

**SECRET**

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400200001-7

92-65

ARCHIVES

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## RECORDS MANAGEMENT PROGRAM

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# RECORDS CONTROL SCHEDULE FOR THE

DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY

OFFICE OF ELINT



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9 March 1967

MEMORANDUM FOR: CIA Records Administrative Officer

SUBJECT : Amendment to Records Control Schedule-  
92-65

1. It is requested that the files identification and disposition instructions for item 9 of the OEL/DD/S&T Records Control Schedule be amended as shown on the attached forms 139a.

2. This change is necessary due to the increasing role and activities that is placed on the Analysis Division/OEL. It is, therefore, requested that you approve this amendment soonest.

25X1

[Redacted Signature Box]

Area Records Officer  
DD/S&T

Attachment:

As stated above

25X1 APPROVED:

[Redacted Signature Box]

CIA Records Administration Officer

*21 Mar 1967*  
Date

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downgrading and  
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14 October 1966

MEMORANDUM FOR: CIA Records Administrative Officer

SUBJECT : Amendment to Records Control Schedule -  
92-65

1. It is requested that the disposition for item #64 of the OEL/DD/S&T Records Control Schedule be amended to read as follows:

Disposition: Destroy 5 years after the completion of the contract. Transfer to Records Center in cubic foot increments when it becomes necessary to make room for more current material.

25X1 2. For your information, this has been discussed with [redacted] of your staff.

25X1

[redacted signature box]

Area Records Officer  
DD/S&T

25X1

APPROV

[redacted signature box]

CIA Records Administration Officer

*19 Oct 1966*

Date

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DD/S&T-1321-64

23 April 1964

MEMORANDUM FOR: Records Administration Staff/DDS

25X1

25X1 ATTENTION :

[Redacted]

SUBJECT :

Receipt of Records Control Schedules from OCR and Authority to Destroy Materials

[Redacted]

7/16/64

1. Transfer of Records Control Schedules & Vital Material Deposit Schedules for Radio Station Branch/SR/OCR to be included in the OEL/DD/S&T Control Schedule have been received by the undersigned.

25X1

2. Per your conversation with [Redacted] of AND/OEL you are duly authorized to destroy the following:

JOB NUMBERS

58-454-28  
60-880-83  
60-892-14  
60-924-5  
60-925-5  
60-926-5

60-927-5  
60-930-17  
60-935-1  
60-949-17  
61-415-1

3. If there are any questions pertaining to the above, please feel free to call.

25X1

[Redacted Signature]

Area Records Officer  
DD/S&T

CONCUR:

25X1

[Redacted Signature]

Chief, Analysis Division, OEL

24 APR 1964

Date

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UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Disposition of Radio Stations Branch Files

REFERENCES: a. CODIB-D-45 (3Sept 59)  
b. CODIB-D-57 (1June 60)

1. The Radio Stations Branch (RSB) of CIA ceased operations as of COB 30 June 1960.
2. In view of the continuing interest in the community in the functions of this Branch and the possible future need to reconstitute an RSB type facility, CIA is holding RSB materials intact for a period of one year (30 June 60 - 30 June 61). No new materials will be processed into RSB files during this period.
3. The following disposition of the RSB files has been effected:
  - a. The Radio Station dossier files have been transferred to the Industrial Register, OCR/CIA. These files will be maintained intact for one year. Service will be provided by the Industrial Register upon request from USIB members.
  - b. All RSB punch card files and the Branch procedural manuals and working aids have been transferred intact to the CIA Records Center. No service will be provided on the machine files.
  - c. A duplicate set of RSB punch cards containing data in Volumes I and II, Fifth Edition, of the ITU Radio Frequency Record has been furnished to the U.S. Army Radio Frequency Engineering Office, Signal Corps.
4. In July 1961, all RSB files will be reviewed and final disposition made at that time.

S/ Paul A. Borel  
Chairman

*Copy for OCR Schedule*

Approved For

STAT  
Release 2005/11/21 : CIA-RDP78-00487A000400200001-7  
c o p y

7/8/60

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RECORDS DISPOSITION AUTHORITY

Records Control Schedule 92-63 for the Office of Elint is approved and authority hereby given to implement the disposition instructions therein.

