporary. Retain one year and destroy, cut off at end of each calendar year; destroy each year thereafter.
11	Logs a. Control logs for issuance of all [redacted] information report numbers. Log contains issued number, field report number and office issuing report. Filed in numerical order. (1947 to date)	1.6	Permanent. Destruction not authorized. Retain at desk.
25X1 25X1	b. Cable logs for incoming intelligence cables and [redacted] Logged by date. (1956 to date)	1.2	Temporary. Retain two years and destroy, cut off at end of each calendar year; destroy each year thereafter.
25X1	c. Top Secret logs. Logged by Top Secret number and date. (1947 to date)	.2	Temporary. Screen for destruction yearly in accordance with regulations.

SECRET

SCHEDULE NO. 70.05 0301
CONCURRENCE

OFFICE, DIVISION, BRANCH
FI Staff

SIGNATURE 25X1
TITLE 25X1 DATE 1 April 1959

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	Branch Chief files	.5	Permanent. Retire when no longer active.
25X1	[Redacted]		
2	[Redacted] back-up material	.5	Temporary. Destroy - when?
3	IFC & Requirements Manuals used for reference	.5	Temporary. Destroy when superseded or obsolete or no longer needed for reference.
4	[Redacted] used for reference	.1	Temporary. Destroy when superseded or obsolete or no longer needed for reference.
5	Monthly reports to [Redacted] used for reference	.1	Temporary. Retain current calendar year and destroy. Originals retained in Div. office.
6	Subject Corresp. files (1952 - Date)	4	Permanent & Temporary. Inventory & screens material for possible destruction, retirement or retention.
7	T. S. Logs (1952 - Date)	1	Temporary. Screen for destruction in accordance with S. O. P.

RECORDS CONTROL SCHEDULE F

SECRET

SCHEDULE NO. 70.05 0302

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE
25X1

TITLE
25X1

DATE
31 March 59

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1		2	Temporary. Destroy when superseded.
2	Requirements File Consist of active requirements correspondence and responses.	2	Temporary. Destroy 6 months after cancellation
3	Requirements Control Card file (Form 571) same as Mil. Sec. Item # 7	.5	Permanent. Transfer cards on canceled Requirements to inactive file (Item # 5 Political Section)
4	Correspondence chrono file used for reference	.1	Temporary. Destroy <i>destroy previous year's file</i> at end of fiscal year <i>current calendar year.</i>
5	Subject files Correspondence on activities of Section	2	Permanent. Review periodically for possible retirement.
6	Reference file IPC & general reference material	2	Temporary. Destroy when superseded or no longer needed.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

SECRET

SCHEDULE NO.

70.05 0303

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X1

TITLE

25X1

DATE

25X1

FI Staff

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	Section Chiefs files 1 a. IPC Minutes 1 b. other Committee Minutes 1 c. reference & working papers	4	Permanent <i>Transfer to file when no longer required for current operations or activities.</i> Permanent <i>Same as above. (see memo dtd 7/26/71)</i> Temporary. Destroy when superseded or no longer needed.
2	[Redacted] Reports screened for data required in proj. review. Work sheets retained until proj. review	2	Temporary. Destroy reports after screening. Destroy work sheets after project review.
3	[Redacted] CS Reports screened for data needed in reviews of projects of concern [Redacted]	2	Temporary. Reports destroyed 6 months after review.
4	Collection guides Guides issued by FI, OSI, ORR, OCI, State, Defense, etc. of value to CS. Used as reference (1951 - Date)	8	Temporary. Destroy when superseded, rescinded or no longer needed.
5	Guided missiles files 5 a. CS Reports on guided missiles reference for reports to C-FI 5 b. Guided missiles requirements file Working file of requirements 5 c. Copies of minutes of g. m. working group and task force 5 d. Reports on g. m. to CFI	2	Temporary. Hold 3 months and destroy. Temporary. Hold 1 year & destroy. Permanent. <i>Transfer to file when no longer required for current operations or activities</i> Permanent <i>Same as above.</i>
6	Requirements file Consists of Customer requirements & Corresp. indicating action taken used as reference. Arranged by 1) customer (2) numerical (Reg. Number)	6	Temporary. Destroy 6 months after cancellation.
7	Requirements Control Card file (Form 571) Summary of action taken or active requirements	.5	Permanent. Transfer cards on cancelled requirements to inactive file (item #5)

