97-69-1

Approved For Release 2005/08/17; GIA-RDP78-00487A000400190001-9

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE

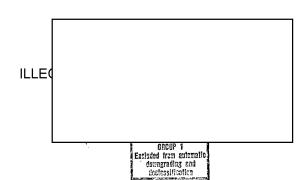
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OFFICE OF SPECIAL PROJECTS april 177

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OFFICE OF SPECIAL PROJECTS

RECORDS CONTROL SCHEDULE

Records Control Schedule 97-69-1 for the Office of Special Projects is approved and authority hereby given to implement the disposition instructions contained herein.

	Preparation:	_			
25X1				Approved:	25X1
	Review:	_		CIA Records Admini	stration Officer
25X1			,	.26 // Soul	<u> </u>

963-69 OSP-0243-69

2 8 FEB 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT

: Revised Office of Special Projects, DD/S&T

Records Control Schedule, 97-69-1

- 1. Attached are three (3) copies of the revised Office of Special Projects, DD/S&T, Records Control Schedule, 97-69-1, forwarded for your review and approval.
- 2. This revision of the OSP Records Control Schedule reflects disposal authority, where applicable, found in the GSA General Records Schedules, as well as more precise record series definition. The Schedule also establishes more realistic record retention periods, both in the interests of Archives and Records Center space conservation, as well as historical document preservation.
- 3. This revised OSP Records Control Schedule supersedes and replaces OSP Records Control Schedule 94-67-0, and 94-67-1, dated 10 April 1967.

JOHN J. CROWLEY
Director of Special Projects

Attachment: 25X1

a/s a

APPROVEI

CIA Records Administration Officer

26 Mar. 1969 Date 25X

	RE SOPUTO VE ONTIR O[Rejenzo](Q05/08/17 : CIA)	ECRET	SCHEDULE NO. B7A000400190007-369-1
OFFICE	OFFICE OF SPECIAL PROJECTS, DDS&T)	TITLE Director of Special Projects
NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
	This records control schedule covers the major categories of files and files series maintained in the Office of Special Projects, DDS&T, as documentation of the following Office of Special Project mission and functions: Mission: To plan, program, develop, and operate highly classified technical collection systems in direct response to USIB requirement and as assigned to the CIA by EXCOM; and, in addition, perform such system development tasks as may be assigned directly by the DCI. To perform in-depth analytical studies of existing and/or planned systems to help provide the DCI with the support necessary for him to make informed judgments on the relative merits of such systems.	S	
	Functions:	,	
\tilde{c}_{k}	1. Develop and maintain on behalf of CIA a technical and managerial staff capable of discharging assigned responsibilities in performing the mission stated above. 2. Perform detailed planning, programming, and budgeting relative to assigned tasks.		GROUP 1 Excluded from outomatic downgrading and declassification