Preparation and Review:

\_\_\_\_\_  
Area Records Officer

25X1 \_\_\_\_\_  
Records Management Analyst

12 Dec. 1963  
Date

Approval:

\_\_\_\_\_  
Chief, Records Management Staff

16 DEC 1963

\_\_\_\_\_  
Date

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OFFICE, DIVISION, BRANCH <b>DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY OFFICE OF ELINT</b>		SCHEDULE NO. <b>CONCURRENCE</b>	
		SIGNATURE	
		TITLE <b>12 Dec. 1963</b>	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p><b>OFFICE SUBJECT FILE</b></p> <p>Consists of correspondence, memoranda, cables, dispatches, etc., which document the policies, planning and co-ordination of the agency's Elint operations. This file also includes records that reflect the internal organization and policies necessary to the co-ordination and direction of offices within OEL. These files are categorized as follows:</p> <p>A. Records that document policy, planning, co-ordination, direction and operation of OEL.</p> <p>B. Records necessary to the general administration and operation of OEL. This relates to the following subjects: Appropriations, Briefings, Buildings and Grounds, Committees, Logistics, Organization and Management, Personnel, Security and Training.</p> <p>Filed alphabetically by subject. (1962-Current)</p>	4.	<p>Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for 1 year; then transfer to Records Center.</p> <p>Temporary. Destroy after three years. Cut off at end of each calendar year; retain in current files area 1 year, then transfer to Records Center.</p>
2.	<p><b>AGENCY AND OEL REGULATORY ISSUANCES</b></p> <p>A. Consists of complete set of OEL Directives and Notices which constitute the OEL record set.</p>	.1	<p>Permanent. Disposal not authorized. Upon revision or cancellation place in inactive file. Retain in current files area for 2 years and transfer to Records Center.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400200001-7			
2.	AGENCY AND OEL REGULATORY ISSUANCES (continued) <p style="margin-left: 40px;">B.. Consists of copies of Agency Regulations, Notices and Handbooks. File is maintained for reference purposes of OEL employees.</p>	<b>SECRET</b>	1. Temporary. Destroy when revised or superseded.
3.	REFERENCE FILE <p style="margin-left: 40px;">Consists of correspondence, documents, publications, etc., of particular interest to the AD/OEL and his staff.</p>	1.	Temporary. Destroy when revised, superseded or no longer needed.
4.	LIAISON FILE <p style="margin-left: 40px;">Consists of copies of correspondence and memoranda used in performing liaison activities with components of CIA and other government agencies.</p> <p style="margin-left: 40px;">A. Records that document policy, co-ordination and direction of Elint activities.</p> <p style="margin-left: 40px;">B. Records necessary to the general administration of liaison operations.</p>	2.	Permanent. Disposal not authorized. Transfer to Records Center when no longer required for current activities. <p style="margin-left: 40px;">Temporary. Destroy after three years. Cut off at end of each calendar year, retain for three years then destroy.</p>
5.	SIGINT COMMITTEE FILES <p style="margin-left: 40px;">A. Consists of case files of Sigint Committees. These are working files and consist of correspondence, telegrams and other materials that reflect Sigint Committee action. USIB maintains the record copies for CIA.</p>	1.2	Temporary. Destroy after 3 years.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-0647A000400200001-7			
5.	<p><b>SIGINT COMMITTEE FILES (continued)</b></p> <p>B. Consist of copies of S and SC series of USIB publications. These are copies of the basic documents and are used for reference purposes.</p> <p style="padding-left: 40px;">October 1962 to Present</p> <p style="padding-left: 40px;">Filed by S and SC number.</p> <p>C. Consists of correspondence, memoranda, studies, etc., maintained for background and reference purposes. Also included is NSA material and Ad Hoc working groups of Elint Committees.</p>	<p><b>SECRET</b></p> <p>2.</p> <p>4.</p>	<p>Temporary. Destroy when no longer needed for reference purposes.</p> <p>Temporary. Destroy after 3 years. Cut off file annually, retain for three years, then destroy.</p>
6.	<p><b>REQUIREMENTS &amp; EVALUATION FILE</b></p> <p>Consists of copies of Elint requirements, DIA, OSI, etc., used in the preparation of semi-annual evaluations of Elint projects. These files are also used in establishing justification for the renewal of Elint projects. Record copies of Requirements are maintained by USIB.</p>	<p>2.</p>	<p>Temporary. Destroy after 3 years. Place in inactive file when requirement has been fulfilled; retain for three years then destroy.</p>
Approved For Release 2005/11/21 : CIA-RDP78-0647A000400200001-7			

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SCHEDULE NO. 00487A000400200001-7

OFFICE, DIVISION, BRANCH

DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY  
OFFICE OF ELINT - ANALYSIS DIVISION

