
RECORDS MANAGEMENT PROGRAM

**RECORDS CONTROL SCHEDULE
FOR THE**

National Photographic Interpretation Center



*Superseded by
28-72*

210 586/1

NPIC Records Statistics

Permanent	945.5	3.4%
Temporary	11,844.2	55.
Library	2,022.5	7.4
Film	9,225.	34.
Briefing Bds	183.	4
		100.5
Total	27,220.2	cu ft

Retain or destroy at Hdqtrs 17,041.3

To be transfd to Records Ctr 1,038.5
also

Some portion of film will be
transfd to the Center Total - 9,225

Decision pending on briefing
boards & related records total - 183

A portion of library collection
(PI Keys) will be sent to Center
for supplemental distribution to
PI trainees total 1,922

*The Imagery Analysis Div
transfd from NPIC to ODDI
effective 6 Feb. 67.*

RD Jan 26, 1966

*Renamed Imagery Anal. Staff
Chief - [redacted]*

STAT

2/14/67

STAT

RECORDS DISPOSITION AUTHORITY

Records Control Schedule 28-66 for NPIC is approved and
authority hereby given to implement the disposition
instructions contained therein.

PREPARATION & REVIEW

AT

[Redacted Signature Box]

Records Management Analyst/RAS

APPROVAL

[Redacted Signature Box]

Director, NPIC

AT

[Redacted Signature Box]

NPIC Records Administration Officer

[Redacted Signature Box]

CIA Records Administration Officer

24 Jan. 1966
Date Approved by CIA/RAO

27 APR 1967

MEMORANDUM FOR: NPIC Records Administration Officer

SUBJECT : Revision of Records Control Schedule for NPIC/Collateral Support Division, Reference Branch, Information Section Item 5d and e.

1. According to the CODIB agreement dated 30 January 1961, copy attached, intelligence documents produced by the USIB community may be destroyed five years after such documents become inactive, except for the record copies which are to be retained and serviced by the producing agency.

2. In accordance with this agreement, your request to retire Navy and SAC reports dated prior to 1961 for an eight-year period should be denied. However, you raise an interesting technical point on the wording of the agreement and whether or not the provisions are meant to apply to collections dated prior to the agreement. We feel certain that the other agencies are acting in accordance with the USIB instruction and that your collection of material duplicates theirs. We will expect you to coordinate with Navy and SAC to determine the degree of duplication of the collections, hopefully expecting that you will remove your material from the Records Center before the eight years you have requested.

3. In order to assist you in your records program I am approving the transfer of these retirement requests for the eight-year period, inasmuch as the material is dated prior to 1961. Future deposits of material dated 1961 and subsequent will be approved for retention in the Records Center for a five year period. The Records Control Schedule has been amended to incorporate these instructions and the Records Center has been notified. Your requests for retirement of PI Reports produced by Navy (1953 - 1959) and by SAC (1955 - 1959) have been forwarded to the Records Center.

[Redacted]
Chief, Records Administration Staff

ST

Attachment
Distribution:

- Orig & 1 - NPIC w/att (CODIB agreement)
- 1 - Rec. Ctr. w/copy NPIC memo and F 140's
- 1 - RAS file

DDS/SSS/RAS [Redacted]

27 Apr 67)

627300

CONFIDENTIAL

TAT

19 April 1967

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT: Revision of NPIC Schedule - No. 28-66

1. It is requested that the following revision be made to the records schedule of the Collateral Support Division, Reference Branch, Information Section:

Items 5d and 5e disposition instructions be changed to read:

Temporary. Retain in file area for 7 years. Send to the Records Center to be held for 8 more years and then to be reviewed by a member of the Collateral Support Division for final disposition.

2. The initial deposits will vary somewhat from subsequent deposits. They will consist of all described material which is dated 1959 or before. Some of these documents date back many years prior to 1959, but we are asking that they be held as a group with 1959 considered as the document dates. Thereafter, 1960 records will be sent to the Center in 1967, 1961 records will be sent in 1968, etc.

3. If you concur, please send a copy of this memorandum and the attached form 140's to the Records Center. We would like to move this material out of [redacted] during Operation Cleanup.

[redacted]
NPIC Records Administration Officer

AT
AT
APPROVED

[redacted]
CIA Records Administration Officer

27 April 1967

10 MAR 1967

SECRET

NPIC/CSD-177-67
9 March 1967

MEMORANDUM FOR: Chief, Records Management Office, Support Staff

SUBJECT: Retirement of PI Keys

1. There are nineteen boxes of Photo Interpretation keys ready to be retired to Records Center from the Information Section. This collection is similar to the PI keys previously sent in March 1966.

2. To the best of my knowledge this is the last time the CSD/ Information Section will be requesting this type of special retirement service. In the event that the need should arise again, the Information Section will attempt to revise its Records Control Schedule.



25X

Chief, Collateral Support Division,
NPIC

Attachments:

Records Shelf List (5 cys)

Distribution:

- Orig & 1 - Addressee, w/att.
- 2 - NPIC/CSD, w/o att.
- 2 - NPIC/CSD/REF, w/o att.

13 March 1967

Implementation of above action approved. NPIC/CSD/Reference Br./Photo Ref. Sec. Schedule #28-66, Item 5-G is being amended. to provide for a 5 year disposition date.

25X



Chief,
Records Administration Br., SSS

*Phone call between Paul & Vince
3/13/67 RD*

SEARCHED
SERIALIZED
INDEXED
FILED

SECRET

SCHEDULE NO. 2866

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

NPIC/Office of the Director

TITLE

EXEC DIR/NPIC

2 Dec 65

25

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>SUBJECT FILE</p> <p>Contains reports, correspondence, memoranda and related papers which establish or reflect policy and procedural matters relating to the mission and function of the Center. Included are such subjects as; Organization, Exploitation, Evaluations, Committees, Photographic Topics, Estimates, and others. Filed according to Agency File Manual.</p> <p>(1953 to date)</p>	16.0	<p>Permanent, Disposal not authorized. Cut off file annually; hold in current files area one year then transfer to vault area. Retain for four years then transfer to Agency Records Center.</p>
2.	<p>CHRONO FILE</p> <p>Copies of correspondence used as the office reading file and for ready reference. Filed chronologically within each year.</p> <p>(1953 to date)</p>	1.0	<p>Temporary. Retain in current files area indefinitely.</p>
3.	<p>DIRECTOR'S PERSONAL FILE</p> <p>A collection of both classified and unclassified documents of personal interest to the Director. Files contain lecture material, reference material on photography, photographic societies and other topics within his field of association or general interest.</p>	38.0	<p>Temporary. Screen periodically; destroy when no longer needed.</p>
4.	<p>PERSONNEL FILES (Soft)</p> <p>Individual files of Division/Staff chiefs of NPIC. Maintained apart from regular employees files.</p>	.5	<p>Temporary. When employee transfers from the Center, screen file and destroy administrative or duplicate papers, transfer to gain- sired, otherwise destroy.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0			
5.	<p>TOP SECRET DOCUMENTS</p> <p>Correspondence and reports maintained separately because of security classification. (1953 to date)</p>	.3	Temporary. Destroy in accordance with files to which they relate.
6.	<p>REGULATORY ISSUANCES</p> <p>Copies of Regulations, Notices, Handbooks and directives which are maintained for reference purposes. These include NSCID's, CIA, DDI and NPIC.</p>	2.0	Temporary. Destroy when superseded, obsolete, or no longer needed.
7.	<p>MAIL CONTROL RECORDS</p> <p>Logs and various controls on all types of material received or routed from the Director's office.</p> <p>a. Top Secret and Systems log</p> <p>b. Secret and below</p>	.5 .3	<p>Temporary. Destroy ten years after document has been downgraded, destroyed, or transferred out of control area.</p> <p>Temporary. Destroy after one year.</p>
8.	<p>SPECIAL REPORTS</p> <p>Copies of studies and investigative reports which were made on the Center, its functions or special areas, such as IG survey reports. Maintained for reference purposes. (1961 to date)</p>	1.0	Temporary. Destroy when no longer of current interest.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0			

SECRET

SCHEDULE NO. *2866*

OFFICE, DIVISION, BRANCH

Assistant for Administration/Office of Chief

TITLE *ASST FOR ADMIN* 4 NOV 1965

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>ADMINISTRATION SUBJECT FILE</p> <p>Consists of Administrative memos, reports and correspondence. Includes such subjects as Organization & Management, Emergency Plans, Technical Development Program, Budget Projections, Communications, Personnel, Training, NPIC White Paper, Security.</p> <p>(1958-1965)</p>	2.3	<p>Permanent. Hold in current file area 1 year then transfer to vault area to be held for four years then transfer to Agency Records Center.</p>
2.	<p>CHRONO FILE</p> <p>Copies of all outgoing correspondence for 1958 to 1965 filed chronologically</p>	.6	<p>Temporary. Break files annually. Hold in current file area 2 years and then destroy.</p>
3.	<p>REFERENCE PUBLICATIONS FILE</p> <p>Copies of NPIC and CIA Notices, Handbooks and Regulations. Also includes DD/I Notices</p>	1.2	<p>Temporary. Destroy when superseded or obsolete or no longer needed for reference purposes.</p>
4.	<p>WORKING FILE</p> <p>Consists of personal reference aids and working materials for the Assistant for Administration and his secretary.</p>	4.0	<p>To be destroyed or filed in appropriate files when no longer needed for day to day business.</p>
5.	<p>PERSONNEL FILES (Soft)</p> <p>Consists of personnel files of employees of the Management Services Staff and the Support Staff.</p>	1.5	<p>Temporary. When person transfers from the Center screen and destroy administrative or duplicate papers; transfer to gaining office if desired, otherwise incorporate with Personnel Branch files (Item 5).</p>

SECRET

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

TITLE

AA/Management Services Staff/Office of the Chief

Ch. MSS 23 Nov 65

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>STAFF SUBJECT FILE</p> <p>Consists of correspondence, memoranda and reports relating to the administration of the Management Services Staff. The subject matter of the file varies but relates commonly to budget, fiscal, management information and records management. (1964 to date)</p>	.7	Temporary. Break files annually; hold in current file area two years, then transfer to Records Center and destroy after three years.
2.	<p>CHRONO FILE</p> <p>Extra copies of all outgoing correspondence originated by members of the Management Services Staff. Maintained for ready reference. Filed chronologically.</p>	.2	Temporary. Break files annually; hold in current files area for two years then destroy
3.	<p>DCI WEEKLY REPORT</p> <p>Record copy of the NPIC Weekly Activity Report to the DDI for use at DCI Executive Committee Meeting.</p>	.2	Temporary. Hold for 2 years then destroy.
4.	<p>NPIC REGULATORY COORDINATION FILE</p> <p>Copies of comments and/or concurrences of Staff/Division Chiefs on NPIC Notices, Regulations and Handbooks.</p>	.5	Temporary. Destroy all documents except concurrence sheet three months after regulatory issuance published. Destroy concurrence sheet five years after regulatory issuance published.
5.	<p>WORKING PAPERS</p> <p>Day to day working papers of the Chief.</p>	4.0	Temporary. To be destroyed or filed in

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Deputy and the Secretary MSS.</p> <p>6. NPIC SUGGESTION AWARDS PROGRAM</p> <p>Contains files of employee suggestions and their evaluations.</p> <p>a. Approved cases.</p> <p>b. Disapproved cases.</p> <p>7. NPIC REGULATORY ISSUANCES</p> <p>NPIC issuances including regulations, Notices and Handbooks. (Also includes an issuance, CIA Instruction, which is an NPIC issuance and PIC issuances of preceding organization.)</p> <p>a. A complete set of NPIC Issuances, Notices, and Handbooks.</p> <p>b. Extra set of <u>a.</u> used for reference purposes.</p> <p>8. REPORT FILE</p> <p>Consists of monthly reports from staff and division chiefs to the Director/NPIC. (1963 to date)</p>	<p>.7</p> <p>.5</p> <p>.5</p> <p>.5</p>	<p>appropriate files when no longer needed for day to day business.</p> <p>Temporary. Disposal not authorized. Hold in current file area two years after close of case. Transfer to Records Center for holding five years. Return to NPIC for evaluation.</p> <p>Temporary. Hold one year in current file area after close of case. Transfer to Records Center for two years and then destroy.</p> <p>Permanent. Disposal not authorized. Cut off files at end of each calendar year, and transfer to the Records Center.</p> <p>Temporary. Destroy when obsolete or no longer needed for current reference purposes.</p> <p>Temporary. Cut off at end of each calendar year. Hold in current files area for 2 years, then transfer to Records Center for 8 years. Return to NPIC for evaluation.</p>

SCHEDULE NO. 28-66

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

TITLE

AA/MSS/Management Information Branch

Chief, MSS 23 Nov 65

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ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILES</p> <p>Contain memoranda, correspondence, notices and procedural material needed for daily administration of branch activities. Files are maintained according to Agency Filing System. (1959-to date)</p>	1.3	Temporary. Break files annually; hold for two years then destroy.
2.	<p>MIS REPORTS</p> <p>These are combined narrative and statistical monthly, annual or special reports relating to man hours, status of special projects, and project accomplishments, together with machine runs, adjustments, or work up copies of the reports. (1961-to date)</p> <p>a. Record copies of finished MIS reports.</p> <p>b. Machine runs, adjustments, work up copies, and intermediate reports.</p>	.4 6.5	<p>Permanent. Break file annually; hold for two years then incorporate with AA files in the vault area.</p> <p>Temporary. Destroy when all statistics have been prepared in final form and no further reference is required.</p>
3.	<p>REFERENCE MATERIAL</p> <p>Copy of SCIPS Committee reports maintained by a member of the committee.</p>	.5	Temporary. Destroy when obsolete or no longer needed.

Memo for the Record

July 10, 1967 met with NPIC Budget officer and ARO to discuss the disposition of NPIC copy of Domestic Travel Form 540b and the Property Obligation Authorization.

NPIC holding copy of Form 540b long after obligation is liquidated. Checked with Audit Staff and learned that Audit Staff uses O/Finance copy for audit purposes and the operating offices can destroy their copies when obligation has been liquidated. [redacted] in Audit Staff said the auditors can go to the expenditure run to check the liquidation code if any question arises.

On Property Obligations --

Operating offices are required to keep their copies for audit purposes. Audit Staff performs audits within 13 months, after which operating offices may destroy the documents provided there are no questions.

NPIC notified.



July 10, 1967

X1

[redacted] Budget officer / NPIC
would like to review and update
the B+F schedule in the fall. I
told him to call Paul W. when he's
ready. RDr 7-17-67

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X

AA/MSS/Budget & Fiscal Analysis Branch

TITLE

DATE

Chief, MSS 23 Nov 95

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH SUBJECT FILES Correspondence, reports, memoranda, relating to budgeting, accounting and expenditure activities of the Center and pertaining to internal administration and operations.	10.0	Temporary. Break files annually; hold two years then destroy.
2.	BUDGET FILES a. Copies of budget estimates, operating budget, and preliminary estimates. Used for analytical and historical comparison of Center activities.	2.0	Temporary. Destroy ten years after close of fiscal year involved.
	b. Work papers, cost statements, and data accumulated in preparation of annual budget estimates.	6.0	Temporary. Destroy one year after close of fiscal year covered by budget.
3.	OBLIGATION AND EXPENDITURES FILES General account ledgers, allotment records, obligation and expenditure documents, machine runs, requisition authorities, and related documents. (1956 to date) a. General account ledgers, allotment records and supporting papers relating to confidential funds.	8.0	Temporary. Destroy ten years after close of fiscal year involved. Temporary. Destroy three years after close of fiscal year involved.