-1- SECRET

ITEM NO			
TTENT NO	TILES IDENTIFICATION	Crange	DISPOSITION INSTRUCTIONS
l l	Approved For Release 2005/08/17 : CIA	RDP78100	2487A000400190001-9
1	3. Solicit, select, negotiate, and	İ	
}	Contract with appropriate cornerations for	l .	
	the research, analysis, design development	ŧ,	
	labrication, assembly and test of subject	ļ	
İ	systems.	ļ	
	4. Exercise close management control		
	over contractors to ensure specifications		
	are met on time and at lowest cost.		
ì	5. Provide operational support to		
	existing systems.		
1	6. Conduct a continuing program of	ŀ	
	advanced systems studies and related re-		
	search and development with the objective		
l	of helping to establish the basic param-		
1	eters for, and defining the detailed tech-		
	nical and operational characteristics of		
ł	new and/or improved highly classified tech-		
1	nical collection systems.		
1	7. Perform specific mission analyses		, and the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second
1	in devising the optimum utilization of		
1	operational and developmental technical		
1	collection systems.		
1	8. Coordinate and cooperate with		
	other government offices in matters and/or		
	projects of joint concern.		
1	9. Perform analyses of systems, both		
	proposed, under development and operation-		
	al, to determine their relative canabil-		
	ities to satisfy intelligence requirements,		
1	and conversely to analyze intelligence		
	requirements to determine necessary sys-		
	tem performance and characteristics.		
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		DLUNE	\mathbf{I}_{i}
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1. POLICY FILES These files are those held in the executive office of the Director, Office of Special Projects, DDS&T. These files consist of cables, dispatches, and other documents relative to the direction of the Office of Special Projects. These records are held subjectively, and cover the period of: 1983 to present. 2. OSP REGULATORY ISSUANCE FILES These regulatory issuances consist of directives, notices, memoranda, and other issuances directive or informational in nature relating to the administration and management of the Office of Special Projects. These issuances are controlled by the Executive Officer, OSP, and are the official OSP record copies. Period covered: 1966 to present. 3. CONTRACT FILES These files consist of original contracts, amendments, estimates, proposals, sub-contracts, payment plans, partent and loyalty rights, correspondence, and related papers pertaining to contracts awarded with respect to the mission and functions of the Office of Special Projects. These files are held by contractor name and number, and are a special case file related to programs and projects, but held separately. Period covered: **General Records Schedules are issued by the Administrator of General Secondarios with General Records Schedules and the spoarately files annually, or at such time as volume considerations render the retention of these files in active file space impracticable. Retire to the Archives and Records Center: **General Records Schedules are issued by the Administrator of General Services to provide disposition standards for records common to several or all federal agencies, under the Records Disposal Act of 1943, and the Federal Records Act of 1950.	Approved For Release 2005/08/17: CIA-RDF76-00 87A000400190001-9 1. POLICY FILES These files are those held in the executive office of the Director, Office of Special Projects, DDS&T. These files consist of cables, dispatches, and other types of correspondence, reports, memoranda, periodic reports of OSP activities, reports of committee meetings, and other documents relative to the direction of the	ched- lally, ca- se tica-
These files are those held in the executive office of the Director, Office of Special Projects, DDS&T. These files consist of cables, dispatches, and other types of correspondence, reports, memoranda, periodic reports of OSP activities, reports of committee meetings, and other documents relative to the direction of the Office of Special Projects. These records are held subjectively, and cover the period of: 1963 to present. 2. OSP REGULATORY ISSUANCE FILES These regulatory issuances consist of directives, notices, memoranda, and other issuances directive or informational in nature relating to the administration and management of the Office of Special Projects. These issuances are controlled by the Executive Officier, OSP, and are the official OSP record copies. Period covered: 1966 to present. 3. CONTRACT FILES These files consist of original contracts, amendments, estimates, proposals, sub-contracts, payment plans, patent and loyalty rights, correspondence, and related papers pertaining to contracts awarded with respect to the mission and functions of the Office of Special Projects. These files are maintained in the Program Administration Division, contracts Eranch, OSP, and constitute official records of OSP. These files are held by contractor name and number, and are a special case file related to programs and projects, but held separately. Period covered:	These files are those held in the executive office of the Director, Office of Special Projects, DDS&T. These files consist of cables, dispatches, and other types of correspondence, reports, memoranda, periodic reports of OSP activities, reports of committee meetings, and other documents relative to the direction of the	ually, ca- se tica-
These regulatory issuances consist of directives, notices, memoranda, and other issuances directive or informational in nature relating to the administration and management of the Office of Special Projects. These issuances are controlled by the Executive Officer, OSP, and are the official OSP record copies. Period covered: 1966 to present. 3. CONTRACT FILES These files consist of original contracts, amendments, estimates, proposals, sub-contracts, payment plans, patent and loyalty rights, correspondence, and related papers pertaining to contracts awarded with respect to the mission and functions of the Office of Special Projects. These files are maintained in the Program Administration Division, Contracts Branch, OSP, and constitute official records of OSP. These files are held by contractor name and number, and are a special case file related to programs and projects, but held separately. Period covered: These files are maintained in the Program Administration Division, Contracts Branch OSP, and constitute official records of OSP. These files are held by contractor name and number, and are a special case file related to programs and projects, but held separately. Period covered:	are held subjectively, and cover the period	
These files consist of original contracts, amendments, estimates, proposals, sub-contracts, payment plans, patent and loyalty rights, correspondence, and related papers pertaining to contracts awarded with respect to the mission and functions of the Office of Special Projects. These files are maintained in the Program Administration Division, Contracts Branch, OSP, and constitute official records of OSP. These files are held by contractor name and number, and are a special case file related to programs and projects, but held separately. Period covered: accordance with General Records Schedules are ule 19, Item 3. Break files annually, or at such time as volume considerations render the retention of these files in active office space impracticable. Retire to the Archivês and Records Center. * General Records Schedules are issued by the Administrator of General Services to provide disposition standards for records common to several or all Federal agencies, under the Records Disposal Act of 1943, and the Federal Records Act of 1950.	These regulatory issuances consist of directives, notices, memoranda, and other issuances directive or informational in nature relating to the administration and management of the Office of Special Projects. These issuances are controlled by the Executive Officer, OSP, and are the official OSP record copies. Period	ched- rent es for
1 19h3 TO nresenta F. D.L DOGEOGGET OLA PROPERCA (ACCORDANCE A	These files consist of original contracts, amendments, estimates, proposals, sub-contracts, payment plans, patent and loyalty rights, correspondence, and related papers pertaining to contracts awarded with respect to the mission and functions of the Office of Special Projects. These files are maintained in the Program Administration Division, Contracts Branch, OSP, and constitute official records of OSP. These files are held by contractor name and number, and are a special case file related to programs and pro-	ched- ally, ca- se acti- d meral tand- l or ecords