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2		
	incl. listing of production by report numbers. Used as reference arranged by 1) customer 2) numerical	SECRET	Pol. Sect.)
8	Requirements Subject Card File Index to active requirements by subjects crossed to numerical used as reference.	.5	Temporary. Destroy when requirement is cancelled.
9	IPC Corresp. file IPC Correspondence. DCID's IPC policy, guidance, and issuances. Used as reference arranged (1) geog. areas and (2) Country	2	Permanent. <i>Transfer to Rec. Ctr. when no longer required for current operations and activities (per memos dtd 7/26/77)</i>
10	Subject file Contains reference material on subjects of temporary interest such as top priority AF requirements & Spanish repatriates.	2	Temporary. Retire or destroy when no longer needed.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

RECORDS CONTROL SCHEDULE NO. 70.05 0304
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

OFFICE, DIVISION, BRANCH

SIGNATURE

CONCURRENCE

25X1

TITLE

25X1

31 Mar 59

25X1

FI Staff

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	OCI Handbooks Collection of OCI Country studies used as reference material by all Sections of Branch.	2	Temporary. Destroy when superseded.
2	Requirements file Consist of active requirements and correspondence and notes indicating action taken. Also reports disseminated in response to requirement. Used as reference. Arranged by Serial number of requirement.	6	Temporary. Destroy reports after 6 months. Destroy balance 6 months after cancellation.
3	Requirements Subject Card File Alphabetical index to active requirements by subjects crossed to numerical used as reference.	.5	Temporary. Destroy when requirement is cancelled.
4	Requirements Control Card file (Form 571) Same as Mil. Sec. Item # 7	.5	Same as Mil. Sec. Item 7 pending cancellation see file in Branch
5	Cancelled Requirements Card file (Form 571) Summary of action taken on active requirements which have been cancelled. (Branch file)	1	Permanent. Retire after 5 years.
6	Briefing file Consists of notes used for briefings and examples of extraordinary production and other reference material.	.1	Temporary. Retire or destroy when superseded or no longer needed.
7	Subject file Corresp. and reference material.	1	Permanent. Retire when no longer needed.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

SECRET

SCHEDULE NO.

70.05 0305

7A000400160001-2

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X1

TITLE

25X1

DATE

1 April 1959

25X1

FI Staff

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	Project file Consist of memos of proj. reviews, evaluations, single group (customer) and field, pertinent extracts of OCI publications and disseminations. Used as reference for annual project review. Filed by 1) Project crypt 2) alphabetical and with colored Tabs for producers not yet projects. (One year to current date)	44	Temporary. On notification from FI [redacted] that project is renewed remove and destroy all disseminations except current year. On notification of termination destroy disseminations, and transfer essential papers to item 3.
2	[redacted] (One year to current date)	4	Temporary. Hold current year
3	Terminated Project file Consist of copies of project review memos. Used infrequently as reference. (1951 - Date)	1	Temporary. Destroy after checking material to insure completeness of item 4.
4	Project Review Books Consist of copies of project review memos of approved and terminated projects used as reference for analysts making reviews. Arranged by Project crypt. (1951 - Date)	1	Permanent.
5	[redacted] Arranged by CS number tied to Log.	4	Temporary. Reports destroyed after 6 months. Evaluations destroyed after one year.
6	[redacted] Same as item 5	2	Temporary. Same as item 5.