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	c. Work papers, cost statements and data used as posting and control media.		Temporary. Destroy three years after close of fiscal year involved.
	d. Joint Procurement Accounts.		Temporary. Destroy three years after activity closed and accounting has been made to the Comptroller.
4.	REVOLVING FUNDS		
	Periodic accounting of expenditures, requests for replenishment of funds and related papers. Fund accounting on a monthly basis. (1957 to date)	2.0	Temporary. Break files annually; hold for one year then destroy.
5.	REPORTS AND ACCOUNTING FILE		
	Various budget and fiscal reports on Center activities made primarily for management and budgeting purposes. Reporting periods vary. Files are used for obtaining statistical data and for quick reference on fiscal matters. Filed by fiscal year.	4.0	Temporary. Retain in office indefinitely; destroy when of no further interest.
6.	REFERENCE PUBLICATIONS		
	CIA Regulations, Comptroller General Decisions, notices, handbooks dealing with budget and fiscal procedures, policies and accounting.	6.0	Temporary. Destroy when obsolete or no longer needed for reference purposes.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0			

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

AA/Support Staff/Office of Chief

SIC

TITLE

C/S 22 Nov 65

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ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILE</p> <p>a. Consists of correspondence, memorandum and reports relating to Logistical, Personnel, Security and Training matters.</p> <p>b. Policy, procedures and authorizations, reference documents, committee minutes</p>	.7	<p>Temporary. Break files annually; hold 2 years then destroy.</p> <p>Temporary. Destroy when superseded or no longer needed.</p>
2.	<p>CHRONO FILE</p> <p>Copies of all outgoing correspondence originated by members of the OC/Support Staff. Maintained for ready reference. Filed chronologically.</p>	.1	<p>Temporary. Break files annually. Hold in current files area 1 year and then destroy.</p>
3.	<p>WORKING PAPERS</p> <p>Consists of day to day working papers of the Chief and his secretary.</p>	2.0	<p>To be destroyed or filed in appropriate files when no longer needed for day to day business</p>
4.	<p>REFERENCE PUBLICATIONS FILE</p> <p>Copies of CIA and NPIC Regulations, Notices and Handbooks.</p>	1.0	<p>Temporary. Destroy when superseded or obsolete or no longer needed for reference purposes.</p>

OFFICE, DIVISION, BRANCH

AA/SS/Personnel Branch

OPS 22 Nov 65

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT</p> <p>General correspondence, reports, memoranda relating to the personnel support of the Center. The files reflect the operation of the Branch in administering daily personnel matters. Included are subjects on Meetings, Organization and Management, Position Descriptions, Staffing, Career Board, Employee Activities, Retirement, and other related subjects. Filed according to Agency File Manual.</p> <p>(1955 to date)</p>	2.0	Temporary. Break file annually hold for two years then destroy.
2.	<p>CHRONO FILE</p> <p>Copies of correspondence and memoranda relating to personnel matters. Filed by date.</p> <p>(1962 to date)</p>	.4	Temporary. Break file annually; hold for one year then destroy.
3.	<p>CAREER SERVICE BOARD FILES</p> <p>NPIC Career Board Minutes and Agenda, Evaluation Reviews, Biographic Profiles, Listings, Reports and other papers related to the Career Service activities. Filed by type of activity.</p> <p>(1958 to date)</p> <p>a. NPIC Career Board Minutes, Reports and Agenda developed in conjunction with Board Meetings.</p> <p>b. Competitive Evaluation Review made by each Board member after reviewing biographic profile.</p>	1.0 2.0	<p>Permanent. Disposal not authorized. Break files annually; hold for two years then transfer to vault.</p> <p>Temporary. Destroy one month after reviews have been reconciled, summarized and a competitive listing prepared.</p>

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	c. Competitive Listings prepared to rank employees for promotional purposes.	.2	Temporary. Destroy when superseded by new listings.
	d. Reports, general correspondence and miscellaneous papers relating to the Career Service Board.		Temporary. Incorporate in subject file at the end of each year.
4.	POSITION DESCRIPTIONS Copies of descriptions developed for the Center positions and used for employment control and classification.	.2	Temporary. Destroy when position is abolished or description is superseded.
5.	PERSONNEL FOLDERS (Soft Files) Individual personnel folders on Center personnel which essentially duplicates the official personnel folder maintained by O/Personnel. In addition, other memoranda or related papers as required for administration of the individual's employment in the Center. Filed alphabetically.	19.5	Temporary. Screen files periodically for obsolete or duplicate material. If employee transfers within the Agency, screen file for administrative or disciplinary material and transfer to gaining office, if desired, otherwise destroy. When employee resigns review for any material to be forwarded to O/Personnel file, destroy remaining file three months after file has been closed.
6.	POSITION CONTROL REGISTER Machine listings furnished monthly by Office of Personnel on personnel and position statistics. Filed chronologically. (1962 to date)	1.0	Temporary. Maintain quarterly files. Destroy the oldest month's listing when new one received.
7.	PERSONNEL LOCATOR FILE A 5x8 card file with current information on each employee, such as, office location and telephone number, home address and telephone number and other pertinent information needed for emergency purposes. Filed alphabetically. Current	.2	Temporary. Destroy when non-Agency employee leaves the Center; transfer cards on Agency employees to ADPD/OP.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	<p>T/O AND APPLICANT STATUS LOG</p> <p>Flexoline listings of current NPIC T/O by divisions and staffs and a current progress report on prospective employees. Panels are xeroxed monthly (20 copies) for distribution to interested persons.</p> <p>a. Current T/O</p> <p>b. Applicant Status Log</p> <p>Listings of applicants showing position against which each is slotted together with the progress of employment processing. Listings are maintained on flexoline panels.</p>	<p>.3</p> <p>.2</p>	<p>Temporary. Maintain on a current basis. Destroy strips as superseded or when employee leaves the Center</p> <p>Temporary. Destroy when processing completed. After employment process is completed or cancelled retain on panel until monthly xeroxing is done then remove flexoline strips and destroy.</p>
9.	<p>PERSONNEL STATUS REPORTS</p> <p>Various statistical reports made weekly and monthly on personnel strength, status, and types of positions. Reports are prepared for the Executive Director - Comptroller, the O/DDI, O/Personnel, and internal administrative use by NPIC.</p> <p>a. Weekly reports which act as feeder reports to monthly or annual reports.</p> <p>b. Monthly reports.</p> <p>c. Annual or FY reports.</p> <p>d. Copies of T/O and Applicant Status Log. Monthly copies used for compiling statistical reports, slotting employees, and general reference. Filed chronologically. (1962 to date)</p>	<p>.1</p> <p>.3</p> <p>.2</p> <p>1.0</p>	<p>Temporary. Destroy when 6 months old</p> <p>Temporary. Break file annually; hold for one year then destroy.</p> <p>Temporary. Destroy when no longer needed for current reference</p> <p>Temporary. Break file annually; hold in current files area for one year then transfer to the vault for four years.</p>

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10.	<p>TRAVEL FILES</p> <p>Copies of travel orders, requests, vouchers and related papers. Maintained numerically by FY.</p> <p>(1962 to date)</p> <p>a. Obligation copies</p> <p>b. Administrative unit copies.</p> <p>c. Travel logs. Separate logs maintained for employees and invitees for administrative control purposes.</p> <p>(1959 to date)</p>	<p>2.0</p> <p>3.0</p> <p>.2</p>	<p>Temporary. Dispose when funds are obligated.</p> <p>Temporary. Break files each fiscal year; hold three fiscal years then destroy.</p> <p>Temporary. Break file annually; hold one year then destroy.</p>
11.	<p>PERSONNEL CONTROL FILES</p> <p>Machine listings of Fitness Reports due, step increases, and 3x5 abstract files maintained to control and follow up on personnel actions and personnel folders in the Center.</p>	<p>.5</p>	<p>Temporary. Destroy after six months.</p>
12.	<p>WORKING FILES</p> <p>These include personnel listings, statistical reports, card files, copies of travel orders and requests, copies of T/O and applicant status reports, and various drafts, memoranda, notices and other papers which are used as working aids, or posting media. Files are found with each staff officer and clerical personnel and are used in carrying out their daily operations. Current.</p>	<p>12.0</p>	<p>Temporary. Destroy as projects or reports are completed or when information is no longer of current interest.</p>
13.	<p>IMPREST FUND</p> <p>Contains accountings for advance by individuals and copies of lists of disbursements made each time request for replenishment is made or at least monthly. Current.</p>	<p>.1</p>	<p>Temporary. Break files annually; hold one year then destroy.</p>

OFFICE, DIVISION, BRANCH

AA/SS/Training Branch

Jan

25X

SS 2.11.60

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILE</p> <p>Consists of general correspondence, memoranda, procedural instructions and administrative material required by the branch in administering the training functions for NPIC. The files include material relating to training procedures, announcement of courses, records and reports on training activities, requirements, tours of the building, meetings, training programs and others. Filed by subject category. (1956 to date)</p>	.8	Temporary. Break files annually; hold two years then destroy.
2.	<p>CHRONO FILE</p> <p>Copies of outgoing correspondence prepared by the branch. Filed chronologically. (1963 to date)</p>	.2	Temporary. Break files annually; hold for two years then destroy.
3.	<p>TRAINING PROGRAMS</p> <p>Files contain material on various training programs and courses conducted or sponsored by NPIC, OTR, internal agency or external training. Within these files by program category may be found course descriptions, schedules, outlines or lesson plans, student rosters, announcements, test forms, correspondence concerning specific arrangements and any support or handout materials. (1957 to date)</p> <p>a. NPIC courses (including PI Course). Lesson Plan or Outline of courses.</p>	.1	Permanent. Transfer one copy to OTR for incorporation in OTR course files.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	b. OTR sponsored courses.	1.0	Temporary. Break file annually; hold one year then destroy.
	c. External training.	.2	Temporary. Destroy when superseded or no longer of current interest.
	d. Training materials used when conducting the various courses.	27.0	Temporary. Destroy as material is superseded or obsolete.
	e. Unclassified Training Program given to individuals awaiting clearance and assignment in the Center.	1.0	Temporary. Destroy when information is incorporated in report of activities.
	f. On-Site Training. These are individual files on sites where training is conducted together with the arrangements for the training and a list of the participants. Used in preparing future trips.	1.0	Temporary. Hold for three years then destroy.
4.	TRAINING REQUESTS Logs maintained on requests for internal and external training for administrative control (1963 to date)	1.5	Temporary. Hold for two years then destroy.
5.	TRAINING CARD FILE A 5X8 card file for all NPIC personnel containing a record of all training courses in which the employee participates. Filed alphabetically current.	.2	Temporary. Destroy when employee is separated from NPIC.
6.	LIBRARY MATERIAL These are textbooks, atlases, films and maps used for training purposes; also books of professional interest to the staff.	42.0	Temporary. Return library books to Agency Library when no longer needed; destroy other type materials when superseded or obsolete.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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7.	<p>CONTRACT FILES</p> <p>Copies of contracts with companies having courses or subjects of interest for training purposes. Folders also contain correspondence or memoranda relating to liaison or association with the companies. Filed by company. (1957 to date)</p>	<p>SECRET</p> <p>.2</p>	<p>Temporary. Destroy as contract expires. <i>K</i></p>
8.	<p>REFERENCE MATERIAL</p> <p>Catalogs, brochures, technical books and reports, maps and other documents maintained on topics of interest for reference purposes.</p>	<p>15.5</p>	<p>Temporary. Destroy when no longer of current interest.</p>
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0			

RECORDS CONTROL Schedule 2005/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO. 00487A000400180001-0

OFFICE, DIVISION, BRANCH

AA/SS/Logistics Branch

SIGNATURE

TITLE

[Redacted Signature Box]
YSS *VVN*

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILES</p> <p>a. Consists of general correspondence relating to the overall logistical support of the Center as well as administration of the branch. Included are official requests for approval of maintenance and alteration work, and equipment and supplies. Among subjects covered are Budget, Buildings and Grounds, Equipment and Supplies, Vehicles, Personnel, Security, and Training. (1963 to date)</p> <p>b. Chrono Files contain copies of all outgoing correspondence. (1963 to date)</p>	2.0	Temporary. Break files annually; hold two years then destroy.
2.	<p>CONTRACT FILES</p> <p>Copies of contracts along with supporting papers such as proposals, correspondence, specifications, change notices and inspection reports.</p> <p>a. Contracts for supplies and equipment. (1962 to date)</p> <p>b. Contracts with OSA. (1961 to date)</p>	.8	Temporary. Break files annually; hold one year then destroy.
		8.0	Temporary. Destroy one year after completion of contract.
		.8	Temporary. Destroy one year after completion of contract.
	[Redacted Box]	.5	Temporary. Destroy upon completion of contract.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p>WORKING FILES</p> <p>Usually consists of documents and folders from various sources as well as rough notes, drafts, forms, etc., accumulated and temporarily maintained separate from any file system until a specific job has been completed. The collection may also include folders and documents temporarily charged out of a file system.</p>	3.5	<p>Temporary. Upon completion of a specific job, return any borrowed documents to file and destroy remaining papers.</p>

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RECORDS CONTROL SECTION Release 2005/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO.	
SIGNATURE	
TITLE	C/SS 22 Nov 65

25X

OFFICE, DIVISION, BRANCH
AA/SS/LB/Supply Section

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	SECTION SUBJECT FILES These files contain correspondence, memoranda and reports relating to the daily operation of the supply function. Included are subjects dealing with receipt of equipment, pick-up and deliveries, maintenance of vehicles and trash disposal. Arranged by subject. (1964 to date)	2.0	Temporary. Break files annually; hold one year then destroy.
2.	CATALOGS Agency and non-Agency catalogs for equipment, supplies and furnishings. Maintained on a current basis.	3.4	Temporary. Destroy when superseded, obsolete or no longer needed for reference.
3.	SECTION OPERATIONAL FILES Contains requisitions, receiving reports, copies of purchase orders, memorandum receipts and property passes, along with a few administrative files. A requisition log is also maintained. a. Memorandum receipts. Signed copies of receipts for non-expendable property. b. Copies of CMR listings furnished by Office of Logistics c. All other.	8.0	Temporary. Destroy after turn-in of property. Temporary. Destroy when superseded. Temporary. Break files annually; hold two years then destroy.
4.	WORKING FILES Usually consists of documents and folders	3.5	Temporary. Upon completion of a specific

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0		
	<p>from various sources as well as rough notes, drafts, forms, etc., accumulated and temporarily maintained separate from any file system until a specific job has been completed. The collection may also include folders and documents temporarily charged out of a file system.</p>		<p>job, return any borrowed documents to file and destroy remaining papers.</p>
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0		

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO.

SIC

25

OFFICE, DIVISION, BRANCH

AA/SS/LB/Building Services Section

TITLE

DATE

C/SS

22 MAR 65

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>MAP (PLANS) FILE</p> <p>Consists of specifications, drawings and plans pertaining to [redacted] and its utilities. Included are floor plans for each Division and Staff arranged by subject and maintained on a current basis.</p>	12.0	<p>Temporary. Destroy when superseded, obsolete, or no longer needed for reference.</p>
2.	<p>FACILITIES MANUALS</p> <p>Each manual contains detailed descriptions of all rooms in the Divisions and Staffs, including the types of partitioning, utilities provided and other information related to the facilities of a particular area. Arranged by Division/Staff. Maintained on a current basis.</p>	2.0	<p>Temporary. Destroy when superseded, obsolete, or no longer needed for reference.</p>
3.	<p>WORKING FILES</p> <p>Usually consists of documents and folders from various sources as well as rough notes, drafts, forms, etc., accumulated and temporarily maintained separate from any file system until a specific job has been completed. The collection may also include folders and documents temporarily charged out of a file system.</p>	1.5	<p>Temporary. Upon completion of a specific job, return any borrowed documents to file and destroy remaining papers.</p>
4.	<p>REFERENCE FILES (STORAGE CABINET)</p> <p>Contains unclassified reference materials pertaining to building maintenance such as building management books, design analyses and bound studies on utilities. Arranged by subject.</p>	2.0	<p>Temporary. Destroy when no longer needed for reference, <u>except for Library material on loan.</u></p>

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RECORDS CONTROL SCHEDULE Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

AA/SS/Security Branch

TITLE

DATE

CS *22 Nov 65*

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILE</p> <p>These are administrative reference files accumulated in performing security support functions. Files include copies of procedural instructions, reports, correspondence, memoranda and related support papers. The file includes material relating to subjects such as, clearances, cover, meetings, night security officer reports, branch activity reports, security violations, and other matters pertaining to security activities. (1956 to date)</p>	5.7	Temporary. Break files annually; hold two years then destroy.
2.	<p>CHRONO FILES</p> <p>Copies of all memoranda prepared by the branch. Maintained for reference purposes. (1960 to date)</p>	.2	Temporary. Break files annually; hold for one year then destroy.
3.	<p>SECURITY PERSONNEL FILES</p> <p>a. Case files for employees of NPIC which contain biographic data, security clearances, briefings, debriefings, travel, training, and other information concerned with security aspects. Information contained in these files is essentially duplicated in the Personnel Branch soft files, or in the Office of Security.</p> <p>b. A 5X8 card file which reflects pertinent security information and clearances for separated NPIC employees.</p>	14.0	<p>Temporary. Destroy six months after employee leaves NPIC.</p> <p>Temporary. Hold for two years after employee leaves the Center then destroy.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<p>CONTRACTORS FILES</p> <p>Case files for all companies having contracts with the Center. Files include copies of contracts, and instructions concerning contracts or liaison with these companies. Office of Logistics maintains record contract files. Filed alphabetically.</p> <p>(1961 to date)</p>	3.5	<p>Temporary. Destroy when contract is terminated. If contract is of long term, screen files annually and destroy material no longer needed.</p>
5.	<p>GSA EMPLOYEES FILES</p> <p>a. Case files maintained on GSA employees housed in the Center. Files contain personnel data and security information relevant to the individual's employment. Filed alphabetically.</p> <p>b. A 3X5 card file maintained on locally-housed GSA employees for quick reference purposes. Current.</p>	2.0	<p>Temporary. Destroy when employee leaves</p> <div data-bbox="1008 1325 1227 1377" style="border: 1px solid black; width: 135px; height: 25px; margin: 5px 0;"></div> <p>25)</p>
6.	<p>U.S. GEOLOGICAL SURVEY PERSONNEL</p> <p>a. Case files on employees of USGS who are housed in Files contain sufficient information to satisfy security requirements so far as their occupancy in the building. Filed alphabetically.</p> <p>b. A 3X5 card file to the USGS employees maintained as a ready reference. Current.</p>	.2	<p>Temporary. Hold for one year after employee leaves the Center then destroy.</p>
7.	<p>COVER FILES</p> <p>These are card files or other forms bearing names of individuals, kind of cover and date of cover. Filed alphabetically. Current.</p>	.1	<p>Temporary. Destroy when employee is transferred or separated from employment in</p> <div data-bbox="1024 1619 1190 1650" style="border: 1px solid black; width: 102px; height: 15px; margin: 5px 0;"></div> <p>25)</p> <p>Temporary. Hold for one year after employee leaves the building then destroy.</p> <p>Temporary. Destroy when individual is transferred or separated.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	<p>CIA ID FILES</p> <p>These include 3X5 ID cards, requests for ID's, and a listing of persons to whom cards have been issued. Filed alphabetically. Current.</p>	.5	<p>Temporary. Destroy listing when no longer needed for current reference; return ID cards to Hqts. Bldg. Badge Office when employee is separated from NPIC.</p>
9.	<p>VISITORS CONTROLS</p> <p>These are various card forms, logs, and memoranda pertinent to maintaining a control on visitors to the Center as required for security purposes. Files generally contain names of visitors, organization, dates of visits, types of clearances, persons visited, or other related information. Filed alphabetically or chronologically as required.</p>	2.0	<p>Temporary. Screen files periodically and destroy inactive cards and requests after three months.</p>
10.	<p>CONTROL LOG RECORDS</p> <p>Log records used by the branch for control or reference purposes. These include the Cable Log, Codeword Log, Travel Log, and various card files which are used as suspense or working files.</p> <p>a. Logs</p> <p>b. Card files</p>	.3	<p>Temporary. Destroy ten years after document has been downgraded, destroyed, or transferred out of control area.</p> <p>Temporary. Destroy when action completed to which they relate.</p>
11.	<p>REFERENCE FILES</p> <p>These include Instruction Manuals, CIA Regulations, NPIC Notices, Briefing Manuals, and card files or instructions required for day to day operations.</p>	6.0	<p>Temporary. Destroy as superseded or no longer needed for reference purposes.</p>