Approved For Release 2005/08/17: CIA-RDP/8-00 87A000400190001-9
60.0

PERMANENT: Disposal not authorized in Permanent: Disposal Records Schedule 19, Item 1. Break files annually, The files covered by this category are those maintained in the OSP components directly responsible for the administration or at such time as volume considerations render the retention of these of the special intelligence collection files in active file space impracticable. Retire to the Archives and Reprograms of the Office of Special Projects These files consist of cables, reports, cords Center. briefing aids, contractor reports, drawings, charts, plans, cost estimates, cost proposals, manuals, intelligence documents and other types of documentation related to the development, administration, support, and accomplishment of OSP special activities. These files are held under established subjective file systems. Period covered: 4963 to present. PROJECT FILES PERMANENT: Disposal not authorized in 40.0 accordance with General Records Schedule 19, Item 3. Retain on a current basis. When no longer needed for These files contain technical and scientific data accumulated in the process of research, development, design, and reference or operational purposes, screen and retire to the Archives and analysis of systems and equipment pertinent to OSP operations. These data are in Records Center. the form of contractor reports, special committee meeting reports, mission studies. technical reports, and other documents and materials. These files are held subjectively. Period covered: 1965 to present. MISSION REPORT FILES These files consist of records pertaining to the program management, program product, including operations and accomplishment of missions mounted under OSP special projects. These records are of permanent and temporary value, as outlined below. Period covered: 1963 to present. Appreved For Release 2005/08/17 74000400190001

FORM NO. 139a USE PREVIOUS DAN 56

ITEM NO.

6 Approved For Release 2005/08/17 AB

OSP-0004-72 4 JAN 1972

MEMORANDUM FOR: CIA Records Management Officers

Thru: DDS-T/RMO

SUBJECT

: Revised Office of Special Projects, DD/S&T Records Control Schedule.

Item 6B

- 1. Attached are four (4) copies of the revised Office of Special Projects, DD/S&T, Records Control Schedule Item 6B forwarded for your review and approval.
- 2. This change in schedule establishes a more realistic retention period both in interest of the Office of Special Projects and Records Center Space Conservation.