SIGNATURE

CONCURRENCE

TITLE

Chief, Analysis Division/OEL 20 December 1965

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
7.	<p><b>DIVISION SUBJECT FILE</b></p> <p>Consists of correspondence and memoranda used in the administration and operation of the Analysis Division. The files consist of correspondence, memoranda, etc., originated in or received by the Division. (Subjects included in this file are Logistics, Organization and Management, Personnel, Security, Training, Contractor data and Agency regulatory issuances.</p> <p>a. Consist of records that document policy, planning, coordination, directives and operation of AND/OEL.</p> <p>b. Records necessary to the general administration and operation of AND/OEL.</p> <p>c. Consists of Agency regulations, notices, handbooks; OEL Notices, regulations maintained for reference purposes for AND personnel.</p> <p>d. Contains correspondence relating to contract proposals, trip reports, security requests and clearances, annual and semi-annual technical progress reports of external contractors.</p> <p>(1) Correspondence, proposals, trip reports, security clearances and requests.</p>	<p>3.0</p> <p>1.5</p> <p>1.0</p> <p>3.0</p>	<p>Temporary. Destroy after 10 years. Cut off at end of each calendar year, retain in area 2 years and transfer to Records Center.</p> <p>Temporary. Destroy after 3 years. Cut off at end of each calendar year, retain in area 2 years and destroy.</p> <p>Temporary. Destroy when revised or superseded.</p> <p>Temporary. Destroy after 2 years from completion date of contract. Transfer to Records Center inactive material in one cubic foot lots.</p>

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PPROV

[Redacted Signature]

Date

20 Dec 1965

**SECRET**

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
<p>9</p> <p>25X1</p>	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400200001-7</p> <p><del>SECRET</del></p> <div style="border: 1px solid black; height: 300px; width: 100%;"></div> <p>CIA Records Administration Officer</p>	<p>105.0</p> <p>30.0</p>	<p>Temporary. Transcribe information from magnetic tape onto paper form and file in mission folders. Erase magnetic tapes. Retain folders in office area as long as needed for current operation; then transfer to Records Center in one (1) cubic foot lots. Destroy 4 years after receipt in Records Center.</p> <p>Temporary. Retain in current files area indefinitely. When considered to be of no current value to retain in files area; transfer to Records Center for a period of 4 years. Review at end of 4 years to determine further disposition action.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	ELTEX CARDS  Consists of 5X8 cards (prepared by NSA) which provide ELINT technical guidance and serve as an analytic aid in performing analysis of ELINT raw data.	1.1	Permanent. Disposal not authorized. Upon release, a copy of report will be sent to Records Center. This report is to be placed in OEL External Contractor File.
9.	RAW ELINT DATA <i>see Amended Page following</i>  Consists of materials collected and maintained by individual analysts and used in the analysis of raw intelligence toward the preparation of final reports. Material consists of field operator logs, navigation plots, overlays, dispatches, cables, laboratory analysis, work reports, tapes, etc. These are filed numerically by the field assigned mission number.	105.0	Temporary. Destroy after 4 years. Retain data of current information in office area indefinitely. Transfer to Records Center all other data in one cubic foot lots. Information contained on tapes destroy through the process of erasure. <i>Per authority memo dated 8/1/56</i>
10.	REFERENCE MATERIALS  <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	1.75  16.0  8.0	Temporary. Destroy when no longer required for reference purposes or superseded.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
25X1	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400200001-7	12.0	
		2.0	
		106.0	
11.	<b>CHRONOLOGICAL FILES</b> Contains copies of all memoranda and correspondence originating in AND/OEL for ready reference.	.3	Temporary. Destroy after 1 year. Cut off end of calendar year, retain in area 1 year and destroy.
12.			
25X1	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400200001-7		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400200001-7</p>		
	<p>a. <u>History File</u> - One copy of each report will be set aside for archival purposes.</p>	1.0	<p>Permanent. Disposal not authorized. Upon release, a copy will be sent to Records Center. This report is to be placed in the OEL History File.</p>
	<p>b. <u>Extra Copies</u> - These copies will be used for supplemental distributions and ready for AND/OEL.</p>		
	<p>(1) <u>Supplemental Distribution</u> - 10 copies of each report will be set aside for this activity.</p>	1.75	<p>Temporary. Destroy after 7 years. All unused copies of these reports will be destroyed 7 years from publication date by the Records Center.</p>
	<p>(2) <u>Reference File</u> - One copy of each report will be filed in AND/OEL for ready reference purposes.</p>	.8	<p>Temporary. Destroy after 2 years. Cut off at end of each calendar year. Hold in office area for two more years, then destroy.</p>

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SCHEDULE NO. 92 - 63

CONCURRENCE

OFFICE, DIVISION, BRANCH  
 DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY  
 OFFICE OF ELINT - ANALYSIS DIVISION

**REVISED**  
 12/20/65  
**SECRET**

SIGNATURE

TITLE DATE  
 12 Dec. 1963

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
7.	<p><b>DIVISION SUBJECT FILE</b></p> <p>Consists of correspondence and memoranda used in the administration and operation of the Analysis Division. These files consist of correspondence, memoranda, etc., originated in or received by the division. Subjects included in this file are Logistics, Organization and Management, Personnel, Security and Training.</p> <p>Filed alphabetically by subject.</p> <p>(1962 - 1963)</p>	4.	<p>Temporary. Destroy after three years. Cut off at end of calendar year, retain in current files area for one year, then retire to Records Center.</p>
8.	<div style="border: 1px solid black; height: 200px; width: 100%;"></div>	.1	<p>Temporary. Destroy upon receipt of revised card.</p>
9.		111.5	<p>Temporary. Destroy after 5 years. Retain in office area 3 years, then transfer to Records Center. Information contained on tapes is destroyed through the process of erasure, annually.</p>

25X1

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 declassification



ITEM NO. FILES IDENTIFICATION VOLUME DISPOSITION INSTRUCTIONS

10. REFERENCE MATERIALS

25X1

[Redacted]

SECRET

86.