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

SIGNATURE

TITLE

DATE

Operations Staff/ Office of the Chief

Assistant for OPS/NPIC

24 November 65

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILES</p> <p>These consist of both substantive and administrative type records used to establish standards, provide support and control of requirements, liaison with collection organizations, operation of a communication facility, conduct of briefing programs, and are also used in the daily administration of the personnel activities of the staff. Included are subjects relating to Budget, Communications, Collection, Liaison, Photography, Personnel, Requirements, Security, Training, Vital Materials and others. Filed according to Agency File Manual. (1962 to date)</p> <p>a. Policy, liaison, substantive and related material</p> <p>b. Administrative and Support Records</p>	20.5	<p>Permanent. Break files annually; hold for four years then transfer to Records Center.</p> <p>Temporary. Break file annually; hold two years then destroy.</p>
2.	<p>COMMUNICATION LOGS</p> <p>Record of receipt and dispatch of all types of documents and materials received by Operations Staff. Maintained in accordance with security regulations. (1962 to date)</p> <p>a. Top Secret and System Logs</p>	1.7	<p>Temporary. Destroy 10 years after documents shown are downgraded, transferred to the Records Center or sent outside control point.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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	b. Secret and below logs		Temporary. Destroy after one year.
3.	CHRONO FILES Extra copies of correspondence and memoranda prepared by the Staff. (1965)	.3	Temporary. Break files annually; hold for one year then destroy.
4.	REFERENCE MATERIALS Copies of regulations, directives, reports control manual, Staff briefing books, procedural handbooks, job descriptions, and other publications which are used as working aids or reference for daily operations.	1.0	Temporary. Destroy when superseded or no longer needed for current reference purposes.
5.	COMOR FILES The agenda, minutes of meetings and COMOR documents maintained for a member of this committee. Files also used for reference purposes by other interested persons in the Center. Filed chronologically. (1962 to date)	7.0	Temporary. Destroy when no longer of current interest.
6.	COUNTRY FILE Information relating to geographical areas in which Operations Staff maintains an interest. (1962 to date)	2.0	Temporary. Screen files periodically and destroy when material no longer required for reference purposes.
7.	OPERATIONS BOARD Agenda, minutes of meetings, and related papers maintained for the Assistant for Operations who served as chairman of the Board. The Board was discontinued in January 1964.	.2	Permanent. Disposal not authorized; hold for two years then transfer to the Records Center.

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SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

OS/Requirements Branch

TITLE

Assistant for OPS/NPIC

24 November 65

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILES</p> <p>Copies of correspondence, memoranda, reports and notices used in support of the branch activities. Among these are copies of status reports, minutes of advisory committee, procedures pertinent to branch activities, leave records, personnel matters and others that are referred to for daily operations. (1962 to date)</p>	6.0	Temporary. Break file annually; hold one year then destroy.
2.	<p>CONTROL LOGS</p> <p>Various logs maintained by the branch as a control media or for management purposes, such as the project numbering log, requirements log, document control, and others. (1964 to date)</p> <p>a. Requirements logs.</p> <p>b. Project logs. Used for assigning numbers and maintaining a status record on progress of project. Information is incorporated in management reports.</p> <p>c. Top Secret and System Logs.</p> <p>d. Secret and below logs.</p>	1.0	<p>Temporary.</p> <p>Temporary. Destroy two years after requirement has been accepted or fulfilled.</p> <p>Temporary. Destroy 5 years after project is complete or becomes inactive.</p> <p>Temporary. Destroy 10 years after documents shown are downgraded, transferred to the Records Center or sent outside control point.</p> <p>Temporary. Destroy after one year.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0</p> <p>REQUIREMENTS FILE</p> <p>A central registry file of requirements levied on NPIC. The Collection and Guidance Staff/0/DDI maintains the record copies of internal agency requirements. The file contains the basic requirement, status reports, completion notices and any pertinent memoranda collected for status report purposes. Responsibility for maintenance of requirements was transferred in April 1965 to PAG. After April only copies of the requirements are retained here. Filed by fiscal year. (1964 to date)</p>	4.2	Temporary. Break file at end of each fiscal year; retain for three years then destroy.
4.	<p>SUPPORT/SERVICE PROJECTS FILE</p> <p>Case files on support or service type projects maintained for control or effective scheduling of projection activities in the Center. Files contain copies of documents and transmittals related to these projects. Filed by fiscal year. (1964 to date)</p>	2.0	Temporary. Break files at end of each fiscal year; hold for three years then destroy.
5.	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>a. Project Status Report</p> <p>b. Reference files. Filed by subject.</p>	.1 1.0	<p>Temporary. Destroy when information is re-typed for reference file.</p> <p>Temporary. Destroy when no longer needed for reference purposes.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	REFERENCE MATERIAL	2.5	Temporary. Destroy as superseded or when no longer needed for reference purposes.
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<p>These include copies of manuals, regulations, handbooks, SAM listings, gazetteers, directories, and such other publications or documents which are used as working aids.</p>			
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SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

OS/Operations Support Branch

TITLE

DATE

Assistant for Operations, NPIC 24 Nov 65

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILE</p> <p>Copies of correspondence, memoranda and related papers used for administration of daily branch activities. Includes such subjects as personnel, leave, security, requisitions for supplies, monthly reports, status reports and others. Filed by subject. (1964 to date)</p>	4.0	Temporary. Break file annually; hold for one year then destroy.
2.	<p>CHRONO FILES</p> <p>Copies of correspondence and memoranda prepared by this branch; also extra copies of cables dispatched by NPIC. (1963 to date)</p>	.6	Temporary. Break file annually; hold one year then destroy.
3.	<p>CABLE FILES</p> <p>Cables received or transmitted by NPIC. Consist of the drafts, copies and originals. Maintained by In and Out numbers. Also selected copies of cables from 1956-1963. (1963 to date)</p> <p>a. Drafts of outgoing messages used as backup reference copies for clarifying message text.</p> <p>b. Original hard copy of NPIC cables--In and Out. Filed organizationally and chronologically therein. Official copies are retained in files of the action office.</p>	3.0 22.0	<p>Temporary. Retain each month's take for three months then destroy.</p> <p>Temporary. Hold file in current files area 2 years. Transfer to Records Center for 13 years then destroy.</p>

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FILES IDENTIFICATION

VOLUME

DISPOSITION INSTRUCTIONS

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>c. Copies of Headquarters cables routed via Cable Secretariat at Headquarters. Filed chronologically by date.</p>	.3	Temporary. Hold for six months then destroy.
4.	<p>COMMUNICATIONS CONTROL FILES</p> <p>These include log books and copies of messages used to record receipt, or dissemination of cables or data link transmissions. Filed chronologically.</p>	1.8	Temporary. Break file annually; hold one year then destroy.
5.	<p>BRIEFING MATERIALS</p> <p>Texts, graphics, vugraphs, and related materials used for orientation of visitors on NPIC functions or for support during briefing sessions.</p>	4.0	Temporary. Destroy when superseded or obsolete.
6.	<p>MISSION STATISTICS FILES</p> <p>Statistical data developed on the film and coverage of each mission for comparison purposes, input records, camera systems analysis, flight characteristics, and other mission coverage analysis. Also used for budgetary and personnel planning for the Center and in liaison activities with other components and agencies. (1956 to date)</p>		
	<p>a. Mission Historical Data developed for each mission.</p>	.5	Permanent. Disposal not authorized. Retain in vault area for quick reference and liaison purposes.
	<p>b. Basic input data, reports, mission tracks, and other documents used as working files by staff personnel.</p>	3.0	Temporary. Destroy when historical data recorded or when no longer needed for reference purposes.
7.	<p>REFERENCE MATERIALS</p> <p>These consist of the handbooks, manuals, procedural material, mission tracks, copies of functions, policy and organizational papers, and</p>	4.0	Temporary. Destroy when superseded or no longer needed for current reference.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0</p> <p>such other publications or documents used as working aids or reference materials for daily operations.</p>		

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SCHEDULE NO.

OFFICE, DIVISION, BRANCH

SIGNATURE

TITLE

DATE

Photographic Analysis Group / Office of the Chief

D. Hart for PA. *1 Dec '65*

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>ADMINISTRATIVE SUBJECT FILES</p> <p>Contain copies of correspondence, memoranda, reports and other papers relating to administrative and daily functions of the staff engaged in providing support and services to the photo analysis program. Subjects include appropriations, committees, communications, organization, personnel, security, training, and others. Filed by subject category. (1963 to date)</p>	4.5	Temporary. Break file annually; hold for two years then destroy.
2.	<p>CHRONO FILES</p> <p>Copies of memos originating in PAG and information copies received from other components in the Center. (1963 to date)</p>	1.5	Temporary. Break file annually; hold one year then destroy.
3.	<p>WORKING FILES</p> <p>These are the individual working papers of the Chief and his assistant; and "EYES ONLY" files maintained, apart from the Subject File. (1963 to date)</p>	3.0	Temporary. To be destroyed or filed in appropriate files when no longer needed for day-to-day activities.

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RECORDS CONTROL OFFICE Release 2005/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X

PAG/Intelligence Production Officer

TITLE

DATE

1PO/PAG

1 Dec 65

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>OPERATIONAL SUBJECT FILES</p> <p>Contains copies of correspondence, memoranda, reports and other papers required for general planning and administration of the photographic analysis program. Included are operational procedures for exploitation of photography, for preparation of report interpretations, security procedures for handling missions, transmittal memos on collections of photographic materials, requirements, cables, pre-release memos, and others. Filed by subject category.</p> <p>(1963 to date)</p> <p>a. Substantive and procedural files.</p> <p>b. Administrative or information files.</p>	4.0	<p>Permanent. Disposal not authorized. Transfer to Records Center when no longer needed for current activities.</p> <p>Temporary. Break files annually, hold two years, then destroy.</p>
2.	<p>TECHNICAL COMMITTEE AND BOARD FILES</p> <p>The agenda, directives, minutes of meetings and reports covering general operations of committees or boards, such as the Production Board and Advisory Committee. Filed chronologically. Current.</p>	2.0	

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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3.	<p>a. Official files maintained by or for the secretariat or chairman.</p> <p>b. Copies maintained by members of boards or committees.</p> <p>COMOR FILES</p>	2.0	<p>Permanent. Disposal not authorized. Break files every two years; hold two years then transfer to Records Center.</p> <p>Temporary. Destroy when obsolete or superseded or when membership is terminated.</p>
	<p>a. Information copies of agenda, minutes of meetings or reports of activities being handled by COMOR. Copies are received, logged and routed within PAG to interested employees, then filed for reference purposes by document and series number. Permanent copies of these are maintained by Collection and Guidance Staff. (1964 to date)</p>	2.0	<p>Temporary. Break file annually; hold one year then destroy.</p>
	<p>b. Index to COMOR papers which contains a record of those received by PAG. Maintained chronologically.</p>	.1	<p>Temporary. Destroy after documents listed have been destroyed.</p>
4.	<p>REPORTS FILES</p> <p>Copies of status reports received from <input type="checkbox"/> DIA, IAD, AF and others to keep staff knowledgeable of what other areas are doing in related fields. Filed by component. Current.</p>	2.0	<p>Temporary. Maintain six-month level; there-25> after destroy oldest month's reports when newest ones filed.</p>
5.	<p>WORKING FILES</p> <p>Contains working papers and reference material of current interest to heads of branches, also personnel "EYES ONLY" material utilized by the branch chiefs. Filed by subject category. (1964 to date)</p>	2.0	<p>Temporary. To be destroyed or filed in appropriate files when no longer required for current activities.</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	<p>REFERENCE FILES</p> <p>a. These are copies of publications, reports, or responses to requests which are the end products of photo analysis and interpretations. Information Control Branch maintains the official copies for the Center. Among these are MCI, IPIR's, MCP's, PI Reports, Briefs, Ephemeris, Cables, Evaluation Reports, and PI listings. Maintained by the Reading Panel for reference for PAG personnel. Filed by type of document. (1960 to date)</p> <p>b. Card Files. Series of 3X5 and 5X8 cards which are cross references to the Reading Files and Graphic Aids.</p> <p>c. Graphic Aids. These include vugraphs, briefing boards, slides and other graphics which are used by the analysts to support their findings or to facilitate analysis and reporting. (1959 to date)</p>	<p>72.0</p> <p>1.4</p> <p>78.2</p>	<p>Temporary. Destroy when no longer needed for current reference purposes (may be offered to Center Library to complete collections retained by the Library.)</p> <p>Temporary. Destroy when document to which card relates is destroyed.</p> <p>Temporary. Destroy when no longer needed for current reference.</p>

RECORDS CONTROL SCHEDULE Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

PAG/Geographic Military Division

C/600

30 Nov 65

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>ADMINISTRATIVE FILES</p> <p>Consist of reports, notices, correspondence, memoranda and other papers required for daily administration of the activities of Geo Mil Division and Branches- Included are such subjects as meetings, personnel, security, reports, production, travel and others. Filed by subject category.</p> <p>(1963 to date)</p> <p>a. Division Files</p> <p>b. Branch Chief Files</p>	<p>7.0</p> <p>3.0</p>	<p>Temporary. Break files annually; hold two years then destroy.</p> <p>Temporary. Break files annually; hold for one year then destroy.</p>
2.	<p>PI REFERENCE AND RESEARCH FILES</p> <p>These files contain varied types of materials utilized by the photo interpreters in analysis and support of daily functions. The files are maintained as central reference files or by the individual analysts according to his area of special interest. Files are maintained categorically. They include but are not necessarily limited to:</p>	<p>596.0</p>	<p>Temporary. Screen files after completion of each project or mission and at the end of each year; return film, books and maps to the library and destroy material no longer needed for current activities.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0		
	<ul style="list-style-type: none"> a. Film, dupes, film chips. b. Photographs and graphics. c. Vugraphs and enlargements. d. Black books and target books. e. PI keys. f. Maps and WAC charts. g. Reports and memos. h. Technical books or magazines. i. Copies of requirements and completed projects. j. Card files. k. Other reference materials and equipment. 		
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0		

OFFICE, DIVISION, BRANCH

SIGNATURE

TITLE

PAG/Scientific and Technical Division

Deh/S&T Div 30 Nov 65

25

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>ADMINISTRATIVE FILES</p> <p>Consists of reports, notices, cables, and other papers required for daily administration of the activities of the S & T Division and Branches. Included are such subjects as personnel, reports, committees, training, requirements, and others. Filed by subject category.</p> <p>(1963 to date)</p> <p>a. Division Files</p> <p>b. Branch Chief Files.</p>	<p>3.0</p> <p>4.0</p>	<p>Temporary. Break files annually; hold for two years then destroy.</p> <p>Temporary. Break files annually; hold one year then destroy.</p>
2.	<p>PI REFERENCE AND RESEARCH FILES</p> <p>These files contain varied types of materials utilized by the photo interpreters in analysis and support of daily functions. The files are maintained as central section files or by each individual in accordance with his area of primary interest. The files include but are not necessarily limited to:</p>	<p>333.7</p>	<p>Temporary. Screen files after completion of each project or mission and at the end of each year; return books, film and maps to the library and destroy material no longer needed for current activities.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0		
	<ul style="list-style-type: none"> a. Photographs, film chips, mosaics, b. Vugraphs and enlargements. c. Film, dupes, black books. d. Reports and memos. e. Maps, WAC charts. f. Briefing Boards. g. Professional magazines and Textbooks. h. Copies of requirements and completed projects. i. Card files. j. PI keys. k. Other reference materials and equipment. 		
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0		

RECORDS CONTROL RELEASE 2005/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

Plans and Development Staff/Office of the Chief

SIGNATURE

TITLE

DA/PED 26 Nov 65

25

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>STAFF SUBJECT FILES</p> <p>Consists of correspondence, memoranda, and reports used in administering activities of the Staff. Included are such subjects as committee meetings, career service, organization and management, personnel and others required for daily activities. Filed by subject. (1959 to date)</p>	8.0	Temporary. Break file annually; hold for two years then destroy.
2.	<p>CHRONO FILES</p> <p>Copies of outgoing correspondence prepared by the Staff. (1961 to date)</p>	.5	Temporary. Break file annually; hold one year then destroy.
3.	<p>REGULATORY ISSUANCES</p> <p>Copies of CIA Regulations, Notices, Handbooks, and NPIC Notices and Handbooks. Maintained for reference purposes.</p>	1.0	Temporary. Destroy as superseded or obsolete.
4.	<p>REFERENCE MATERIALS</p> <p>Contains extra copies of reference documents on procurement matters, studies, and other materials maintained for ready reference for the Chief or his Staff. (1960 to date)</p>	2.0	Temporary. Screen periodically and destroy material no longer of current interest.