HAROLD L. BROWNMAN Director of Special Projects

Attachment: a/s above

APPROVE

CIA Records Administration Officer

25X

25X

	TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	6.	FILES IDENTIFICATION Approved For Release 2005/08/17 : CIA MISSION REPORT FILES (con't)	SEGRE	187A0004001200013-9
		a. Program Documentation These records are those that document the operational aspects of OSP mission management and which document the organization and functions of OSP, and provide historical and research data in support of OSP operations.	15.0	PERMANENT: Disposal not authorized in accordance with General Records Sched- ule 19, Item 1. Retire when no longer needed for reference purposes to the Archives and Records Center.
050	7.	These records pertain to a specific operation and include documentation through which an operation is monitored on a timely basis. Upon completion of the operation, wrap-up documentation is included in the program documentation. These records are of temporary value, and useful only for a limited reference period after an operation's termination. SECURITY FILES	75.0	TEMPORARY: Disposal authorized by General Records Schedule 19, Item 5. Retain until no longer needed for current mission purposes in OSP, then retire to the Archives and Records Center. Destroy two (2) years after receipt in the Archives and Records Center because by that time these records will have served their research purposes.
		a. Policy Files These files contain memoranda, reports, cables, and other documents pertaining to security policy, and other matters involving security of OSP activities. These files are cmaintained subjectively. Period covered: 1962 to present.	4.0	PERMANENT: Disposal not authorized in accordance with General Records Schedule 18, Item 1. Break files annually. Retain an additional year, and retire to the Archives and Records Center.
		b. Program Files These files contain memoranda, cables, inspection reports, clearance actions, and other documents Approved For Polesso 2005/08/17 - GIA	6.0	TEMPORARY: Disposal authorized by General Records Schedule 18, Item 11. Break files annually. Retain an additional year, and retire to the Archives and Records Center. Destroy

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	MISSION REPORTPRINTS of Release 2005/08/17 : CIA-	RDP78-00	187A000400190001-9
	a. Program Documentation These records are those that document the operational aspects of OSP mission management and which document the organization and functions of OSP, and provide historical and research data in support of OSP operations.	15.0	PERMANENT: Disposal not authorized in accordance with General Records Schedule 19, Item 1. Retire when no longer needed for reference purposes to the Archives and Records Center.
	b. Mission Documentation These records pertain to a specific operation and include documentation through which an operation is monitored on a timely basis. Upon completion of the operation, wrap-up documentation is included in the program documentation. These records are of temporary value, and useful only for a limited reference period after an operation's termination.	75.0	TEMPORARY: Disposal authorized by General Records Schedule 19, Item 5. Retain until no longer needed for current mission purposes in OSP, then retire to the Archives and Records Center. Destroy one (1) year after receipt in the Archives and Records Center because by that time these records will have served their research purposes.
7.	a. Policy Files These files contain memoranda, reports cables, and other documents pertaining to security policy, and other matters involving security of OSP activities. These files are maintained subjectively. Period covered: 1962 to present.	4.0	PERMANENT: Disposal not authorized in accordance with General Records Schedule 18. Item 1. Break files annually. Retain an additional year, and retire to the Archives and Records Center.
	b. Program Files These files contain memoranda, cables, inspection reports, clearance actions, and other documents Approved For Release 2005/08/17 : CIA		TEMPORARY: Disposal authorized by General Records Schedule 18, Item 11. Break files annually. Retain an additional year, and retire to the Archives and Records Cen OVED: Date