Temporary. Return to library if obtained on a loan basis, when no longer needed for reference purposes. Other reference materials may be destroyed when no longer needed for reference purposes.

11. CHRONO FILE

Consists of copies of memoranda and correspondence originated in the Analysis Division.  
Filed chronologically by date.  
(1962 - Present)

.1

Temporary. Destroy after one year except for materials prepared prior to 1964, which may be destroyed after 3 years.

12. HEPC REPORT FILE

Consists of Technical Analysis reports evolving from raw Elint Data prepared for the

25X1

[Redacted]  
These also support Agency Elint technical operations and are disseminated to offices of interest in CIA.

2.

Temporary. Destroy when report is 5 years old.

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OFFICE, DIVISION, BRANCH

DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY  
OFFICE OF ELINT-OPERATIONS DIVISION

**SECRET**

CONCURRENCE

SIGNATURE

TITLE

DATE  
12 Dec. 1963

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
13.	<p>DIVISION SUBJECT FILE</p> <p>Consists of correspondence and memoranda reflecting the Administration, Organization and Activities of OEL/Operations Division. In addition to containing copies of correspondence and memoranda originated in the division and prepared for signature of the Chief these files include administrative materials received by the division. Subjects included are: Budget, Buildings and Grounds, Collection, Equipment and Supplies,</p> <p>Filed in accordance with the Agency Subject-Numeric Filing Handbook, <span style="border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span></p> <p>(1962 -</p>	.8	<p>Temporary. Destroy after three years. Cut off at end of each calendar year; retain in current files area for 1 year; then transfer to Records Center except for records pertaining to organization, functions, policies, procedures, etc., needed for current administration of office. These special items should be brought forward into next year's file.</p>
14.	<p>PROJECT FILES</p> <p>These files consist of memoranda, correspondence, dispatches, reports, project outlines, etc., pertaining to projects conducted by OPD. In addition, these files include schematics of electronic equipment, instructional movies and manuals for equipment currently in use.</p> <p>Each project is arranged as follows: Budget, Intelligence Data, Logistics, Organization and Management, Personnel, Security, Training and Travel. Projects are filed alphabetically by project name.</p> <p>(1955 - current)</p>		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14	<p><u>A. Current Projects</u></p> <p>(1) Records needed for the continual performance of the project such as project initiation, significant actions, reports, evaluations, expenditure of funds, etc.</p> <p>(2) Records concerned with the "housekeeping" functions such as; Training, Travel, Personnel and Logistics.</p> <p><u>B. Terminated Projects</u></p> <p>Consists of records as described in A(1) and A(2) above.</p>	<p><del>SECRET</del></p> <p>25X1</p> <p>17.2</p> <p>2.</p>	<p>Temporary. Disposal not authorized at this time. Cut off at end of calendar year; retain in current files area for two years; then transfer to Records Center. Upon termination of project apply <del>disposition</del> disposition authority as described in <del>2B</del>.</p> <p>Temporary. Destroy when two years old.</p> <p>Temporary. Disposal not authorized at this time. Screen file upon termination, of project and prepare a summary of the project to include: Project Initiation, Significant actions, Cost Reports, Significant Personnel Information, Project Evaluation, Termination and other records necessary to historical documentation of project. Retain this summary in office area for 5 years. Review at end of 5 year period to determine further disposition action.</p> <p>Transfer remaining records to Records Center. Destroy after two years.</p>
15.	<p><u>CHRONOLOGICAL FILE</u></p> <p>Consist of extra copies of correspondence and memoranda originated in the division and used as a ready reference file. Filed chronologically.</p> <p>(1962 -</p>	<p>.1</p> <p><del>SECRET</del></p>	<p>Temporary. Destroy after one year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400200001-7			
16.	REFERENCE FILES	<b>SECRET</b>	
	Consist of classified and unclassified publications used for references purposes. This file includes technical catalogs, electronic handbooks, NIE's, TM's, and Research Studies	17.5	Temporary. Destroy when obsolete, superseded or no longer needed for references purposes.
25X1			
17.	PSEUDO AND TRUE NAME CARD FILE		
	Consists of two separate 3 x 5 card files. One file contains the true name and the other contains the pseudo. These two card files are filed in separate safes to comply with security requirements.	.1	Temporary. Destroy the pseudo and corresponding true name card when revised, superseded or no longer of interest.
18.	TOP SECRET CONTROL FILE		
	Consist of copies of Form 36 used in lieu of log to record receipt, internal routing and final disposition of Top Secret material received by, originated within, or dispatched by OPD.	.1	Temporary. Disposal not authorized at this time.
19.	DOCUMENT RECEIPT FILE		
	Signed copies of document receipts showing signature of recipient of classified materials dispatched from OPD.	.1	Temporary. Destroy two years after date of receipt.
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RECORDS CONTROL SCHEDULE 05/11/21 : ~~SECRET~~ 87A000400200001-92 - 63