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SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	COPE COMMITTEE FILES	1.0	<p>Permanent. Disposal not authorized. Break files every 3 years; hold 2 years then transfer to the Records Center.</p> <p>Temporary. Destroy when obsolete or superseded or when membership is terminated.</p>

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These are files of the National Committee on Photographic Exploitation Equipment (COPE). The agenda, directives, minutes of meetings, general correspondence from CIA, DIA, Army, Navy, Air Force, SAFSS and NPIC. (Aug 1965 to date)

a. Official files maintained by the secretariat and chairman.

b. Copies maintained by members of committee.

Permanent. Disposal not authorized. Break files every 3 years; hold 2 years then transfer to the Records Center.

Temporary. Destroy when obsolete or superseded or when membership is terminated.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0

SECRET

OFFICE, DIVISION, BRANCH

P&DS/Development Branch

[Redacted]

Chie h. Development Branch 29 DEC 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILE</p> <p>General correspondence, memoranda, procedural instructions, and reports relating to internal administrative or housekeeping functions. The files include material on personnel, budget, travel, meetings, equipment, leave and other subjects related to daily activities. Filed according to Agency File System. (1964 to date)</p>	2.0	Temporary. Break file annually; hold for years then destroy.
2.	<p>CHRONO FILES</p> <p>Copies of correspondence and memoranda prepared by the branch. Maintained for reference purposes. (1962 to date)</p>	.6	Temporary. Break file annually; hold for two years then destroy.
3.	<p>PROJECT CASE FILES</p> <p>Reflects complete history of each project from initiation through research or development to completion. Included are requirements, copies of contracts and amendments, technical and progress reports, related correspondence, drawings, notice of completion or cancellation and other documents considered essential to the project. Filed numerically. (1962 to date)</p>	18.0	Permanent. Disposal not authorized. File in an inactive file when project closed; hold for two years then transfer to Agency Records Center.
4.	<p>TECHNICAL COMMITTEE AND BOARD FILES</p> <p>Minutes, agenda, proposals, directives, reports on general operation of the committee and board, and</p>		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0		29 JUL 1965 P
	papers relating to individual projects. (1960 to date)		
	a. Official files maintained by the Secretary or Chairman.	.3	Permanent. Disposal not authorized. Break files each fiscal year; hold for two years then transfer to the Records Center.
	b. Copies of committee or board files maintained by members.		Temporary. Destroy when obsolete or upon termination of membership.
5.	ORGANIZATION REFERENCE FILE		
	Case files on companies, universities and organizations having products or areas of common interest to the Branch. Files contain brochures, capabilities of company, products, general correspondence, technical reports. Filed alphabetically.	16.0	Temporary. Screen files annually and destroy material over two years old.
6.	TECHNICAL SUBJECT FILE		
	a. A central file containing brochures, rejected proposals, copies of reports, manuals, handbooks and other technical and scientific data received from commercial concerns or other sources and used as a reference source for performing research and development. Filed by subject category.	12.0	Temporary. Screen files periodically; destroy duplicate or obsolete material; offer remaining files to the Center Library on a selective basis.
	b. Copies of technical reports, drawings and proposals which are maintained for extra distribution, if required.	.8	Temporary. Retain copies for two years then transfer to Center Library for incorporation with Library Reference files.
	c. A 3x5 card index to technical subject and organizational files. Break down by general subject category. Used as a reference aid.	.2	Temporary. Destroy when file to which card relates is destroyed.
7.	REFERENCE MATERIAL		
	These include the trade magazines, film, textbooks, manuals, brochures, and technical data relating to topics of general interest to the Staff. Maintained for reference purposes.	58.0	Temporary. Screen files periodically and destroy duplicate material or that no longer required for current reference.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	<p>WORKING FILES Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0</p> <p>Individual files maintained by technical personnel such as copies of projects, proposals, background info on contracts, technical documents on topics of specific interest, copies of correspondence, drawings or other source documents, used as background information for performance of official duties. Files are maintained in desks, bookshelves and cabinets. Filing systems vary with the individual.</p>	53.0	<p>20 176 1001 ↗</p> <p>Temporary. Destroy when obsolete or no longer of current interest.</p>
9.	<p>SPECIAL FILM SAMPLES</p> <p>Rolls of film of new collection systems utilized in evaluating exploitation equipment under development. Film is used in-house and by contractors.</p> <p>P&DS/Development Branch/Equipment Performance</p>	46.0	<p>Temporary. Retain until system operational or no longer required. (Average use about 3 years.)</p>
10.	<p>TRADE COMPANY FILE</p> <p>Contains copies of contracts, schematics, and pertinent information on commercial concerns with which the branch becomes involved in maintenance of Center equipment.</p>	4.0	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
11.	<p>EQUIPMENT MAINTENANCE FILE</p> <p>Correspondence, schematics, special maintenance arrangements, labor time certification and information on maintenance of the equipment.</p>	5.0	<p>Temporary. Destroy when equipment released or disposed of.</p>
12.	<p>REFERENCE MATERIAL</p> <p>General textbooks, manuals, and trade magazines pertinent to types of equipment utilized by the Center. Maintained for reference purposes.</p>	3.0	<p>Temporary. Destroy when obsolete or no longer needed.</p>

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RECORDS CENTER Release 2005/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO. 00487A000400180001-0

OFFICE, DIVISION, BRANCH

P&DS/Plans Branch

SIGNATURE

TITLE

DATE

OC/Plans Br.

14 Dec 65

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILE</p> <p>a. Copies of memoranda, correspondence, notices and other documents which are used in the general administration of the branch.</p> <p>b. Copies of correspondence and other papers related to the study and analysis of camera systems, mensuration qualities and the like.</p>	8.0	<p>Temporary. Break files annually; hold for two years and destroy.</p> <p>Temporary. Hold until no longer needed for reference.</p>
2.	<p>CHRONO FILE</p> <p>Extra copies of outgoing correspondence and memoranda prepared by the branch. (1961 to date)</p>	.3	<p>Temporary. Break files annually; hold one year then destroy.</p>
3.	<p>COMMITTEE FILES</p> <p>The agenda, minutes of meetings, directives, reports and those papers reflecting the Center's official position on the problem discussed. Files are maintained by the secretariat to SAFSS and for the Chairman of the Working Group on Ground Photography. (1961 to date)</p>	.3	<p>Permanent. Break files annually; screen and destroy duplicate or obsolete material; hold for two years then transfer to Records Center.</p>
4.	<p>REFERENCE MATERIAL</p> <p>These are technical reference files and manuals relating to aircraft, camera and sensor systems. Maintained for reference and research purposes. Filed by subject category. (1958 to date)</p>	13.0	<p>Temporary. Destroy when obsolete or no longer of current interest. Any material that may have future reference value may be offered to the Center's library.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0</p> <p>TECHNICAL DEVELOPMENT BRIEFING AIDS</p> <p>Briefing aids consisting of briefing boards and vugraphs on technical aspects of future collection systems and on equipment development programs. These aids are used to brief the PI, Collateral Support and others on these new systems.</p>	7.0	Temporary. Destroy when no longer needed for briefings or reference.

OFFICE, DIVISION, BRANCH

SIGNATURE

P&DS/Exploratory Development Laboratory Branch

TITLE Chief, Exploratory Development Laboratory Branch DATE 17 Dec. 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILE</p> <p>Copies of memoranda, contracts and correspondence required for administration of daily activities of a staff engaged in performing experimental laboratory investigations in photographic techniques and equipment. Filed by subject. (1963 to date)</p>	2.0	Temporary. Break file annually; hold two years then destroy.
2.	<p>CHRONO FILE</p> <p>Copies of outgoing correspondence and memoranda prepared by the branch and maintained for quick reference. (1964 to date)</p>	.1	Temporary. Break file annually; hold one year then destroy.
3.	<p>PROJECT FILES</p> <p>Case files maintained on scientific and engineering projects which cover techniques in photography, chemistry, optics, and electronics investigated by the lab. Files contain administrative papers, test and trial results, scientific notes, technical, engineering and progress reports. Filed by project number.</p>	2.0	Permanent. Disposal not authorized. Hold file for two years after project is completed then transfer to the Records Center. (Except lab notebooks containing data duplicated in reports or elsewhere, or those that do not add significantly to the project - destroy six months after project completion.)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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4.	<p>REFERENCE FILES (Scientific)</p> <p>a. Includes catalogs, textbooks, abstracts, manuals, brochures, and copies of publications from commercial concerns on photographic, and scientific equipment, and related fields. Maintained for reference in research and evaluation of photographic techniques and equipment. Filed by category.</p> <p>b. 3 x 5 card index to reference file.</p>	92.0	<p>Temporary. Screen files periodically and destroy duplicate or obsolete materials; those books deemed to have future reference value may be offered to the Center Library for incorporation in the Library.</p> <p>Temporary. Destroy when referenced document is destroyed or removed from EDLB responsibility.</p>
5.	<p>EQUIPMENT PHOTO FILE</p> <p>a. Photographs of equipment of interest in the photographic field. Maintained for reference.</p> <p>b. Index to photographs.</p>	3.0	Temporary. Destroy when no longer of current interest.
6.	<p>IMAGE QUALITY EVALUATION PROGRAM COMMITTEE</p> <p>Files maintained for chairman of committee. Contain reports, minutes of meetings, monthly newsletters, information from commercial concerns, working papers, contractual documents, and other related material. Committee was in existence only during 1965. Drell Committee was forerunner of IQEP.</p> <p>a. Agenda, minutes and official files of the committee.</p> <p>b. Copies of agenda and minutes and other papers accumulated for reference purposes.</p>	.3	Permanent. Disposal not authorized. Hold for two years then transfer to Records Center.
		1.3	Temporary. Destroy after two years.
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RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

Production Services Division, Office of the Chief

SIGNATURE

TITLE

[Redacted Signature]
[Redacted Title]
 3 Jan 66

25

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>DIVISION SUBJECT FILES</p> <p>Consists of copies of correspondence, memoranda, reports and supporting documents related to the administration and management of a division responsible for operating a printing and reproduction facility, a photographic lab, a dissemination control system and courier service. Included in these files are such subjects as budget, equipment and supply, leave, program analysis, travel, training and others. Filed by subject. (1963 to date)</p>	12.0	Temporary. Break files annually; hold for two years then destroy.
2.	<p>CHRONO FILES</p> <p>Copies of outgoing memoranda and correspondence prepared by the Division. (1963 to date)</p>	.3	Temporary. Break file annually; hold one year then destroy.
3.	<p>REQUISITIONS</p> <p>Copy of requisitions for supplies and equipment for the Division. Filed numerically and by fiscal year. (1956 to date)</p>	1.2	Temporary. Break file at end of fiscal year; hold for two years then destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0			
4.	<p>TIME AND ATTENDANCE FILES</p> <p>Card files and time sheets for employees in the division. The time sheets are used for posting differentials, overtime, vacations, and for general administrative reference. (1964 to date)</p> <p>a. T&A cards</p> <p>b. Time sheets</p>	.1 .3	<p>Temporary. Forward to Payroll Unit at end of each period.</p> <p>Temporary. Hold for two years then destroy.</p>
5.	<p>PERSONNEL (Soft) FILES</p> <p>Case files on Division personnel containing copies of personnel actions, training requests, and other papers relating to the employee. File duplicates that maintained in the Personnel Branch of Support Staff. Filed alphabetically; maintained for daily operating purposes. (1962 to date)</p>	1.5	<p>Temporary. Destroy when employee leaves the Division. (If transferred within the Center, forward folder to gaining office, if desired)</p>
6.	<p>COMMITTEE AND BOARD FILES</p> <p>These contain copies of minutes, agenda, reports from subcommittees, and pertinent papers relating to items of interest. Files are maintained for members of the Production Board, COMOR, Technical Development Board, Operations Board, and such other groups drawing membership from this Division. Maintained according to appropriate committee or group.</p>	5.0	<p>Temporary. Destroy when membership is cancelled; screen periodically and destroy duplicate or obsolete materials.</p>
7.	<p>REFERENCE PUBLICATIONS</p> <p>a. Includes copies of Agency and NPIC regulations, notices and handbooks which are retained for reference purposes.</p>	1.0	<p>Temporary. Destroy as superseded or when obsolete.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0</p> <p>b. Brochures, magazines, supply catalogues, and other technical reference materials relating to photographic and printing and reproduction equipment or supplies.</p> <p>OPERATIONAL REQUIREMENTS</p> <p>Advance copy of requirements which alert Division as to reproduction, film or lab work to prepare for. Used for reference purposes while project is in process in the Division. Filed numerically. (1964 to date)</p>	3.0	Temporary. Destroy as superseded or when no longer needed for current reference.
9.	<p>REPORT FILES</p> <p>Monthly machine runs of MIS reports showing production, time and progress. (1964 to date)</p>	.5	Temporary. Hold for one fiscal year then destroy.
10.	<p>CONTROL FOR PHOTO MOSAICS</p> <p>Control logs and copies of memoranda showing receipt or dissemination of mosaics. (1964 to date)</p>	1.0	Temporary. Break files annually; hold one year then destroy.
11.	<p>WORKING FILES</p> <p>Copies of materials used at meetings, brochures, photos, books or other papers which are of personal interest to the chief or his deputy or utilized in daily activities.</p>	3.0	Temporary. Destroy reference materials when no longer of current interest; incorporate official records in appropriate files when daily activity ceases.

SECRET

OFFICE, DIVISION, BRANCH		SCHEDULE NO.	
PSD/Reproduction and Printing Branch		SIGNATURE	
		TITLE	<i>W. J. ...</i> DATE <i>3 Jan 66</i>
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH SUBJECT FILE Copies of memoranda, reports, and related papers pertaining to the administration of branch activities. Included are copies of personnel action requests, rerun logs, monthly production reports, and others relating to printing and reproduction activities.	2.0	Temporary. Break file annually; hold for two years then destroy.
2.	REFERENCE MATERIALS These are supply catalogues, equipment catalogues, copies of finished reports, and paper samples. Maintained for reference purposes.	22.6	Temporary. Destroy when superseded or obsolete.
3.	SUPPLY INDEX FILE Maintained on supply items utilized in the reproduction processes. The index contains description of item, cost and vendor	.4	Temporary. Destroy when superseded or no longer of current interest.
4.	REQUISITION FILES Copies of requisitions and work orders for printing services levied on the branch. Filed numerically. (1963 to date)	8.0	Temporary. Break file annually; hold for one year then destroy.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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5.	JOB CONTROL CARD FILE Retained for control of production and cross reference to requisitions and work orders.	2.0	Temporary. Break file annually; hold one year then destroy.
6.	BACKGROUND MATERIALS Copies of maps, negatives, photographs and similar material utilized by the stripping section in preparation of maps or other graphics to service requests.	14.0	Temporary. Destroy when no longer needed for reference purposes.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0			

RECORDS CONTROL SCHEDULE
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

SIGNATURE

PSD/Photo Lab Branch

TITLE

W. C. [unclear] 3 Jan 66

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILES</p> <p>Copies of correspondence, memoranda, notices and other documents used in supervision of branch personnel and for daily activities. Subjects include training, notices, supplies, requisitions, invoices, quality control, reports, and others. Filed by subject. (1963 to date)</p>	3.5	Temporary. Break file annually; hold for one year then destroy.
2.	<p>PERSONNEL (Soft) FILES</p> <p>Case files on Branch personnel essentially duplicated at the Division level. Contains copies of actions relating to lab employees. Maintained for daily activities.</p>	2.0	Temporary. Destroy when employee leaves the Branch.
3.	<p>PHOTOGRAPH FILE (Personalities)</p> <p>Contains negatives, half tones and pictures of Center personnel. Identification badges or ID cards are produced within this area. Filed alphabetically.</p>	.5	Temporary. Hold for six months after employee resigns; then destroy.
4.	<p>EQUIPMENT RECORD AND SERVICE CARD</p> <p>These are 5x8 cards maintained on non-expendable equipment, quality control equipment and supplies, and on work orders for repairs. Files used for planning, ordering and control over equipment. Filed alphabetically or chronologically.</p>	.3	Temporary. Hold work orders for one year then destroy; retain other card files until equipment or materials have been released or exhausted.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	EQUIPMENT INDEX These are 5x8 cards on all equipment and materials used in the Photo Lab. Cards contain type of equipment, vendor, prices, inventory on hand, and other pertinent information. Reference is made in preparing requisitions for reordering parts or supplies. (1963 to date)	.5	Temporary. Destroy when obsolete or superseded.
6.	REFERENCE MATERIALS These are both classified and unclassified brochures, studies, catalogues, handbooks, operating manuals and related material on photography, reproduction and printing equipment and supplies, quality controls and various other topics of interest to the lab. Used to keep abreast of current developments, for purchasing or requisitioning and for general reference. a. Classified manuals and DMJM studies. b. Unclassified reference publications.	4.0 15.0	Temporary. Transfer to Building Services Branch to incorporate in a master file. Temporary. Destroy when no longer of current interest.
7.	FILM NEGATIVES Film negatives of classified photographs or graphics used in Center projects. Filed by project number.	4.0	Temporary. Destroy when no longer needed for reference purposes.