	THE PRINTING PARTION		DISPOSITION INSTRUCTIONS
ITEM NO.	FILES IDENTIFICATION	SFCRF	
7.	SECURITY FILES Approved For Release 2005/08/17 : CIA-	K6P78-004	87A000400190001-9
i	b. Program Files (cont'd)		after four (4) years, or when security cognizance is terminated, whichever is
	related to the security of OSP programs, projects, and facilities. These files are held subjectively. Period covered: 1958 to present.		sooner.
	c. <u>Personnel Files</u>	6.0	TEMPORARY: Disposal authorized by General Records Schedule 18, Item 24.
	These files consist of documents and papers pertaining to the personnel security of OSP employees. These files are maintained alphabetically by name of the individual. Period covered: 1965 to present.	L	Maintain on a current basis. Retain for six (6) months after termination or transfer of the individual. Screen and forward material not previously forwarded to the Office of Security, which is the office of record for such documentation.
8.	BUDGET AND FINANCE FILES		·
See All To	a. Policy and Program Files These files are concerned with OSP budget formulation and execution; audits; voucher payments; payroll; fund transfers; contract payments; financial record keeping; and other matters concerning financial management within OSP. These files also include documents regarding transactions in fulfillment of contract terms such as invoices, change orders, approved vouchers, and other documentation. These files are held subjectively. Period covered: 1965 to present.	10.0	PERMANENT: Disposal not authorized in accordance with General Records Schedule 5, Items 1 and 2. Break files annually, or at such time as volume considerations render the retention of these files in active office space impracticable. Retire to the Archives and Records Center.
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IT	EM NO	. FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Ι,	3.	Approved For Release 2005/08/17 : CIA-BUDGET AND FINANCE FILES (000011)		487A000400190001-9
'	٥.	BUDGET AND FINANCE FILES (cont'd)	DEUIL	•
		These files consist of instructions, narrative and statistical statements or requirements, preliminary estimates, office estimates, copies of budget presentations and related working papers. These papers are filed subjectively. Period covered: 1965 to present.	10.0	TEMPORARY: Disposal authorized by General Records Schedule 5, Item 4. Break files annually at the end of the fiscal year. Dispose of these records one (1) year after the close of the fiscal year covered by the respective budget.
g).	This file series consists of incoming and outgoing cables processed through the OSP communication facility, pertaining to projects, programs, operations, and administration of the Office of Special Projects These cables are those held in the Program Administration Division, Support Branch, Registry Section, in discharging its Cable Secretariat function for OSP. These documents are not the official OSP record copy but are extra reference copies. The		TEMPORARY: Retain for one (1) year, or as long as required for reference. Retire to the Archives and Records Center. Destroy after fifteen (15) years in the Archives and Records Center.
5770000	0.	files of OSP. These cables are filed by station. Period covered: 1967 to present. CRYPTIC REFERENCE FILES Identification cards consisting of pseudonyms, cryptonyms, aliases, and sensitive operational indicators for which DDP is the office of record. These cards are filed alphabetically. Period covered: 1966 to present.	. 5 SECRE	TEMPORARY: Retain on a current basis. Upon the separation of individuals, termination of projects or operations, or when otherwise made obsolete or superseded, place cards in inactive file. Hold as inactive for one (1) year and destroy.
FORM 1 JA	NO. N 56	139a USE PREVIOUS Approved For Release 2005/08/17: CIA-	ONT I NUAT	10N SHEET (41)

ITEM NO.	FILES IDENTIFICATION	CEMPE	DISPOSITION INSTRUCTIONS
11.	PERSONNEL FILES Approved For Release 2005/08/17 : CIA-		1 487A000400190001-9 TEMPORARY: Maintain on a current basis. Retain for 6 months after termination
	These files are those maintained in the Program Administration Division, Support Branch, Personnel Section, OSP, as the "soft files" for OSP personnel, and are not the official personnel files of the Agency. These files contain copies of personnel actions, fitness reports, forms, correspondence, cables, and other documents pertaining to applicants, assignment, training, processing, and other matters concerning the administration of OSP staff or detailed personnel. These files are maintained alphabetically. Period covered: 1966 to present.		or transfer of the employee. Screen and forward material not previously forwarded to the Records and Services Division, Office of Personnel, the office of record for personnel files, or the gaining office.
12.	These files consist of correspondence reports, cables, dispatches, memorandum receipts, requisitions, shipping documents tables of vehicular allowances, property accountability records, and other papers pertaining to the logistical support of OSP. These files are held subjectively. Period covered: 1966 to present.	10.0	TEMPORARY: Disposal authorized by General Records Schedules 3 and 9, 11 and 15, covering records of a temporary nature. Break files annually. Retain an additional year, or upon completion of audits, whichever applies. Destroy after two (2) years.
13.	TOP SECRET MATERIAL		
	This material includes documents, cover sheets, logs, and other control papers handled in the Office of Special Projects and maintained under Agency top secret control procedures as managed by the OSP/Area Top Secret Control Officer. This material is controlled centrally in the Support Branch, Registry Section, although filed in the pertinent files throughout OSP. This material does not include documents handled under other sensitivity controls.	oeodr Oeodr	
	sensitivity controls. Period covered: 1966 to presentapproved For Release 2005/08/17: CIA-	SEUKE RDB78-00	187A000400190001-9