OFFICE, DIVISION, BRANCH

DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY  
OFFICE OF ELINT-OPERATIONS DIVISION-ELINT CONTROL CENTER BRANCH

CONCURRENCE

SIGNATURE

TITLE

DATE  
12 Dec. 1963

ITEM NO.

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

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

20.

BRANCH SUBJECT FILE

Consists of correspondence, memoranda, reports, cables, dispatches, etc., used in the administration and operation of the Situation Room. This room serves as an all source center to support all OEL and DD/S&T Elint operations. Subjects included are: Appropriations, Buildings and Grounds, Briefings, Collection, Committees, Communications, Organization & Management, Personnel, Records, Security, Training and Travel.

Filed alphabetically by subject.

(1962 - Current)

6.

Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year then transfer to Records Center.

21.

REFERENCE MATERIALS

Consists of classified and unclassified publications used to perform research and reference in the field of Elint Intelligence:

A. Classified Materials

Consists of [redacted] publications, Teletypes, Cables, Correspondence, etc., pertaining to Elint.

1.7

Temporary. Screen semi-annually and destroy materials revised, superseded or no longer needed.

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[redacted] and other technical and scientific books.

3.2

Temporary. Return to library if obtained on a loan basis, when no longer of interest or need. Other reference materials may be destroyed when no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
22.	<p><b>BRIEFING AID FILE</b></p> <p>Consists of maps, graphics, charts, other large size materials and vue graphs used as briefing aids by the AD/OEL and the DD/S&amp;T. These are filed in a Planfile except for the Vue Graphs.</p> <p>Filed either by country or project.</p>	12.	<p>Temporary. Destroy when revised, superseded or no longer needed.</p>
23.	<p><b>ELTEX CARD FILE</b></p> <p>Consists of 5" x 8" cards maintained currently to provide Elint Technical Guidance and serve as an analytic aid in performing collection and analysis of Elint Data. There are two sets of cards maintained, one sanitized and one un-sanitized.</p>	14.	<p>Temporary. Destroy upon receipt of new information (card).</p>
24.	<p><b>TARGET CARDS</b></p> <p>Consists of 5" x 8" cards listing targets for SIGINT Processing and Collection requirements.</p>	4.	<p>Temporary. Destroy when revised, superseded or no longer needed.</p>
25.	<p><b>PROJECT OFFICER'S WORK FILE</b></p> <p>Consists of correspondence, memoranda, cables, dispatches, information reports, etc., that pertain to a particular project.</p>	4.	<p>Temporary. Destroy when no longer needed for current work. Prior to destruction, screen and transfer materials requiring further retention to Branch Subject File (Item 1 of schedule).</p>

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CONCURRENCE

OFFICE, DIVISION, BRANCH  
 DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY  
 OFFICE OF ELINT-RESEARCH AND DEVELOPMENT DIVISION

SIGNATURE

TITLE

DATE  
 12 Dec. 1963

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
26.	<p><b>DIVISION SUBJECT FILE</b></p> <p>Consists of correspondence, memoranda, cables, dispatches, etc., originated by or received in the Research and Development Division. These files are maintained for the Division Chief and reflect the administration, organization and operations of the Division. The following subjects are included in this file: Budget, Buildings and Grounds, Collection, Committees, Equipment and Supplies, Organization &amp; Management, Liaison, Meetings, Personnel, Records, Security and Training.</p> <p>1961 - 1963</p>	4.	<p>Temporary. Destroy after 3 years. Cut off at end of calendar year; retain in current files area for 1 year; then transfer to the Records Center. Prior to forwarding to Records Center documents relating to organization, functions and policies usually filed under Organization and Management will be withdrawn and incorporated with item 1.a of the OEL schedule.</p>
27.	<p><b>CHRONOLOGICAL FILE</b></p> <p>Consists of copy of all memoranda and correspondence originated in OEL-R&amp;DD.</p> <p>Filed chronologically by date.</p>	.1	<p>Temporary. Destroy after 1 year.</p>
28.	<p><b>REFERENCE FILE</b></p> <p>Consists of classified and unclassified</p> <div data-bbox="251 1795 852 1858" style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>includes progress reports and other materials used in reference.</p>	15.	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

**SECRET**

GROUP 1  
 Excluded from automatic  
 downgrading and  
 declassification

**SECRET**

SCHEDULE NO. 82-63

CONCURRENCE

OFFICE, DIVISION, BRANCH

DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY  
OFFICE OF ELINT-RESEARCH DEVELOPMENT DIVISION-APPLIED ELINT RE-  
SEARCH BRANCH.