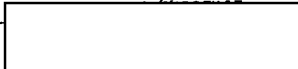
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0

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OFFICE, DIVISION, BRANCH		SIGNATURE	
PSD/Information Control Branch			
		TITLE	DATE
		<i>Spec P det</i>	<i>3 Jun 66</i>
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH SUBJECT FILES Copies of correspondence, memoranda and reports which are used for daily administration and management of branch activities. Files include material relating to collection, communication, equipment, security, vehicles, reports and others. Filed by subject. (1964 to date)	1.5	Temporary. Break file annually; hold for two years then destroy.
2.	SECTION ADMINISTRATIVE & WORKING FILES These files pertain to the operation of the courier service for the Center. Included are the courier log, record of trips, duty roster, schedule of trips, mail inventory, time worked, and related memoranda, instructions or other support papers. Filed by subject category or chronologically. (1956 to date)	1.0	Temporary. Destroy after 6 months or when superseded.
3.	REGISTRY CONTROL RECORDS Various types of control media used for recording receipt, routing and dissemination of incoming and outgoing documents and materials. (1956 to date)		
	a. Courier Receipts. Filed by office, component or agency.	42.0	Temporary. Destroy after 12 months. Break files monthly; then destroy receipts on a monthly basis.

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	b. Document Receipts. Signed copies of document receipts and non-NPIC courier receipts for all classes of material which were returned by recipients.	1.8	Temporary. Break files annually; hold for two years then destroy.
	c. Control Cards. 3X5 cards used to denote routing or distribution of individual documents. In some instances, recipient initials card acknowledging receipt of document.		
	(1) TCS Cards. Filed in rotaries, cabinets and on desks. Also Top Secret control cards.	27.7	Temporary. Destroy 10 years after document has been downgraded, destroyed or transferred out of the control area. TCS cards may be sent to the Records Center after 2 years.
	(2) Collateral Cards. Those maintained on cables, pouches, and on Secret and below materials.		Temporary. Destroy after one year.
	d. Overseas Manifests. The returned receipted copies of manifests containing lists of documents or materials sent via pouch.	15.0	Temporary. Break file annually; hold five years then destroy
	e. Incoming Shipment Documents Manifests. Record of receipt of film by mission for NPIC or for transshipment.	14.0	Temporary. Break files annually; hold one year then destroy.
4.	FINISHED PUBLICATIONS		
	Copies of all documents, reports, briefs, mosaics, overlays and other productions produced by the Center. (1956 to date)	2200.0	Permanent. Disposal not authorized. Set aside one copy by category; retire to Records Center at end of each calendar year.
	a. Record Copies. One copy of each final product such as IPIR's, MCI's, Briefings, Joint Reports, JMCI's, GMALC, Finished Mosaics, overlays, and all other NPIC finished products, (except film - see item 10).		
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>b. Extra Copies. Copies of all productions, negatives, and reports retained for supplemental distribution and for reference purposes.</p>	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0</p>	<p>Temporary. Over a five year period, reduce holdings until two copies remain for reference purposes. Destroy when no longer needed for reference purposes.</p>
5.	<p>WAC CHARTS AND OVERLAYS</p> <p>Oversized charts and original overlays used as an index to identify specific areas or films desired for further analysis. Maintained in large heavy binders (25x28x36). Filed by WAC number.</p> <p>(1956 to date)</p>	360.0	Permanent. Disposal not authorized. When no longer needed in current files area, transfer to the Records Center.
6.	<p>INDEX FILES</p> <p>Copies of film acquisition lists, mission coverage plots, reports listings, and machine listings used as index to the film library and cross reference to WAC's.</p>	4.5	Permanent. Disposal not authorized, retain in current file area for reference purposes.
7.	<p>MISSION FILM CONTROL</p> <p>A master file containing information on internal and external movement of film; cables in advance of mission, MIS report information, cross reference to manifest, dissemination and other related data. Filed by Mission number.</p> <p>(1956 to date)</p>	63.0	Permanent. Disposal not authorized. Transfer to the Records Center when no longer required for current reference.
8.	<p>REPORT FILE</p> <p>Daily entries of mission input report which is consolidated into a weekly statistical report and disseminated to other divisions in the Center.</p>	.2	Temporary. Destroy after six months.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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9.	FILM CONTROL FILE		
	a. These are tab cards used for recording charge outs of film removed from the library.	19.2	Temporary. Destroy when card is filled and a new card made.
	b. Charge-out receipts containing signature of individual picking up film.	4.2	Temporary. Destroy when film is returned to the film library.
10.	FILM LIBRARY		
	Reels of film maintained on all missions. These are multiple copies on those less than one year; single copies on others. (1956 to date)	9225.0	Disposition of film in accordance with NPIC NOTICE NO. 70-1-2.

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CONCURRENCE

DIVISION, BRANCH

Collateral Support Division/Office of the Chief

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Chief, Collateral Support Div. 30 Dec. 1965

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>DIVISION SUBJECT FILES</p> <p>Copies of correspondence, reports, and memoranda accumulated in supervising Division engaged in research and reference support for NPIC activities. Included are such subjects as accounting, budget, equipment and supply, committees, personnel, security and others. Filed according to Agency file manual. (1963 to date)</p>	5.3	Temporary. Break files annually; hold two years then destroy.
2.	<p>CHRONO FILE</p> <p>Extra copies of correspondence prepared in the Division. Retained for quick reference. (1963 to date)</p>	1.0	Temporary. Break files annually; hold one year then destroy.
3.	<p>PERSONNEL FILES (SOFT)</p> <p>Individual folders on Division personnel containing personnel, biographic and training data.</p>	1.3	Temporary. Destroy one month after employee leaves the Division.
4.	<p>TRAINING FILES</p> <p>An 8 x 11 card file to monitor and maintain internal and external training of Division employees. Filed alphabetically.</p>	.1	Temporary. Incorporate in personnel folders (item 3) when employee leaves the Division.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0</p> <p>APPLICANT FILES</p> <p>An 8 x 11 card file maintained on prospective employees for the Division. Cards contain sketchy biographic data and current personnel processing information. Filed alphabetically.</p>	.1	Temporary. Incorporate in personnel folders when employee enters on duty; if applicant not employed, retain for two months then destroy.
6.	<p>REFERENCE PUBLICATIONS</p> <p>These include technical manuals, Agency Regulations and Notices, library books and other publications maintained for reference purposes.</p>	5.0	Temporary. Destroy when superseded or no longer needed for current reference, except that books will be returned to the library when no longer needed.
7.	<p>LOG RECORDS</p> <p>Various types of logs used to record receipt and routing of System material, cables, requisitions, documents and photos.</p> <p style="padding-left: 40px;">(1963 to date)</p> <p style="padding-left: 20px;">a. Top Secret and Systems Logs.</p> <p style="padding-left: 20px;">b. Other Logs.</p>	1.0	<p>Temporary. Destroy 10 years after document has been downgraded, destroyed or transferred from the Division.</p> <p>Temporary. Break file annually; hold for one year then destroy.</p>

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RECORDS CONTROL SCHEDULE		CONCURRENCE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
OFFICE, DIVISION, BRANCH			
CSD/Research Branch, Office of the Chief		Chief, Collateral Support Div. 30 Dec. 1965	
1.	<p>BRANCH ADMINISTRATION FILE</p> <p>Copies of correspondence, memoranda, reports, notices, and other papers required for supervising activities of the Branch. Included in the files are such subjects as meetings, personnel, training, printing and reproduction, reports, security, training, travel and others. Filed according to subject. (1962 to date)</p>	8.0	Temporary. Break files annually; hold for two years then destroy.
2.	<p>PERSONNEL FILES (Soft)</p> <p>a. Individual folders on branch personnel containing copies of personnel actions, training data, clearances held, security and personnel locator information.</p> <p>b. These are eyes only personnel files and fitness reports maintained by the chief on members of the branch.</p>	1.0	Temporary. Retain for one month after employee leaves the Division then destroy.
3.	<p>REFERENCE AND WORKING FILES</p> <p>These are technical publications, manuals, and working materials being used on current projects.</p>	5.0	Temporary. Destroy when employee leaves the Division.
4.	<p>CABLE FILE</p> <p>Copies of cables relating to missions that are maintained for branch and division reference. Filed numerically by cable number.</p>	3.5	Temporary. Upon completion of project return on loan materials to source; destroy remaining files when obsolete or no longer needed for reference purposes.
		3.0	Temporary. Maintain a 12 month level; destroy on a monthly basis the oldest cables when current month is filed.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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5.	SPECIAL OPERATIONAL MEMOS AND COMOR LISTINGS Sensitive Documents for which special clearances are required. Files are maintained in a combination safe located in N B Section to which access is limited.	4.0	Temporary. Disposal not authorized.
6.	BRIEFING BOARD NOTES Copies of Briefing notes and cross indexes to notes which are prepared by CSD. (Original is routed to Director, NPIC and later forwarded to the Briefing Board Unit in Reference Branch for filing.) Copies maintained for reference and background information. Filed by mission name or number. (1957 to date)	9.0	Temporary. Retain indefinitely in current files area. Destroy when no longer needed for reference purposes.

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SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	TARGET BRIEFING STAFF DOCUMENT CONTROL FILES		
	a. A 5x8 card file to log in receipt of documents received by the Staff. Contains the document name, control and copy numbers. Used as a locator file.	.4	Temporary. Destroy when document is destroyed or released from custody of the Staff.
	b. Destruction log to record destruction of accountable documents. One copy is forwarded to the Registry Section.	.1	Temporary. Destroy two years after destruction of document.
8.	REFERENCE FILES		
	These include maps, charts, overlays, COMOR, NIS gazettæers, DIA reports and other types of reference materials which are used in support of target selections or servicing requirements levied on the Staff. Filed by subject, number or geographically.	86.0	Temporary. Destroy when superseded or no longer needed for current reference.

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OFFICE, DIVISION, BRANCH

CSO Research Branch/Military Logistics Unit

Chief, Collateral Support Div. 30 Dec. 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	UNIT ADMINISTRATIVE FILE Copies of correspondence, reports, personnel actions and other support type papers used in daily supervision of unit activities. Filed by subject. (1963 to date)	1.0	Temporary. Review files annually and destroy material over one year or when no longer needed.
2.	CABLE LOG Log maintained on cables received in the unit. Working agreement with PAG for routing of all cables to PAG for information purposes.	1.5	Temporary. Break file annually; hold one year then destroy.
3.	DOCUMENT RECEIPTS Special project MILOB requires control of documents on loan to the unit until project is completed.	1.0	Temporary. Destroy upon completion of project.
4.	REFERENCE AND RESEARCH FILES These are collections of research materials maintained as section files or by individual analysts in areas of particular interests. Files are used in daily research in support of unit activities relating to military and naval logistics, aircrafts and related fields. Used also in updating targets, preparing briefing boards and briefing notes and to support other functions assigned to the branch. The files include, but are not necessarily limited to:	76.5	Temporary. Screen files periodically. Destroy when superseded, obsolete or no longer needed for current reference purposes.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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	<ul style="list-style-type: none"> a. Briefing notes. b. Technical Manuals and Handbooks c. Photographs d. Maps and Charts e. PI Keys f. Cables g. Bombing Encyclopedias, Target Listings h. Card files and machine listings. 		

RECORDS CONTROL RELEASE 2005/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO.

25

CONCURRENCE

OFFICE, DIVISION, BRANCH

CSD/Research Branch, Non Soviet Bloc Section

TITLE

C/CSD

(30 Dec 1965)

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>SECTION ADMINISTRATION FILE</p> <p>Copies of correspondence, memoranda, notices and reports required for daily supervision of branch activities. Included are papers relating to training, travel, T/O, personnel, requirements, reports and others. Filed by subject category. (1963 to date)</p>	3.0	Temporary. Break files annually; hold for one year then destroy.
2.	<p>CHRONO FILES</p> <p>Copies of correspondence generated by the Section. Filed chronologically. (1963 to date)</p>	1.0	Temporary. Break file annually; hold one year then destroy.
3.	<p>REFERENCE MATERIALS</p> <p>These are current working files and reference materials used by the chief of the section, such as manpower and statistical information, cables, training schedules, committee notes, and others. (1963 to date)</p>	4.0	Temporary. Screen files periodically and destroy material no longer having current interest.
4.	<p>RESEARCH AND BACKGROUND FILE</p> <p>These are collections of research and reference materials maintained as section files for use by the analysts according to individual needs or interests. Files are used in daily research for updating targets, preparing briefing notes, to support branch functions, and to service requirements levied on the area.</p>	512.0	Temporary. Screen files periodically and return on loan material to source; destroy other material when obsolete or no longer needed for current reference.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0</p> <p>Analysts and files are organized in units; the Latin American, Far East, Southeast Asia, and Middle East/Africa Units. The files consist of but are not limited to:</p> <ul style="list-style-type: none"> a. Intelligence Reports - both CIA and other sources b. Photos, prints, negatives, and film c. Technical manuals and handbooks d. Cables and dispatches e. WAC charts and maps f. Machine listings and cards g. Briefing boards and notes h. PI Keys, Bombing Encyclopedias i. NIS gazetteers, target briefs j. Overlays, display materials k. Ground and aerial photo handbooks l. Text books and other collateral support materials <p>ANALYSTS WORKING FILES</p> <p>Collections brought together by individual analysts while working on specific projects or requirements.</p>	10.0	<p>Temporary. Return material to proper files when project complete; destroy remainder when no longer needed.</p>

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OFFICE, DIVISION, BRANCH

CSD/Research Branch, Soviet Bloc Section

Chief, Collateral Support Div. 30 Dec. 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>SECTION ADMINISTRATION FILES</p> <p>Copies of memoranda, reports, cables, statistics and other support type papers required for supervision of daily activities of the section. Included are files relating to budget, training, personnel, requests, reports, security, T&A's and other similar subjects. Filed by subject category.</p> <p>(1964 to date)</p>	4.5	<p>Temporary. Break files annually; hold for two years then destroy. Material of current value should be brought forward.</p>
2.	<p>PERSONNEL FOLDERS (Soft Files)</p> <p>Individual folders maintained on personnel in the section. Maintained for administrative purposes. Filed alphabetically.</p>	1.3	<p>Temporary. Destroy one month after employee leaves the Division.</p>
3.	<p>REQUIREMENTS FILE</p> <p>Copies of requirements levied on the Division. Filed numerically.</p>	.1	<p>Temporary. Destroy one year after requirement has been fulfilled.</p>
4.	<p>CONTROL RECORDS</p> <p>Records maintained as control media for film, documents, or other materials borrowed by the section to support their activity.</p> <p>(1964 to date)</p>	.7	<p>Temporary. Destroy one month after material has been returned to source.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0</p> <p>RESEARCH AND BACKGROUND FILES</p> <p>These are research and reference materials maintained as section files or by individuals according to their interests. Files are used in daily research, in plotting targets, and to support daily functions for which the section is responsible. These include, but are not limited to:</p> <ul style="list-style-type: none"> a. Target Summaries, Overlays and Master Target Location Files. b. Photographic Readout Reports. c. Machine Listings of Mission Data, Industrial Installations. d. Photography Files. e. Books, brochures, handbooks, and other reference aids. 	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0</p> <p>46.4</p> <p>10.7</p> <p>8.0</p> <p>1.6</p> <p>17.0</p>	<p>Temporary. Screen files periodically. Destroy when superseded, obsolete, or no longer needed for reference purposes.</p>

RECORDS CONTROL SCHEDULE 2605/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO.