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DD/S&T#*1237-73*

1 1 APR 1973

MEMORANDUM FOR: CIA Records Administration Office

THROUGH : DD/S&T Records Officer

SUBJECT : Records Control Schedule Revisions

1. Attached are four (4) copies of the Revisions to the Office of Special Projects, DD/S&T, Records Control Schedule 97-69-1, item 14 and item 19.

2. The revisions of the OSP Records Control Schedule reflects disposal authority, when applicable, found in the GSA General Records Schedules. The schedule also establishes more realistic records retention periods, both in the interest of Archives and Records Center space conservation as well as historical document preservation.

Records Management Officer

Attachment: a/s

APPROVED

Recerds Administration Branch

5//23 Date

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ITEM NO	Approved For Release 2005/08	RIPH8-0	487A000400190001-9
13.	TOP SECRET MATERIAL (cont'd)	Γ'	
	a. <u>Documents</u> These records are controlled under the Agency system by number issued by the Agency Top Secret Control Officer.	1.0	These documents are to be given the same retention periods as the files to which they pertain, and in which they are held. At the time the respective file series reaches a disposition point, these documents are to be processed through the Registry Section to insure continuing control.
	b. <u>Cover Sheets (Form 26)</u> These cover sheets pertain to top secret documents which have either been destroyed or transferred from the custody of the Office of Special Projects.	.5	TEMPORARY: Destroy 10 years after document has been downgraded, destroyed, or sent outside CIA. (CIA Top Secret Control Officer, Office of Security ruling 12 August 1964.) Send cover sheets to CIA TS Control Officer thru Area TSCO for disposal.
	c. Top Secret Controls These records include logs, signature cards (Form 36), Courier's Classified Mail Receipt (Form 240a), and other control documents as required.	.5	TEMPORARY: Destroy 10 years after documents shown on forms are downgraded, transferred to the Records Center, destroyed or sent outside control point. (CIA Top Secret Control Officer, Office of Security ruling 12 August 1964.)
14.	CHRONOLOGICAL FILES	10.0	
(2) (2) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4	These files consist of extra copies of all correspondence and memoranda originated by the Office of Special Projects. In these files are copies of outgoing memoranda for signature, approval and concurrence. These files are maintained for reference and convenience use. The official file is maintained by the OSP Registry. Filed chronologically by the control number.		
	a. Chrono files thru 1968		PERMANENT: Disposal not authorized in accordance with Central Records Schedule 19-1. Retire files dated thru 1968 to the Archives and Records Center.
	Approved For Release 2005/08/17, Put	RDP78-0	0487A000400190001-9