SIGNATURE

TITLE

DATE  
12 Dec. 1963

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
29.	<p>BRANCH SUBJECT FILE</p> <p>Consists of correspondence and memoranda originated by or received in the Applied Elint Research Branch. These files are maintained for the branch chief and reflect the administration, organization and operation of the branch.</p>	.2	<p>Temporary. Destroy after 3 years. Cut off at end of each calendar year. Retain in current files area 1 year then transfer to Records Center except those records needed for current operation.</p>
30.	<p>CONTRACT FILE</p> <p>Consists of case files filed numerically by contract number containing precontract correspondence, copy of basic contract, amendments, payments, audits, progress reports, trip reports and correspondence with contractor.</p> <p>1961 - Present</p>	6.5	<p>Temporary. Destroy 3 years after completion of contract. Place in inactive file upon completion of contract. Hold in office area 1 year, then transfer to Records Center. Destroy 2 years thereafter.</p>
31.	<p>CONTRACT PROPOSAL FILE</p> <p>Consists of copies of proposals to be considered for Research and Development contract. Includes such information as bidders' capabilities, technical approaches to problem and other related materials.</p> <p>1957 - Present</p>	4.	<p>Temporary. Transfer successful proposals to contract file. Destroy unsuccessful contract proposals 5 years after cancellation of proposal. Transfer to Records Center 1 year after cancellation; hold 2 years then destroy.</p> <p><i>Retention changed to conform with GS 19 item 12 b.1.</i></p>

25X1

25X1

8/30/67  
fgh

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

**SECRET**



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
32.	PROGRESS REPORTS  Consists of copies of reports concerning progress being made on active technical development projects. These progress reports may be prepared daily or weekly.	2.	Temporary. Destroy 3 years after completion of project.
33.	REFERENCE FILE  Consists of technical materials used for reference purposes in the performance of applied Elint research.	18.5	Temporary. Destroy when revised, superseded or no longer needed. <i>See Revision next page</i>
34.	ENGINEERS WORK FILE  Consists of correspondence, memoranda and reports used in the performance of current research and development projects.	4.5	Temporary. Destroy 1 year after completion of individual project.

**SECRET**

**SECRET**

**GROUP 1**  
Excluded from automatic  
downgrading and  
declassification

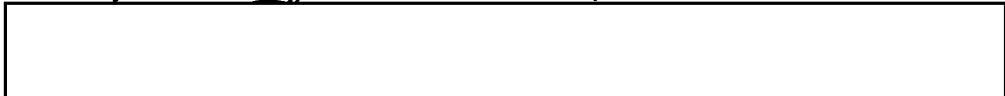
CONFIDENTIAL

26 January 1965

*1/26/65*

MEMORANDUM FOR: Chief, Records Administrative Staff, DDS

Attention 25X1 :



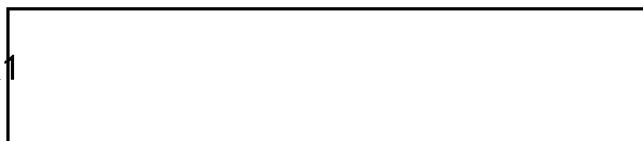
SUBJECT : Revision of Records Control Schedule , 92-63

1. It is requested that the attached revision of Item #33, of the OEL Records Control Schedule be approved.

2. It is felt by that Office that the materials contained therein still may be of value. There is some material in this group that ties in with contract proposals and they can not keep it in the office area without requesting for additional filing cabinets.

3. If there are any questions relating to this request please contact me at your convenience.

25X1



Area Records Officer  
DD/S&T

Attachment:  
As Stated

25X1

APPROV



CIA Records Administration Officer

*28 Jan 1965*  
Date

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
K 33.	REFERENCE FILE  Consists of technical materials used for reference puposes in the performance of applied ELINT research.  25X1 APPRO  <div data-bbox="370 1507 737 1661" style="border: 1px solid black; width: 226px; height: 73px; margin-left: 178px;"></div> Administration Officer	18.5	Temporary. Destroy or transfer to Records Center when revised, superseded or no longer needed. If transferred to Records Center destroy two years thereafter.