25

CONCURRENCE

OFFICE, DIVISION, BRANCH

CSD/Research Branch, Sov Bloc Section Industrial Unit

Chief, Collateral Support Div. 30 Dec. 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>UNIT ADMINISTRATIVE FILE</p> <p>Contains copies of correspondence, memoranda, reports and statistics used in supervision of day to day activities. Filed by subject.</p>	1.0	<p>Temporary. Review file annually; destroy material over one year or when no longer needed.</p>
2.	<p>REFERENCE AND RESEARCH FILES</p> <p>These are collections of research and reference materials maintained by the unit or individual analysts by areas or topics of specific interests. Files are used for daily research in support of unit activities relating to industrial fields, processes and events. Used to update targets, answer requirements, prepare briefing notes or to support other functions for which the unit is responsible. The files include but are not limited to:</p> <ul style="list-style-type: none"> a. Briefing notes b. Bombing Encyclopedia, Target listings c. Photographs and graphics d. Handbook and technical manuals e. Machine listings and card files f. Cables g. Maps and charts 	71.0	<p>Temporary. Screen files periodically. Destroy when superseded, obsolete or no longer needed for current reference purposes.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0</p> <p>h. Testbooks and brochures</p> <p>i. Reports</p> <p>j. PI Keys</p>		

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RECORDS CONTROL SCHEDULE

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SECRET

SCHEDULE NO.

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CONCURRENCE

OFFICE, DIVISION, BRANCH

CSD/Research Branch, Sov Bloc Section, ABC Unit

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Chief, Collateral Support Div. 30 Dec. 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>RESEARCH AND REFERENCE FILES</p> <p>These are collections of materials for re- search and reference purposes maintained by the unit or by each analyst in areas of specific interests. Files are used for daily research in support of requirements levied on the office, to prepare briefing boards and notes, and to support other functions for which the unit is responsible. The files include but are not limited to:</p> <ul style="list-style-type: none"> a. Books, encyclopedias b. Handbooks and technical manuals c. Reports d. Photographs and graphics e. PI Keys f. Other collateral material 	50.0	<p>Temporary. Screen files periodically. Destroy when obsolete, superseded or no longer needed for current reference.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0

OFFICE, DIVISION, BRANCH

CSD/Research Branch, Soviet Bloc Missile Unit

Chief, Collateral Support Div. 30 Dec. 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>PROJECT INFORMATION RECORD</p> <p>Copies of projects assigned to the Division to maintain control and status of projects and used for reporting purposes. Filed by project number. Current.</p>	1.0	<p>Temporary. Place in inactive file at completion of project; retain for one fiscal year then destroy.</p>
2.	<p>REFERENCE AND RESEARCH FILES</p> <p>These are collections of research and reference materials maintained as section files or by individual analysts according to their interests. Files are used in daily research for plotting, planning and reporting on missiles, updating targets, for preparing briefings and to support daily functions for which the section is responsible. These include but are not limited to:</p> <ul style="list-style-type: none"> a. WAC cards and IBM card files b. Published reports, target briefs c. Photos, negatives d. Charts and maps e. Machine listings f. Brochures, Handbooks g. Cables h. Briefing Boards and notes 	146.5	<p>Temporary. Screen files periodically. Destroy when superseded, obsolete or no longer needed for reference purposes.</p>

OFFICE, DIVISION, BRANCH

CONCURRENCE

CSD/Reference Branch/Office of the Chief

Chief, Collateral Support Div. 30 Dec 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILES</p> <p>Copies of correspondence, memoranda, requisitions, notices, and other papers required for administration of daily activities of the branch responsible for procuring, processing and supplying general reference service and materials. Included are such subjects as personnel, printing and reproduction, reports, security, training, meetings, budget, and others. Filed according to Agency File Manual. (1964 to date)</p>	4.0	Temporary. Break file annually; hold one year then destroy.
2.	<p>BRANCH PERSONNEL FILES</p> <p>Individual folders on branch personnel containing personnel actions, biographic information and locator information. Filed alphabetically.</p>	.5	Temporary. Destroy when employee leaves the Center; if employee transfers within the Center offer to gaining office, otherwise destroy.
3.	<p>TIME AND ATTENDANCE RECORDS</p> <p>Individual folders for all employees to maintain record of time worked and leave taken. For overtime, individual sheets are maintained quarterly. For regular, leave sheets are maintained by six-month periods. (1964 to date)</p>	1.0	Temporary. Destroy when six months old.

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO.

28-66

CONCURRENCE

OFFICE, DIVISION, BRANCH

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CSD/Reference Branch/Reports Analysis Section

Chief, Collateral Support Div. 30 Dec 1965

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>REPORTS ANALYSIS ADMINISTRATIVE FILES</p> <p>Copies of memoranda, personnel records and statistical data used for daily administration of section activities. Included are transmittal memos, personnel data, and statistical information. Filed by subject category.</p> <p>(1957 to date)</p>	3.0	<p>Temporary. Break file annually; destroy material over one year or when no longer needed for current activities.</p>
2.	<p>BACKGROUND AND REFERENCE MATERIAL</p> <p>These are reference materials maintained and used by individual analysts in servicing requests or in processing materials for reference purposes. Includes, but not limited to, WAC charts, special listings, all source listings, gazetteers, encyclopedias, manuals, target briefs and listings, PI reports, and others.</p>	145.5	<p>Temporary. Destroy when obsolete or no longer of current interest; library materials should be returned to the appropriate library.</p>
3.	<p>WORKING FILES</p> <p>These are photomosaics, attache reports, PI reports and other current materials received daily for indexing or processing for the computer, minicard system or for general reference service. The area serves as a staging or processing area.</p>	55.5	<p>Temporary. Incorporate in appropriate reference files after processing is completed.</p>

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OFFICE, DIVISION, BRANCH

25X

CSD/Reference Branch/Information Section

Chief, Collateral Support Div. 30 Dec 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>SECTION ADMINISTRATION FILE</p> <p>Copies of memoranda, reports and listings relating to personnel, security, training, fiscal, requirements, and others which are required for daily supervision of section activities. Filed by subject.</p>	5.0	Temporary. Break file annually; hold for one year then destroy.
2.	<p>ACQUISITION AND PURCHASE ORDER FILES</p> <p>Suballottee's record of books, periodicals, and other items procured for the NPIC collection through the Agency's main library. Maintained as a suspense for items ordered and as a running record of monies spent. Filed alphabetically by title. (1962 to date)</p>	2.5	Temporary. Retain for three fiscal years then destroy (audit copies of purchase orders maintained in OCR Library).
3.	<p>READING PANEL FILES</p> <p>A collection of classified materials received and reviewed daily for referral to the reading panel each week. Current.</p>	10.0	Temporary. Incorporate in related files, if to be retained, otherwise destroy when panel has completed review.
4.	<p>ADDRESSOGRAPH FILE</p> <p>Name plates for library users. Used for expediting charge outs.</p>	.2	Temporary. Destroy when revised or when individual leaves the Center.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0			
5.	<p data-bbox="285 1024 643 1052">LIBRARY REFERENCE COLLECTIONS</p> <p data-bbox="285 1073 837 1272">These include the selected reference collections, other than maps and photographs, that are maintained by the Library for reference purposes or to support the Center activities. Material is both catalogued and non-catalogued according to library standards. These include but are not necessarily limited to:</p> <ul style="list-style-type: none"> <li data-bbox="342 1297 781 1325">a. Books, encyclopedias, handbooks. <li data-bbox="285 1346 740 1398">b. Periodicals and microfilm of periodicals. <li data-bbox="342 1419 683 1446">c. Magazines and pamphlets. <li data-bbox="342 1467 659 1495">d. Documents, PI Reports. <li data-bbox="285 1516 789 1589">e. Special collections of sensitive reports, RD files, systems material, top secret documents, etc. <li data-bbox="342 1610 837 1638">f. Atlases, indexes, special references <li data-bbox="285 1659 837 1717">g. PI Keys and supplemental supply for distribution to photo interpreters. 	1922.0	<p data-bbox="1016 1073 1552 1251">Temporary. Dispose of individual collections in accordance with library usage and needs; except that extra copies of PI Keys may be transferred to the Records Center to be held for supplemental distribution by the library. (A graduated schedule for reducing these holdings to be submitted).</p> <p data-bbox="1016 1482 1471 1608"><i>di</i> <i>e.</i> Temporary. Transfer to Records Ctr when inactive. Hold material dated prior to 1961 for 5 years then destroy. Material dated 1961 and later hold in Ctr 5 years then destroy.</p> <p data-bbox="1227 1608 1568 1661"><i>See APIC memo 19 Apr 1967</i> <i>RAS " 27 Apr. RD.</i></p>
6.	<p data-bbox="285 1738 496 1766">UNPROCESSED BOOKS</p> <p data-bbox="285 1787 862 1885">These are books to be added to the library collection. Books are received daily and must be reviewed, recorded, catalogued, and processed into the collections.</p>	58.5	<p data-bbox="1016 1787 1568 1839">Temporary. File with appropriate collection when processing is completed.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	<p>LIBRARY REFERENCE AIDS</p> <p>These are instructions, indexes, subject headings, listings, catalogs, card files, and other reference tools maintained by individual readers and catalogers to facilitate and expedite daily activities.</p>	16.0	<p>Temporary. Destroy when obsolete, superseded or no longer needed for current reference.</p>
8.	<p>CIRCULATION RECORDS</p> <p>A charge out control of items on loan to or from the library collections. Generally, records are on 5x8 cards and maintained alphabetically by name or title.</p> <p>a. Top Secret and Systems Material</p> <p>b. Secret and below documents and books.</p> <p>c. Interlibrary loans.</p> <p>d. Restricted Data Controls</p> <p>1. Includes source cards and charge out records.</p> <p>2. Access authorization for RD material.</p> <p>e. Request Items</p> <p>Copies of requests for items outside the Center or for retention copies of documents.</p>	<p>3.5</p> <p>1.0</p> <p>.5</p> <p>.2</p> <p>.1</p> <p>.5</p>	<p>Temporary. Destroy 10 years after document has been downgraded, destroyed or transferred from custody. Transfer inactive files to Records Center at end of each year.</p> <p>Temporary. Destroy when item is returned.</p> <p>Temporary. Destroy one year after item is returned.</p> <p>Temporary. Retain for two years after document has been removed from the collection and accountability has been made to OSI.</p> <p>Temporary. Destroy two years after authorization expires.</p> <p>Temporary. Destroy when request is satisfied.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0			
	f. Distribution File		
	A 5x8 card file for recording automatic distribution of specific reports. Contains the document citation and other control information.	.1	Temporary. Destroy when no longer needed for reference purposes.
9.	DESTRUCTION RECORDS		
	Copies of certificates attesting to destruction of accountable documents. Original forwarded to Registry Branch.	.7	Temporary. Destroy two years after destruction notice.
10.	REQUIREMENTS FILE		
	Copies of requests for service or requirements serviced by the library together with signature of requester who acknowledges receipt of materials.	.2	Temporary. Destroy two years after requirement is filled.
11.	PUBLICATIONS LOG		
	Record of incoming publications received. Filed chronologically. (1962 to date)	2.0	Temporary. Destroy when no longer needed for reference purposes.
12.	DOCUMENT INVENTORY FILE		
	A master and shelf copy tab cards prepared on all documents in the library. System is in experimental stage and when fully operable will replace individual listings, card files and charge out files.	3.0	Temporary. Destroy when document is removed from collection.
13.	CARD CATALOG AND INDEX FILES		
	These consist of the cards, listings or other formats used to index, catalog and locate items in the library.	25.6	Temporary. Destroy when superseded, revised or when item is withdrawn from library collection.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0			

OFFICE, DIVISION, BRANCH

SIGN

CSD/Reference Branch/Photo Reference Section

TITLE Chief, Collateral Support Div. 30 Dec. 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>SECTION ADMINISTRATIVE FILE</p> <p>Copies of memoranda, reports, minutes of meetings, requirements, rosters and other papers used for administration of daily activities within the section. Included are such subjects as training, security, reports, minutes, organization, requirements, PI procedures, procurement and others. Filed chronologically and by subject.</p> <p>(1962 to date)</p>	.7	Temporary. Break files annually; hold for one year then destroy.
2.	<p>CABLE FILES</p> <p>Copies of cables which relate to missions or to merchant shipping in which section is interested. Filed chronologically and held for reference purposes.</p> <p>(1963 to date)</p> <p>a. Merchant Marine shipping cables.</p> <p>b. PIR reports relating to missions.</p>	1.5 1.5	Temporary. Destroy when six months old. Temporary. Break file annually; hold one year then destroy.
3.	<p>INDEXES AND LISTINGS</p> <p>IBM listings to system and DIA non-system missions; to sanitized and downgraded material; index to briefing materials, and small scale photos which serve as an index to world-wide aerial coverage. Filed numerically or alphabetically as appropriate.</p> <p>(1954 to date)</p>	4.0	Temporary. Destroy when superseded or revised.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<p>REFERENCE FILES</p> <p>Consists of pamphlets, periodicals, PI Keys, brochures and various publications on areas of interest to the section.</p>	1.5	Temporary. Destroy when superseded or obsolete.
5.	<p>PHOTO FILES</p> <p>These are prints of photography of high priority targets, deck cargoes, shipping, the Genetrix and the GX files. Sizes vary from 4x6, 9x9 and 8x10. Photos are used for comparison purposes, for preparing briefing boards, and photo interpretation training. Filed alphabetically and/or numerically. (1941 to date)</p>	99.0	Temporary. Screen files periodically and destroy when new or better photographs are received or available.
6.	<p>MOTION PICTURE FILES</p> <p>a. Consists of films on loan from sources outside NPIC to be exploited for possible use in the Center.</p>	3.0	Temporary. Return to source when review of film is completed.
	<p>b. Film references, catalogues, cards and requests for films.</p>	3.0	Temporary. Destroy when superseded or at the end of each year.
7.	<p>BRIEFING MATERIALS</p> <p>These are briefing boards used to brief visitors on activities of the section.</p>	16.0	Temporary. Destroy as revised or superseded.
8.	<p>WORKING FILES</p> <p>Copies of DOD reports and enclosures for review for possible use by the section and for paneling purposes. Filed by report number. Current.</p>	30.0	Temporary. Hold for 90 days then transfer to Reference Branch for additional processing.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0</p> <p>CAMOUFLAGE FILE</p> <p>A collection of photos, vugraphs, reports and other materials relating to camouflage techniques. Useful for operational and reference purposes. Files are maintained in ring-binders and filed by country, item or number. Collection contains techniques dating back to 1914.</p>	16.0	Temporary. Screen files periodically and destroy material having no further value.

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RECORDS CONTROL SCHEDULE NO. 2005/11/21 : CIA-RDP78-00487A000400180001-0

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

CSD/Reference Branch/Maps Section

TITLE

Chief, Collateral Support Div. 30 Dec. 1965

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>CARD FILES AND INDEXES</p> <p>These are 3x5, 5x8 and legal size indices to reference collections housed in the area or indicating where or when materials may be obtained. Used as a finding aid and for reference purposes. Filed numerically or alphabetically.</p>	11.7	Temporary. Destroy when items to which index relates is destroyed.
2.	<p>MAP COLLECTIONS</p> <p>These are maps of various sizes that are used for servicing requests for maps for briefings, planning, reference and for special purposes. Filed numerically or by area. Maintained in map cases and on shelves. (1959 to date)</p>	4861.5	Temporary. Retain levels sufficient for stock control purposes; destroy when superseded.
3.	<p>FILM CHIP FILE</p> <p>Special collections of chips maintained for reference by PI's in making comparison analyses. Chips are either 3x 9 or 9x12" and are filed numerically.</p>	12.0	Temporary. Destroy when no longer needed for reference purposes.
4.	<p>LOAN AND PROCUREMENT FILE</p> <p>A 5x8 card file maintained for control on loaned materials.</p>	1.0	Temporary. Destroy three months after loaned material is returned.
5.	<p>REQUIREMENTS FILE</p> <p>Copies of requirements or requests submitted to the Section. Filed numerically.</p>	2.0	Temporary. Cut off at end of six months; hold six months and destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0			
6.	<p>REFERENCE FILES</p> <p>These are AMS catalogues, Bombing Encyclopedias, Map Indexes, gazetteers, dictionaries and other general reference materials. required by analysts to aid in searches for information or to reply to inquiries. Maintained by category.</p>	27.0	Temporary. Destroy when superseded, obsolete or no longer needed for reference purposes.
7.	<p>BRIEFING FILES</p> <p>These are various collections developed in the Center for use as briefing media in support of substantive briefings on missions and specific areas of current interest. (briefing materials on technical, statistical or other areas are maintained by the Division having responsibility). Generally, upon receipt of a new mission annotated photographs of highlights of the mission are mounted on briefing boards. These are essentially duplicated on vugraphs, photo prints, lantern slides and film negatives. In addition, briefing notes are prepared to aid the briefer, and in some instances, photographs are included in the detailed report of the mission. Filed by mission.</p> <p>(1956 to date)</p> <ul style="list-style-type: none"> a. Briefing Boards b. Briefing Notes c. Vugraphs d. Photo prints e. Lantern or teleprompter slides 	<p style="text-align: center;">126.0</p> <p style="text-align: center;">9.0</p> <p style="text-align: center;">22.5</p> <p style="text-align: center;">10.0</p> <p style="text-align: center;">12.0</p>	Temporary. Disposition under consideration by CSD and PAG.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>f. Briefing Lists</p> <p>Chronological listing of briefings held by the Director of NPIC and the briefing materials used.</p>	2.0	
	<p>g. Briefing Aids Listing</p> <p>A machine listing and cross reference index to all briefing aids.</p>	3.0	Temporary. Destroy when superseded by updated listing.
8.	<p>GRAPHICS OVERLAYS</p> <p>Working and reference copies of map overlays utilized by searchers.</p>	12.0	Temporary. Destroy when superseded or revised.
9.	<p>MISSION PLOTS</p> <p>Plots are prepared for each mission and used for reference purposes. At present, plots are traced on acetate overlays which cover large size maps.</p>	45.0	Temporary. Retain in current files area for reference purposes; destroy when revised or obsolete.