25X1

25X1

25X1

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

SECRET

ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
7	<p>Denied Areas file Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2 Consist of CS disseminations issued on Denied Areas. Used as reference for preparation of special studies.</p>	<p>16 Temporary. Retain current year; then destroy.</p>
8	<p>No Project file Consist of disseminations that do not belong in item 1, 2, 5, or 6. Used as reference for project review. Arranged by place acquired.</p>	<p>10 Temporary. Hold one year or until used in project review. Then destroy.</p>
9 25X1 25X1	<p>Dissemination Log Listing of reports disseminated [] [] arranged by number of report. Shows project name, field number, subject country, and evaluations requested, if any. Used as reference and key to report files.</p>	<p>2 Temporary. Hold current year and then destroy.</p>
10 25X1 25X1	<p>Project & Sources card file Consist of 3x5 cards of sources and projects identified by crypt. Arranged alphabetically with appropriate cross references. Cards indicate oper. Div. and whether project is active or terminated, also Section of [] [] which made last project review. Used as reference. (1954 - date)</p>	<p>1 Temporary. Destroy terminated projects cards one year after termination (see item # 1)</p>
11	<p>Country Requirements file Consist of active requirements, periodic requirements lists, finished NIE's, post mortems on NIEs and pertinent cables used as reference. Arranged alphabetically by country and within each country by economic, political, and military sections. (1954-Date)</p>	<p>6 Temporary. Destroy inactive on receipt of notice of cancellation.</p>
12 25X1 25X1	<p>Requirements Status file Consist of a) listings of requirements prepared by field and comments transmitted every six months to [] through oper. Div. MEM XXXXXXXXXX and (b) [] of action on terminations, revisions, etc.</p>	<p>.2 Temporary. Destroy as superceded.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
13	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2 Monthly List of Requirements Cancelled Used as reference.	.5	Temporary. Hold two years and destroy.
14	Cable Chrono file Info copies of cables held by date for one month for reference. Duplicates similar file in [redacted]	1	Temporary. Discontinue file and destroy. Use [redacted] cable chrono 25X1
25X1	[redacted]	25X1	
15	Production Lists Log (1954- Date)	.1	Temporary. Hold one year and destroy.
16	Project Outline Log. (1954 - Date)	.1	Temporary. Hold one year and destroy.
17	Lists of Projects approved renewed or amended. (1954 - Date)	.1	Temporary. Hold one year and destroy.
18	Lists of Notification of termination of projects (1954 - Date)	.1	Temporary. Hold one year and destroy.
19	Special Studies file. <i>I o R</i> Copies of studies prepared for IIR, C/FI, DD/P, DCI etc. used for reference.	1	Retain 5 years and destroy

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2

RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and Records Disposition Authorizations granted by the U.S. Congress the attached Records Control Schedule #70.08 for the Office of the DDP, FI Staff, [redacted] is 25X1 approved and implementation of the disposition instructions contained therein is authorized.

Preparation:

25X1

[redacted]

(Records Custodian)

Review:

25X1

[redacted]

(Office) Records Management Officer

29 June 72

CONCURRENCE:

25X1

[redacted]

(Directorate) Records Management Officer

APPROVED:

25X1

[redacted]

(Agency) Records Administration Officer

Date

7/27/72

~~SECRET~~

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X1

TITLE

DATE

30 June 72

25X1DDP/FI

25X1

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
25X1 1	KEYED TO [REDACTED] MANAGEMENT AND POLICY FILES		
1.	<u>NSCID-DCID Files</u>	1'	Permanent. [REDACTED] 25X1 Retain until no longer needed and then retire to Records Center.
2.	<u>Interagency Files</u>	8"	Permanent. [REDACTED] 25X1 Retain until no longer needed and then retire to Records Center.
25X1 25X1	Contain correspondence between CIA and the military intelligence services of the Armed Services. This file is considered to be the Agency record copy on the subject. Filed by Service. (1951 to present) (Army, Air Force, Navy, Defense Intelligence Agency, and [REDACTED])		
3.	<u>Coordination Files</u>	11'	Temporary. Screen periodically and destroy that which is no longer of value. Retain in current file area until no longer required for frequent reference and retire to Records Center. Hold in Records Center for 5 years. Return to Headquarters for review.
	Contain correspondence which pertains to and is used to guide and monitor the Agency overseas coordination and review of the collection activities of the Armed Services. The direct responsibility for this function is in the Area Division and any record copies of such material are maintained there. Filed alphabetically by country. (1955 to present) Country files.		