*28 Jan 1965*  
Date

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A00040020001-7 63

**SECRET**

SCHEDULE NO. CONCURRENCE

OFFICE, DIVISION, BRANCH  
 DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY  
 OFFICE OF ELINT-RESEARCH & DEVELOPMENT DIVISION-ELINT DIVISION  
 BRANCH

SIGNATURE  
 DATE  
 12 Dec. 1963

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
35.	<p><b>PROJECT FILE</b></p> <p>Consist of Case Files arranged alphabetically by project name and include copy of project proposal, project initiation, budget information, progress reports and related correspondence, memoranda and dispatches pertaining to Elint Development.</p>	6.7	<p>Temporary. Destroy 5 years after completion of project. Transfer to Records Center 1 year after completion of project. Retain 4 additional years in Records Center then destroy.</p>
36.	<p><b>REFERENCE FILE</b></p> <p>Consists of classified and unclassified technical reports, progress reports and other materials used as reference.</p>	27.	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
37.	<p><b>ENGINEERS' WORKING PAPERS</b></p> <p>Consists of copies of teletypes, cables, etc., used by the Engineers in carrying out their daily work assignments.</p>	6.	<p>Temporary. Screen periodically and destroy materials no longer needed.</p>

**SECRET**

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 declassification

Approved For Release 2005/11/21 : CIA-RDP78-00487A00040020001-7

**SECRET**

CONCURRENCE

OFFICE, DIVISION, BRANCH  
 DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY  
 OFFICE OF ELINT-RESEARCH & DEVELOPMENT DIVISION-QUICK REACTION  
 BRANCH

SIGNATURE

TITLE

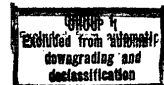
DATE  
 12 Dec. 1963

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
38.	<p><b>BRANCH SUBJECT FILE</b></p> <p>Consists of correspondence and memoranda used in the administration and operation of QRB. This branch serves as the technical reference area for the Office of Elint. Subjects included are: Program Requests, Personnel, Requisitions for Supplies, Regulations, Training, etc.</p>	1.	<p>Temporary. Destroy after 3 years. Cut off at end of each calendar year. Retain in current files area and transfer to Records Center except records needed for current operation.</p>
39.	<p><b>SERVICE CONTRACT FOLDERS</b></p> <p>Consists of external service contracts, task orders, reports and related correspondence covering service rendered by outside contractors on technical equipment in support of Elint operations.</p> <p>Filed alphabetically by contractor name.</p>	1.5	<p>Temporary. Destroy 2 years after completion or cancellation of service contract. Prior to destruction, screen folders and transfer all technical reports to item 5, Research Reports File.</p> <p>427</p>
40.	<p><b>ENGINEERS' WORK FILE</b></p> <p>Consists of correspondence and memoranda pertaining to repair work on electronic equipment performed by members of QRB.</p>	3.7	<p>Temporary. Destroy 3 years after completion of job.</p>

**SECRET**

GROUP 1  
 Excluded from automatic  
 downgrading and  
 declassification

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
41.	TECHNICAL REFERENCE FILE	SECRET	
	A. REFERENCE MATERIAL		
	Consists of technical manuals, text books, brochures and catalogs describing radio, television and other electronic equipment. This file also includes schematic drawings of research products, operating manuals and handbooks.		60.
	B. REFERENCE INDEX FILE		
	Consists of 3" x 5" card file used as a reference aid in locating specific text books and technical manuals included in technical reference file.	.1	Temporary. Destroy when corresponding text books are revised, superseded or no longer needed.
42.	RESEARCH REPORTS		
	Consists of technical reports pertaining to Research and Development projects performed by external contractors and universities.	30.	Temporary. Disposal not authorized at this time.
43.	JOB FOLDER FILE		
	Consists of copies of requirement from OEL levied on QRB to perform technical work. This file includes engineers' notes, schematics, technical information and related correspondence pertinent to a specific job.	.4	Temporary. Screen file annually. Destroy materials no longer considered of value.
	Filed numerically by job number.		



SECRET

20 April 1964

*4/23/64  
Copy Sent to Rec. Ctr.*

MEMORANDUM FOR: Chief, Records Administrative Officer

SUBJECT : Transfer of Records Control Schedule and Vital Materials Deposit Schedule for Radio Station Branch/SR/OCR to Office of ELINT, DD/S&T

1. The following schedules for the Radio Station Branch, Special Register, Office of Central Reference have been transferred to the Area Records Officer, Office of ELINT, DD/S&T:

Records Control Schedule #24-59	Items 54-61
Vital Materials Deposit Schedule	Items 1-7

2. The following is a list of job numbers and deposit numbers to be transferred to the Office of ELINT:

RECORDS RETIREMENT REQUESTS

58-454	60-925	60-949
60-518	60-926	61-290
60-S-637	60-927	61-415
60-638	60-929	61-547
60-880	60-930	61-811
60-892	60-S-932	62-165
60-913	60-935	62-711
60-924	60-936	62-1020

VITAL MATERIALS TRANSFER SLIPS

Deposit Numbers 1210-50-1 through 1210-59-69  
Deposit Numbers 1210-60-1 through 1210-60-20

3. It is requested that the necessary action be taken to amend your schedule and transfer accountability to the Office of ELINT, DD/S&T.