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SCHEDULE NO. 00487A000400180001-0

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X

Publications Division/ Office of the Chief

TITLE

DATE

D/CR, PD

20 Dec 65

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>DIVISION SUBJECT FILES</p> <p>Copies of memoranda, correspondence and other papers relating to administrative and daily functions of the division. Included are files on training, personnel, organization and management, security, production and others. Filed by subject category.</p>	4.0	Temporary. Break files annually; hold for two years and destroy.
2.	<p>REFERENCE PUBLICATIONS</p> <p>Copies of CIA and NPIC notices, regulations, and handbooks which are retained for reference purposes.</p>	2.0	Temporary. Destroy as superseded or when obsolete.
3.	<p>PERSONNEL FILES</p> <p>These are 5 X 8 card files containing employment and biographic data on PD employees. Includes such information as home address, badge number, training and clearances. Also includes cards on all applicants for employment with PD.</p>	.3	Temporary. Destroy when employee resigns; transfer to gaining office if employee is reassigned within the Agency. Applicant cards to be destroyed when no longer needed for reference.
4.	<p>REFERENCE MATERIALS</p> <p>Copies of briefing boards, charts pertaining to division production and statistics, floor plans which are used by the Division Chief in briefings and planning.</p>	6.0	Temporary. Destroy when superseded or obsolete or no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	PROJECT LOCATOR CARD These are 5x8 cards which show status of active projects and also serve as a record of completed projects.	.3	Temporary. Destroy one month after publication is disseminated.
6.	REPORTS These contain monthly reports of PD and daily production reports which are used as feeder information to monthly report. They also contain machine listings provided by MIB/MSS which show projects worked, time expended and the cost of the projects in PD. a. Daily Reports b. Monthly Reports c. Machine Listings	1.5	Temporary. Destroy on a monthly basis all reports one month old. Temporary. Destroy in 5 years if no reference is being made to the reports. Temporary. Cut off at end of each fiscal year; hold for one year and destroy.
7.	PROJECT CONTROL RECORDS These are 8x10 1/2 card forms which process through PD with the MILOB and other projects. This card shows project title number, TCS or report number, dates of processing and final product count. Filed by project number when project is completed.	2.0	Temporary. Cut off at end of fiscal year. keep one year and destroy.
8.	REQUIREMENTS & REQUESTS FOR SUPPORT These are copies of completed requirements and requests for support of PD.	1.0	Temporary. Cut off at end of fiscal year; hold one year and destroy.

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OFFICE, DIVISION, BRANCH

SIGN

CONCURRENCE

Publications Division/Editorial Branch/Office of the Chief

TITLE

Branch Chief 20 Dec 1965

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILES</p> <p>Copies of memoranda, notices and other papers relating to the administrative and daily operations of the branch. Included are files on personnel, production, procedures, supply & equipment, communications and like documents. Filed by subject category.</p>	4.0	Temporary. Break files annually; hold two years then destroy.
2.	<p>PROJECT CONTROL RECORDS</p> <p>A 5x8 card control record of the status of all projects in the branch. It is a day-by-day record of status of projects. Filed in a tub file and a visible index.</p>	.8	Temporary. Cut off at end of calendar year, hold 6 months and destroy.
3.	<p>TIME SHEETS</p> <p>These are copies of the time sheets that are sent to MSS each week. They are used to determine time spent on projects.</p>	1.0	Temporary. Keep for 6 months. On each succeeding month destroy oldest month.
4.	<p>PHOTOGRAPHY LISTINGS</p> <p>Consists of listings of downgradeable frames of photography. Used by analysts when writing reports.</p>	2.0	Temporary. Keep until no longer needed for reference. Scan periodically and remove obsolete material.

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RECORDS CONTROL Schedule 2005/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

SIGNATURE

PD/EB/Missiles-Electronics Section

TITLE

Section Chief DATE *20 Dec 65*

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION, INSTRUCTIONS
1.	<p>PROJECT CONTROL CARDS</p> <p>These are 5x8 cards which are used to show status of projects being worked on in the section. Filed numerically.</p>	.3	Temporary. Keep one year after publication of project and then destroy.
2.	<p>REFERENCE FILES</p> <p>a. Publication Files</p> <p>These are mainly copies of published PI reports which were edited by the section. Also includes some non-Center publications and reports. These are used for background intelligence and are often used as style models.</p> <p>b. Card Files</p> <p>3x5 and 5x8 cards which are used as indexes and cross reference to the Publication files.</p>	18.0	Temporary. Destroy when no longer needed for reference purposes.
3.	<p>PROJECT FOLDERS</p> <p>Consists of folders of material related to unpublished and published projects. Serves as a working file before publication and a reference after dissemination of publication.</p>	1.0	Temporary. Destroy when document to which card relates is destroyed.
		2.0	Temporary. Destroy six months after report has been disseminated.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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	<p>c. Miscellaneous Documents</p> <p>These are copies of (DIA)BE, TDI, NIS and China Gazetteers. Used for identifying installations and complexes, correct spelling of place names and general reference.</p>	15.0	<p>Temporary. Destroy when no longer needed for current reference purposes.</p>
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CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X

PD/EB/General Reporting Section

TITLE

Chief

DATE

20 DEC 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	PUBLICATIONS FILE These are copies of reports (MI's, OB, Technical reports) which are processed by GRS.	57.5	Temporary. Keep for 2 years and then destroy except for selected publications which still have reference value.
2.	WORK SHEETS These are primarily machine runs which are used in the process of preparing final publications.	17.5	Temporary. Keep for 90 days and then destroy.
3.	REFERENCE MATERIAL Consists of copies of manuals, books used by GRS for reference purposes.	12.0	Temporary. Destroy when no longer needed for reference purposes.

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RECORDS CONTROL SCHEDULE NO. 2005/11/21 : CIA-RDP78-00487A000400180001-0

OFFICE, DIVISION, BRANCH

CONCURRENCE

TITLE *Dep. Chief / GAB/PD* DATE *20 Dec 1965*

Publications Division, Graphical Analysis Branch, Office of Chief

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILE</p> <p>Correspondence, reports, memoranda relating to administration and support activities in the Branch. Includes such subjects as training, security, career service panel and the like.</p>	1.5]	Temporary. Break files annually; hold one year and destroy.
2.	<p>REFERENCE FILES</p> <p>a. Copies of reports published by NPIC including detailed reports. Information Control Branch/PSD maintains the official copy for the Center. Among these reports are [] IPIR's, Technical Publications, and MCI's. Maintained by the Office of the Chief, GAB/PD for use of all PD personnel. Filed numerically by report number.</p> <p>b. Card Files</p> <p>A series of 3x5 cards which are cross references to 2a above.</p> <p>c. Briefing Board File</p> <p>These are 8x10 film copies of all briefing boards produced by NPIC. They are filed alphabetically by country.</p>	42.0 .5 2.0	<p>Temporary. Maintain in current files area for two calendar years and then destroy.</p> <p>Temporary. Destroy when no longer needed for current reference.</p> <p>Temporary. Destroy when no longer needed for current reference.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p>GRAPHICAL ROUGHS</p> <p>These are copies of graphical roughs from recent projects. They are filed numerically by project in legal size folders. They are the rough copy for graphics used in NPIC reports.</p>	1.5	Temporary. Destroy one month after the published report is received in PD.
4.	<p>RERUN ADJUSTMENT RECORD</p> <p>This is a record of the precise action taken for the rerun of a project. It is primarily a management guide as to where errors occur.</p>	.2	Temporary. Cut off at end of calendar year; hold one year and then destroy.
5.	<p>BRIEFING BOARD CONTROL RECORD</p> <p>This 10 1/2 X 17 3/8 card form is used to show the time needed to process briefing boards. This is a management guide to use to improve processing.</p>	.4	Temporary. Cut off at end of calendar year; hold three years and then destroy.
6.	<p>PROJECT REVIEW CONTROL RECORDS</p> <p>Consists of a form to show status of projects processing through PD and a routing sheet for projects going through PD.</p>	.4	Temporary. Destroy when publication is disseminated.
7.	<p>DAILY RECORD</p> <p>An 8 X 10 1/2 form on which is recorded the amount of work completed in GAB each day.</p>	.5	Temporary. Cut off at end of each calendar year; hold 2 years and then destroy.
8.	<p>REFERENCE MATERIALS</p> <p>Manuals, books and other reference material used by Supply Section.</p>	.2	Temporary. Destroy when no longer needed for reference.

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RECORDS CONTROL OFFICE Base 2005/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

TITLE

DATE

PD/GAB/Analysis Section

Sup. Div / GAB/ PD *20 Dec 65*

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	SECTION SUBJECT FILE Copies of memoranda, notices, and other papers relating to the administrative and daily operations of the section. Filed by subject category.	1.5	Temporary. Break files annually; hold 1 year and destroy.
2.	COPIES OF REPORT GRAPHICS These are extra copies of all NPIC report graphics. They are used as stock to disseminate copies to customers and to be used as working copies for analysts. a. Report graphics which have a short-term value. (This comprises majority of file). b. Selected report graphics of long-term value.	36.0	Temporary. Destroy after one year. Temporary. Destroy when no longer needed as working copies.
3.	GENERAL REFERENCE MATERIAL Consists of books, journals, manuals on subjects of interest to Graphic Analysts.	12.0	Temporary. Keep until no longer needed for reference. Return those items borrowed from the library to them.
4.	GRAPHIC REFERENCE FILE These graphics (photographs and illustrations) are filed in 3-ring binders by subject and graphic number. They are used as catalogue of the many different illustrations done by this section.	11.5	Temporary. Keep until no longer needed for reference.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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5.	<p>PROJECT FILE</p> <p>These are project files which are in various stages of processing either in, out or hold for work to be done by section.</p>	1.5	Temporary.
6.	<p>REQUIREMENTS RECORDS</p> <p>These are copies of requirements processing in NPIC. They are used to alert the section of work which may be assigned to them.</p>	1.0	Temporary. Destroy in one year.
7.	<p>PRODUCTION SCHEDULE</p> <p>Serves as a visual aid to Section Chief as to amount of work on hand and the like.</p>	.3	Temporary. Destroy in one year.
8.	<p>DAILY REPORTS RECORD</p> <p>Copies of daily reports of project and the total hours a graphic analyst worked on the project.</p>	.2	Temporary. Destroy in one year.
9.	<p>WORKING PAPERS</p> <p>Different sizes of graphics in various stages of completion.</p>	50.0	Temporary. Destroy when no longer of current value.

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OFFICE, DIVISION, BRANCH

SIGNATURE

CONCURRENCE

PD/GAB/Production Section

TITLE

Rep. Chief/GAB/PD 20 Dec 1965

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>GRAPHICS ORIGINALS</p> <p>a. General Graphics</p> <p>Consists of color separation positive and negative originals. Kept for reuse in future publications. Filed numerically by graphic control number.</p> <p>b. Base map</p> <p>Consists of original color separation plates for general purpose maps and specific intelligence graphics. These are reused frequently.</p>	106.0	<p>Temporary. Keep for 2 years after dissemination of publication. Every three months review files and destroy those originals not updated or used for two years.</p>
2.	<p>REFERENCE MATERIAL</p> <p>Books, manuals, periodicals, catalogues and the like which pertain to graphic arts.</p>	3.0	<p>Temporary. Screen periodically and keep until no longer of current value.</p>
3.	<p>SECTION ADMINISTRATIVE & MANAGEMENT RECORDS</p> <p>Consists of personnel training records, fitness reports, developmental plans and notices for a section </p>	.6	<p>Temporary. Destroy when no longer needed for reference.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0			
4.	<p>PRODUCTION RECORDS</p> <p>These records show how much and what kind of work done by the section during any given time period. Serve as source material for manpower and other management studies.</p>	1.5	Temporary. Hold for 5 years and then destroy if no reference made to these records.

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RECORDS APPROVED FOR RELEASE 2005/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO.

SI

OFFICE, DIVISION, BRANCH

PD/GAB/Presentation Section

TITLE

Ref Chief / GAB / PD 22 Dec 65

25

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRIEFING BOARDS</p> <p>These are the originals of mission briefing boards which are made upon receipt of a mission. This original is photographed to make vugraphs and slides. This original is retained to make changes or more copies of briefing boards. (Two briefing boards are routinely made from the original board; one is sent to CSD and one is sent to DIA.) File has been in existence since June 1965. Filed numerically.</p>	13.5	Temporary. Hold for one year; each month destroy those copies which are one year old.
2.	<p>TEXT FOR REPORTS</p> <p>These are original typed text from reports that have been printed and disseminated. This text has been used by PSD for printing. Filed by report number.</p> <p>a. Copies of text and report covers which have a recurring use. These are filed in a miscellaneous category.</p> <p>b. Copies of text which are of a one time use.</p>	15.5	<p>Temporary. If not used for six months, may be destroyed, otherwise keep until no longer of value.</p> <p>Temporary. Destroy one month after the published report has been disseminated.</p>
3.	<p>PERSONNEL FILES (soft)</p> <p>These are personnel folders on each person in the section. They contain such records as fitness reports, training records, promotion requests and the like.</p>	.5	Temporary. Destroy when employee leaves the Division.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0			
4.	SECTION SUBJECT FILE Copies of memoranda, correspondence and other documents used in supervision of branch personnel and for daily activities. Subjects include training, security, leave, personnel and the like. Filed by subject. (1965 to present)	1.0	Temporary. Break files annually; hold one year and then destroy.
5.	REFERENCE MATERIALS Consists of books, pamphlets, equipment manuals, technical publications, trade magazines relating to visual aids.	6.0	Temporary. Destroy when superseded or obsolete.
6.	REPORT ATTACHMENTS These are copies of the original attachments that were used to print the Mission Index or Oak reports. They are kept to fill requests for making vugraphs and slides and for prints. Filed numerically by mission and then by attachment number. a. Those attachment originals used to make vugraphs or slides. b. Those attachment originals not used for vugraphs or slides.	3.0	Temporary. Destroy sixty days after vugraph or slide made. Temporary. Destroy one year after MI or Oak printed.
7.	PROJECT CONTROL RECORD These are copies of NPIC Form 167 which are used to route projects through the section. It shows what was done and who did it. Filed numerically by project number.	6.0	Temporary. Hold for six months and destroy.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0			
8.	<p>BRIEFING BOARD PHOTOGRAPHIC FILE</p> <p>4x5 photographs of all non-mission briefing boards prepared in PD. They are used to show the Chief, PD what is being done and they are used as a guide to reconstruction of a briefing board in case another request is made for the board.</p>	1.2	Temporary. Hold until no longer needed for reference.
9.	<p>VISUAL AIDS FILE</p> <p>These are copies of all original art and negatives for visual aids. They are vugraphs, slides and the like filed in folders. Filed numerically. (1963 to present)</p>	27.0	Temporary. Destroy after 5 years. Hold in current storage area for two years then transfer to Records Center to be held for 3 years.
10.	<p>VISUAL AIDS LOCATOR FILE</p> <p>These are 5x8 files which serve as an index to the Visual Aids File (Item 9) and they contain background on the file such as control no., title, what was done, for whom and the like. The form in three parts is filed numerically by control no., alphabetically by subject and by the old control no.</p>	.7	Temporary. Destroy when the file to which it relates is destroyed.

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RECORDS CONTROL SCHEDULE

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SCHEDULE NO.

OFFICE, DIVISION, BRANCH

Information Processing Division/Office of Chief

SIGNATURE

TITLE

[Redacted Signature]

Chief *21 Dec 68*

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>DIVISION SUBJECT FILE</p> <p>Consists of correspondence, memoranda, cables, reports, training bulletins and the like. (By Agency subject - numeric) (1963 to present)</p>	6.0	Temporary. Cut off at end of year; hold 2 years and then destroy.
2.	<p>NOTICES AND HANDBOOKS</p> <p>Consists of CIA and NPIC regulatory issuances.</p>	3.0	Temporary. Destroy when obsolete or no longer needed for reference.
3.	<p>REFERENCE MATERIAL</p> <p>Consists of company brochures, manuals related to automatic data processing.</p>	3.0	Temporary. Screen periodically and destroy material no longer needed for reference.

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RECORDS CONTROL SCHEDULE

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SECRET

SCHEDULE NO.