~~SECRET~~

ITEM NO.	FILES IDENTIFICATION	VOLUME	FI	DISPOSITION INSTRUCTIONS
I cont.	4. <u>Managerial Files</u>	1'	25X1	Permanent. 25X1 See I. 1. Retain in current file area until no longer needed and then retire to Records Center.
II	CHRONOLOGICAL FILES	6"	25X1	Temporary. Cut off at end of each month; destroy 2 months thereafter.
5.	<u>Cables</u>	2'	25X1	Temporary. Cut off at end of each year. Retain in current file area 2 years thereafter. Retire to Records Center. Hold in Records Center for 3 years. Notify Headquarters at the end of the retention period; return for review.
6.	<u>Memoranda</u>	11'	25X1	Temporary. Frequent reference is made to these files. Thus they will be retained at Headquarters for reference purposes. Then retire to Records Center for 60 years.
	Intra-Agency Correspondence	11'	25X1	Temporary. Frequent reference is made to these files. Thus they will be retained at Headquarters for reference purposes. Then retire to Records Center for 60 years.
	Contain copies of all outgoing correspondence. Maintained for convenience of reference. Filed by date	11'	25X1	Temporary. Frequent reference is made to these files. Thus they will be retained at Headquarters for reference purposes. Then retire to Records Center for 60 years.
	Inter-Agency Correspondence.	11'	25X1	Temporary. Frequent reference is made to these files. Thus they will be retained at Headquarters for reference purposes. Then retire to Records Center for 60 years.
	Contain copies of all outgoing correspondence. Maintained for convenience of reference. Filed by date.	11'	25X1	Temporary. Frequent reference is made to these files. Thus they will be retained at Headquarters for reference purposes. Then retire to Records Center for 60 years.
	7. <u>Interagency Source Register Correspondence</u> (Form 1797)	11'	25X1	Temporary. Frequent reference is made to these files. Thus they will be retained at Headquarters for reference purposes. Then retire to Records Center for 60 years.
	Contain copies of all registrations of sources with the ISR. Filed by ISRM number and date. (From 1960 to present)	11'	25X1	Temporary. Frequent reference is made to these files. Thus they will be retained at Headquarters for reference purposes. Then retire to Records Center for 60 years.

ITEM NO.	FILES IDENTIFICATION	VOLUME	FI	DISPOSITION INSTRUCTIONS Page 3
III	DOCUMENT CONTROL FILES (LOGS)			
8.	<u>Cables</u>	3"		Temporary. Destroy after 6 months.
9.	<u>Dispatches and Memoranda</u>	5"		Temporary. Destroy after 1 year.
10.	<u>Top Secret Control Cards</u>	8"		Disposition in compliance with existing DDP/TS procedures.
11.	<u>Abstract File Slips</u> ISR incoming log (3x5 flimsys) filed by Military Service number.	9' 2		Permanent. (Cannot quote authority). Destruction not authorized. Retained in current file area.
IV	INDICES			
12.	<u>ISR Index Cards</u> Unit collection of cards on personalities registered with ISR. Filed alphabetically.	27' 1		Permanent. (Cannot quote authority). Destroy cards only when amended and superceded by corrected card.
V	OPERATIONAL FILES			
13.	<u>Official 201 Files</u>	65'		Permanent. <input type="checkbox"/> Returned to RID/Files when "dropped" in FI <input type="checkbox"/> 25X1
14.	<u>International Conference Files</u> On site exploitation of International Scientific and Technical Conferences. Filed by Conference.	6"		Temporary. Destroyed after 1 year.
15.	<u>Official Subject Files</u> Consist of correspondence, forms and other data <input type="checkbox"/> and U.S. Military Services for which there is a DDP coordination responsibility. Filed numerically (200-120-353)	5'		Temporary. Retire inactive portions to Records Center via RII <input type="checkbox"/> 25X1 periodically. Hold at Record Center for 10 years. Return for review prior to destruction.

ITEM NO.	FILES IDENTIFICATION	VOLUME	FI	DISPOSITION INSTRUCTIONS
V cont.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2			page 4 25X1
16.	<u>Nonofficial Subject Files</u> Files containing clandestine operational proposals submitted to CIA Headquarters by the Military Services for coordination by CIA. Filed numerically. [] files)	3'		25X1 Temporary. The [] files are incorporated into the appropriate 201 dossier upon termination of the operation.
17.	<u>Nonofficial Subject Files</u> Consist of correspondence, forms and other data on activities of operational interest which do not have or merit official dossiers but for which there may be some form of Agency coordination responsibility. (Army Reserve Officers; DIA Reserve Intelligence Program; [] Foreign Intelligence Advisors Program.)	1'		Temporary. Material retained for 3 years and reviewed for possible retirement to Records Center. Then returned to Headquarters every 2 years to determine retention or destruction.
25X1				

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400160001-2