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
13.	TOP SECRET MATERIA proved 6 r Release 2005/08/17 : CIA-		887A000400190001-₽SP
	a. <u>Documents</u> These records are controlled under the Agency system by number issued by the Agency Top Secret Control Officer.	1.0	These documents are to be given the same retention periods as the files to which they pertain, and in which they are held. At the time the respective file series reaches a disposition point, these documents are to be processed through the Registry Section to insure continuing control.
	b. Cover Sheets (Form 26) These cover sheets pertain to top secret documents which have either been destroyed or transferred from the custody of the Office of Special Projects.	•5	TEMPORARY: Destroy 10 years after document has been downgraded, destroyed, or sent outside CIA. (CIA Top Secret Control Officer, Office of Security ruling 12 August 1964.) Send cover sheets to CIA TS Control Officer thru Area TSCO for disposal.
	These records include logs, signature cards (Form 36), Courier's Classified Mail Receipt (Form 240a), and other control documents as required.	.5	TEMPORARY: Destroy 10 years after documents shown on forms are downgraded, transferred to the Records Center, destroyed or sent outside control point. (CIA Top Secret Control Officer, Office of Security ruling 12 August 1964.)
14.	These files contain incoming and outgoing cables, dispatches, memoranda, and other correspondence maintained throughout OSP as extra copy reading or reference files and have no record value. These files are generally held chronologically by date. Period covered: 1967 to present.	10.0	TEMP•RARY: These files are non-record and can be destroyed when eighteen (18) months old, or sooner, depending upon reference value.
	Approved For Release 2005/08/17 : CIA	REGREJ	487A000400190001-9
FORM NO. 1 JAN 56	139a USE PREVIOUS RECORDS CONTROL SCHEDULE - C	-9- CONTINUAT	ION SHEET (41)

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14.	CHRONO	Approved For Release 2005/83/17 11/14 OGICAL FILES (cont'd)	KDF 76-00	407 A000400 13000 1-3	
	b.	Chrono files subsequent to 1968		TEMPORARY: Cut off at end of each calendar year, retain in current files area for two (2) additional years, and then transfer to the Archives and Records Center. Destroy after ten (10) years in the Archives and Records Center.	
	c.	Chrono files held by the Office of Special Projects Divisions for convenience purposes. The official file copy is maintained by the OSP Registry.		TEMPORARY: Cut off at end of each calendar year, retain in current files area an additional year, then destroy.	
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FORM NO. 139a USE PREVIOUS

ITEM NO.	FILES IDENTIFICATION	CPABE	T DISPOSITION INSTRUCTIONS
15.	Approved For Release 2005/08/17: CIA-MAIL CONTROL FILES These files contain Request for Office of Security Mailing (Form 1637), and other mail control documents as required. These records are maintained in the Support Branch, Registry Section. Period covered: 1967 to present.	1.0	TEMPORARY: Disposal authorized by General Records Schedule 12, Items 6 and 7. Maintain for two (2) years and destroy.
16.	DOCUMENT CONTROL FILES These files contain Document Control Form 238, and are maintained in the Support Branch, Registry Section. Period covered: 1966 to present.	8.0	TEMPORARY: Disposal authorized by General Records Schedule 18, Item 3. Retain until the respective document has been either destroyed or transferred from OSP, then remove to an inactive file. Purge the inactive file every two (2) years.
17.	POUCH RECORDS These files are maintained by the Support Branch, Registry Section, and contain pouch addresses, manifests, logs, and related records. Period covered: 1966 to present.	1.0	TEMPORARY: Disposal authorized by General Records Schedule 12, Item 2. Break files annually, or when no longer needed for reference purposes. Retain an additional year and destroy.
18.	These files contain regulatory issuances, and other publications of DDS&T, CIA, as well as periodicals, newspapers, commercial publications, and other printed material received in the Office of Special Projects for reference purposes. These are not the official records of OSP. Period covered: 1966 to present.	5.0	TEMPORARY: These records are non-record to the Office of Special Projects. Retain on a current basis. Destroy when superseded, obsolete, or when no longer needed for reference purposes. PPROVED: CIA Records Administration virious.
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EM NO.	FILES IDENTIFICATION	VOLUME DISPOSITION INST	RUCTIONS
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19.	BRIEFING FILES: SEC	10.0 TEMPURARY: Disposal	authorized in
	Consists of charts, maps, listings	accordance with General 19, Item 14. Destroy w	then superseded.
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