25

OFFICE, DIVISION, BRANCH

SIGNATURE

IPD/Systems Branch

TITLE

A/SYB / IPD DATE *2/12/65*

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILE</p> <p>Consists of memoranda, correspondence, reports, and the like which deal with the administration of the branch.</p>	1.0	<p>Temporary. Cut off at end of year; hold for one year and then destroy.</p>
2.	<p>REFERENCE MATERIAL</p> <p>Consists of magazines, booklets, brochures, manuals, pamphlets and the like on data processing equipment, film chip equipment, computers, procedures and systems.</p>	37.0	<p>Temporary. Screen periodically and destroy obsolete material; hold other material until no longer needed for reference.</p>

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RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

IPD/Programming Branch

SIGNATURE

TITLE

DATE

CPD

28 Dec 66

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILE</p> <p>Consists of memoranda, correspondence, reports and the like which deal with the administration of the branch.</p>	2.0	Temporary. Cut off at end of year; hold one year and then destroy.
2.	<p>PRELIMINARY PROJECT FILES</p> <p>These are files which contain the initial documentation for computer programming of a project, such as correspondence and requirement request forms. They also may contain flow charts, listings, memory dumps, specifications and the like depending on the status of the project.</p>	4.0	Temporary. Before this file becomes a completed project file destroy all material not needed in the completed project file.
3.	<p>WORKING FILES</p> <p>Consists of computer listings, flow charts, specifications, listings for test material dumps from magnetic tapes, program assemblies, computer plots and other documents which are being used on a day-to-day work basis to complete a project.</p>	261.0	Temporary. Those documents which are to be a part of the completed project file are to be held and transferred to it when project is completed. Destroy all other working files when project is completed.
4.	<p>COMPLETED PROJECT FILE</p> <p>Consists of memoranda, correspondence relating to the request for the project; specifications, flow charts, listings for test material, memory dumps, program listings, magnetic tape dumps, user's manual, operations manual and final program documentation.</p>	4.0	Temporary. Keep until the project to which the file relates is cancelled.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0			
5.	<p>PUNCHED CARD FILE</p> <p>a. Consists of punched cards which are of completed projects and are a back-up to the computer tapes.</p> <p>b. Consists of sub-routine punched cards which can be used many times.</p>	37.5	<p>Temporary. Destroy when project to which it relates is cancelled or when the tapes are duplicated in sufficient quantities that it will be reasonable to destroy the cards.</p> <p>Temporary. Destroy when no longer needed for purpose intended.</p>
6.	<p>REFERENCE FILE</p> <p>Consists of technical books, manuals, company brochures and other material which relate to computer programming.</p>	80.0	<p>Temporary. Destroy when no longer needed for reference.</p>

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SCHEDULE NO.

REFERENCE

25

OFFICE, DIVISION, BRANCH

IPD/Operations Branch

SIGNATURE

TITLE

Chief

DATE

7 Dec 61

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILES</p> <p>Consists of incoming and outgoing correspondence concerning personnel, policies, equipment, requisition files. Filed alphabetically by subject.</p> <p>(1963 to present)</p> <p>a. Administrative or information files.</p> <p>b. Requisition files of non-government items.</p>	3.0	<p>Temporary. Cut off at end of year; hold one year and then destroy.</p> <p>Temporary. Destroy when no longer needed for reference.</p>
2.	<p>INFORMATION REQUEST FILE</p> <p>These are duplicate copies of requests for information from the MINICARD. The statistics and general information from these copies are consolidated in a monthly and annual report to Chief, IPD.</p>	2.0	<p>Temporary. Cut off each year; hold one year and then destroy.</p>
3.	<p>MINICARD DOCUMENT FILE</p> <p>Contains over 3 million film copies of documents and reports prepared by NPIC. Some of the copies are (a) target briefs (b) VISS file (c) country file and (d) WAC Overlay or Mosaic file. These files are maintained primarily for the Collateral Support Division.</p>	160.0	<p>Temporary. Destroy when no longer needed for reference.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<p>MINICARD EQUIPMENT REFERENCE MATERIAL</p> <p>Consists of machine manuals and drawings relating to the operation and servicing of MINICARD equipment. Also a 5 x 8 visible index file of nomenclature of machine and electronic parts.</p>	11.0	Temporary. Destroy when no longer needed for reference.

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RECORDS CONTROL SCHEDULE
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0

SCHEDULE NO. 28-66

25

OFFICE, DIVISION, BRANCH

SIGNATURE

TITLE

IPD/Operations Branch/Computer Processing Section

C/OPD 21 Dec 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>TAPE FILE</p> <p>Consists of 12X3/4" magnetic tape reels of many projects which have been prepared for use on the computer. Filed numerically.</p>	106.0	Temporary. Keep until the project has been determined to be obsolete. Update as needed.
2.	<p>TAB CARD FILES</p> <p>Consists of tab punch cards which represent information to be used on a computer. Some of the systems represented here are Minicard, Mission Index, Management Information, Dupe Programs and the like.</p>	120.0	Temporary. Destroy when no longer needed. Update as needed.
3.	<p>REQUIREMENTS FILE</p> <p>Consists of copies of work requirements which have been or will be levied on the section. (1964 to present)</p>	3.0	Temporary. Destroy one year after requirement is completed.
4.	<p>CABLES (DATA LINK)</p> <p>These are reference copies of both incoming and outgoing cables which are processed by the Data Link system. The action copies go to CSD and TID, and headers of all cables are sent to Ops Staff.</p>	4.0	Temporary. Cut off at end of six months and send to Records Center. Hold ten years and then destroy.

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SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

Technical Intelligence Division/Office of the Chief

S [Redacted] 25X
T [Redacted] C/TID 7 January 1966

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>DIVISION SUBJECT FILE</p> <p>Contains memoranda, correspondence, reports and other records required for the general planning and administration of the Technical Intelligence Division. Included are such subjects as organization and management, Personnel, meetings, dissemination, staff studies, policy and the like.</p> <p>(1960 to date)</p> <p>a. Substantive and procedural files.</p> <p>b. Administrative or information files.</p>	7.0	<p>Permanent. Disposal not authorized. Transfer to Records Center when no longer needed for current activities.</p> <p>Temporary. Break files annually, hold two years and then destroy.</p>
2.	<p>CHRONO FILE</p> <p>Extra copies of all outgoing correspondence originated in the Office of the Chief/TID. Maintained for ready reference.</p>	.2	<p>Temporary. Screen files annually; hold in current files area for ten years, then destroy.</p>
3.	<p>REFERENCE MATERIAL</p> <p>Consists of copies of NPIC and CIA notices, handbooks and regulations; manuals used to interpret cables.</p>	2.0	<p>Temporary. Keep until obsolete or no longer needed for reference.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<p>PERSONNEL FILES</p> <p>These are 5 X 8 card files containing employment and biographic data on TID employees. Includes such information as home address, telephone numbers and promotion dates. Also includes cards on applicants for TID positions.</p>	1.0	<p>Temporary. Destroy when employee resigns; transfer to gaining office if employee is reassigned within the Agency. Applicant cards to be destroyed when no longer needed for reference.</p>
5.	<p>CAMERA SYSTEMS FILES</p> <p>Consists of cables and memoranda which relate to various types of camera systems. Generally these files reflect physical characteristics of the system.</p>	.5	<p>Temporary. Keep for 5 years after the system has been made obsolete.</p>
6.	<p>SPECIAL PROJECTS FILE</p> <p>Consists of cables and memos relating to special projects to be done or have been done by TID.</p>	.3	<p>Temporary. Keep for 5 years after project completed and then destroy.</p>
7.	<p>MISSION FILES</p> <p>Contains cables and memos relating to specific missions. This file is essentially duplicated in TAB/TID or TSB/TID.</p>	3.5	<p>Temporary. Keep for 6 months and then destroy.</p>
8.	<p>LOGS</p> <p>Top Secret and Code Word Logs.</p> <p>Secret and Below Logs.</p>	1.0	<p>Temporary. Destroy 10 years after documents shown on log are downgraded, transferred to the Records Center, destroyed or sent outside control point.</p> <p>Temporary. Destroy after 1 year.</p>

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SCHEDULE NO. 00487A000400180001-0

OFFICE, DIVISION, BRANCH
TID/Technical Analysis Branch

SIGN

TITLE *Chief TAB* DATE *7 Jan 1966*

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILE</p> <p>Copies of correspondence, memoranda, reports, notices and the like which are required for administration of the daily activities of Branch personnel. Included are such subjects as personnel, training, space allocation, reports, requirements and others.</p>	2.0	Temporary. Break files annually; hold for one year then destroy.
2.	<p>CABLE FILE</p> <p>Copies of cables relating to missions. Maintained by mission number. (1961 to date)</p> <p>a. Cables dated prior to 1963.</p> <p>b. Cables from 1963. (Official copies held by Operations Staff)</p>	5.0	<p>Temporary. Transfer to Records Center when two years old; hold in Records Center for 13 years then destroy.</p> <p>Temporary. Break files annually; hold one year then destroy.</p>
3.	<p>PRODUCTION FILES</p> <p>Photographic records of production control board showing daily progress on work assigned the branches. Books are photographed weekly and monthly for Division chief's information. Copies maintained in branch for comparison purposes. Current.</p>	.2	Temporary. Destroy when one year old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0			
4.	REQUIREMENTS FILES Copies of requirements forwarded to the branch for information or for projects. Current.	.5	Temporary. Break file annually; hold one year then destroy.
5.	PROJECT CARD FILE A 5X8 control record on each project assigned to the Branch. Information used for ready reference for inquiries, to locate project and for preparing statistical reports. Current.	1.5	Temporary. Retain for one year after project completed, then destroy.
6.	BRANCH REFERENCE FILES Copies of <input type="checkbox"/> Reports maintained for reference of all Branch personnel. (1964 to date)	2.0	Temporary. Destroy when no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0</p> <p>PRODUCTION SECTION REFERENCE FILES</p> <p>These are technical research and reference files accumulated and maintained by individual analysts or as teams on specific areas or fields of interest. Files are used for conducting research and mensurations, making precise specifications or observations, or developing other data in response to requirements levied on the branch. The files include but are not necessarily limited to: (1958 to date)</p> <ul style="list-style-type: none"> Tab cards, listings and paper tapes Maps, drawings and tracings Current requirements and projects Finished projects Cables Film Photo and negatives Technical brochures and text books Briefing Boards and graphic aids Collateral material Ephemeris All source reports Card files Other technical and scientific reports Individual finding aids and working tools 	558.0	<p>Temporary. Screen files periodically; return "on loan" materials and film to source; destroy other material when no longer needed for current reference purposes.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	<p>ANALYSIS SECTION REFERENCE FILES</p> <p>These are technical and scientific research files maintained by the section or by individual analysts in accordance with areas of specific interests or assignments. Files are used for preparing briefing boards on camera systems; supplying technical data in response to requirements or projects levied on the branch; for mathematical computations and calibrations; evaluations of systems and in performing other specific assignments. The files include but are not necessarily limited to: (1962 to date)</p> <ul style="list-style-type: none">Text books (both personal and library)Current and finished projects foldersEphemeris dataMission data log booksMaps, plots and chartsTechnical manuals and handbooksTab cards and listingsBriefing boards and aidsDrafts and drawingsGraphics and photosFilm and negativesReports and publicationsOther collateral material	100.8	Temporary. Screen files periodically; return "on loan" material to source and destroy remainder when no longer needed for reference purposes.

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SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X

TID/Technical Services Branch

TITLE

DATE

Chief, TID/TSB *7 January 1966*

ITEM NO.

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

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. BRANCH SUBJECT FILE

Consists of both substantive and administrative files. Includes such subjects as cameras, computers, mosaics, plotting and indexing, travel, training, meetings, and committees. Substantive files relating to camera systems is kept with SAS files.

4.0

Temporary. Cut administrative files off at end of year. Hold one year and then destroy. Screen other files periodically and destroy those no longer needed for reference.

2. REPORT FILE

Contains copies of periodic reports that reflect the activities of the branch. These reports reflect activity in microdensitometric analysis plotting, titling work and monthly production. (Copies of monthly production are kept in files of Ch/TID).

2.0

Temporary. Keep for 7 years then destroy. The monthly production report may be destroyed in 3 years.

3. LOGS

Various types of logs used to control documents in and out of the branch.

1.0

a. Top secret and codeword logs

Temporary. Destroy 10 years after documents shown on forms are downgraded, transferred outside TSB control or destroyed.

b. Secret and below logs

Temporary. Destroy after one year.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0			
4.	<p>CHRONOLOGICAL FILE</p> <p>Contains copies of all outgoing correspondence of TSB. (1959 to date)</p>	.8	Temporary. Screen files annually; hold in current files area for ten years; then destroy.
5.	<p>MANAGEMENT INFORMATION SYSTEM FILE</p> <p>Contains those records attendant with branch responsibilities with regard to the NPIC MIS responsibility. Includes time recording forms, project status reports and the like.</p>	1.5	Temporary. Keep the completed NPIC FM 239 for 6 months. All other material keep until obsolete, superseded or no longer of value to the branch.
6.	<p>BRIEFING MATERIAL</p> <p>Consists of selected display materials which represent a cross-section of products and services performed by the branch. Also includes briefing boards on camera systems.</p>	7.2	Temporary. Keep until updated or no longer needed for briefings or has no historical value.
7.	<p>PERSONNEL FILES (SOFT)</p> <p>Consists of personnel files on each person in the branch.</p>	1.0	Temporary. Keep until individual transfers or resigns. If transfer within Agency send file to gaining office, or destroy.
8.	<p>REFERENCE MATERIAL</p> <p>Consists of manuals, studies, NPIC and CIA regulations, notices and handbooks, technical information, summaries of missions, mission operational cables, project folders, test film from manufacturers, test centers and the like.</p>	30.0	Temporary. Keep until no longer needed for reference, then destroy.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0 SECRET			
9.	FILM (WORKING FILES) Consists of ON's and DP's of missions which are being evaluated by the branch.	20.0	Temporary. Return to PSD/ICB, unless otherwise indicated by ICB, when TSB is through with the film.
10.	FILM CONTROL NUMBER LISTINGS These are listings of film can control numbers which are used by TSB when ordering film from PSD/ICB.	1.5	Temporary. Keep for 6 months and then destroy
11.	REPRODUCTION REQUISITIONS These are TSB copies of reproduction and photography requisitions which have been submitted to PSD.	1.0	Temporary. Keep for one year and then destroy
12.	DESTRUCTION CERTIFICATES These are certifications that Top Secret and TCS documents were destroyed.	1.2	Temporary. Keep for 10 years and then destroy

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OFFICE, DIVISION, BRANCH		SIGNATURE	25
TID/TSB/System Analysis Section		TITLE <i>Chief, TID/TSB</i>	DATE <i>7 January 1966</i>
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>REFERENCE AND WORKING FILES</p> <p>These are reference or working files maintained to produce immediate quality readout, weather analysis, photographic evaluation intermediate report, photo evaluation report or special projects levied on the division. The files include but are not limited to: (the record copy of the PER is held by PSD/ICB).</p> <ul style="list-style-type: none"> Photo evaluation reports Hurricane photography Equipment staff studies Photo engineering handbook Books on aerial photography Camera system data Camera systems reference library Space handbook Photographic instrumentation journal Technical handbooks on special camera systems and associated hardware 	75.5	Temporary. Destroy when no longer needed for current reference.

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SCHEDULE NO. 00487A000400180001-0

OFFICE, DIVISION, BRANCH

CONCURRENCE

SIGNATURE

TITLE

TID/TSB/Technical Production Section

Chief, TID/TSB 7 January 1966

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>REFERENCE AND WORKING FILES</p> <p>These are reference or working files maintained to produce pre-plotting, finished plots, Mission Coverage Plots (MCP's) or to support responses to related requirements levied on the division. The files include but are not limited to these categories:</p> <ul style="list-style-type: none"> Index photos Reference Maps and Charts Manuals on photography Flight data books Coverage statistics MCP reference file Cloud category overlays MCP plot sheets Golden Tree index sheets Cumulative coverage Mission track boards Domestic coverage index Photo mosaic work sheets project Operational cables Technical processing mission projects Airfield identification keys 	105.0	<p>Temporary. (a) Destroy when no longer needed for current reference purposes. (b) Cables which are dated prior to 1963 may be kept for 15 years before they are destroyed.</p>
2.	<p>FINISHED PLOT RECORDS</p> <p>These are 25"x30" finished plot sheets which are held pending final edit.</p>	1.0	<p>Transfer to PSD/ICB after edit is accomplished (usually about one month). PSD/ICB will retain as a permanent record.</p>

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FILES IDENTIFICATION

VOLUME

DISPOSITION INSTRUCTIONS

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p>REVISED MCPs</p> <p>These are acetate copies of MCPs which are held for subsequent studies and analysis. (The record copy is in PSD/ICB).</p>	3.5	<p>Temporary. Hold for one year after completion of technical processing services for the related mission, then destroy.</p>
4.	<p>PRELIMINARY MCPs</p> <p>These are a series of 30"x40" acetate overlays of preliminary mission plots prepared by the section. (The record copy is in PSD/ICB).</p>	1.0	<p>Temporary. Keep for 6 months after the completion of the technical processing requirements for the related mission, then destroy.</p>

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000400180001-0