25X1

[Redacted Signature]

25X1

[Redacted Signature]

Area Records Officer, OCR

GROUP 1  
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declassification

SECRET

OFFICE, DIVISION, BRANCH

Deputy Assistant Director/Systems Development  
Office of ELINT/DDS&T

25X1

TITLE

DATE

Deputy Asst Director for ELINT 10 June 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
52	<p>Office Subject File</p> <p>Consists of Correspondence, memoranda, cables, dispatches, etc., which are used in the administration and operation of the DAD/S&amp;D. Subjects included in this file are: Budget, Committees-Boards-Panels, Organization &amp; Management, Personnel, Security, and Travel.</p> <p>1963 - Present.</p>	2	<p>Temporary. Destroy after 3 years. Cut off at end of each calendar year. Retain in office area for two years, screen files for possible inclusion to the OEL permanent Organization files and destroy the remainder.</p>
53	<p>Chronological File</p> <p>Consists of copies of memoranda and correspondence originated, coordinated, or approved by the DAD/S&amp;D and officials of his immediate office.</p> <p>1963 - Present</p>	1	<p>Temporary. Cut off at end of each calendar year. Hold for 1 year and then destroy.</p>
54	<p>Project Files</p> <p>Consists of memoranda, correspondence, reports, vu-graphs, photos, outlines, meetings, policy papers, etc., pertaining to projects conducted by components under the jurisdiction of the DAD/S&amp;D/OEL</p>	8	<p>Temporary. This file is kept for information only and will be destroyed or transferred to the responsible Division project file when no longer needed.</p>

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification



ITEM NO.

FILES IDENTIFICATION

VOLUME

DISPOSITION INSTRUCTIONS

55

Contract Proposal File

SECRET  
2

Consists of copies of proposals to be considered for Research & Development contract. This file series contain such information as bidders capabilities, technical approaches to problems and other related matters.

Temporary. Transfer successful proposals to contract file which is maintained by the Divisions. Retire unsuccessful proposals in 1 cubic foot lots as soon as possible. Hold at Records Center 1 year then destroy.

56

Progress Reports

2

Consists of copies of reports concerning progress being made on active technical development projects. These progress reports may be prepared daily, weekly, or monthly.

Temporary. Destroy 3 years after completion of project.

57

Reference File

4

Consists of classified and unclassified technical reports, progress reports, and other materials used as reference.

Temporary. Return to library, if obtained on a loan basis, when no longer needed for reference purpose. Other reference may be destroyed when no longer needed.

25X1

ROV

[Redacted Signature]

135 June 1968  
Date

CIA Records Administration Officer

SECRET

CONCURRENCE

OFFICE, DIVISION, BRANCH

Air Systems Division/Office of Elint/DDS&T

SIGNATURE  
25X1

TITLE  
C/ASD/OEL 11 JUN 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
58	<p>Division Subject File</p> <p>Consists of correspondence, memoranda, etc. These files are maintained for the Division and reflect the administration, organization, and operations of the Division. The following subjects are included in these files: Budget, Organization &amp; Management, Personnel, Security and Travel</p> <p>1962 - Present</p>	1	<p>Temporary. Destroy after 2 years. Cut off at end of calendar year, retain in current files area for 1 year then destroy.</p>
59	<p>Chronological File</p> <p>Consists of copies of memoranda and correspondence originated in Air Systems Division. Filed chronologically by date.</p> <p>1962 - Present</p>	1	<p>Temporary. Cut off at end of each calendar year. Hold for 1 year then destroy.</p>
60	<p>Project Files</p> <p>These files consist of memoranda, correspondence, reports, project outlines, etc. pertaining to projects conducted by ASD/OEL.</p>	21	<p>Temporary. Destroy 5 years after completion of project. Transfer to Records Center in cubic foot increments when it becomes necessary to make room for more current material.</p>

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
61	<p><b>Contract Proposal File</b></p> <p>Consists of copies of proposals to be considered for research and development. Includes such information as bidders capabilities, technical approaches to problems and other related materials.</p>	SECRET	<p>Temporary. Transfer successful proposals to project file. Destroy unsuccessful contract proposals 3 years after cancellation of proposal. Transfer to Records Center 1 year after cancellation; hold 2 years then destroy.</p>
62	<p><b>Reference File</b></p> <p>Consists of Technical Manuals, reports, tapes, charts, photos, etc., used to aid the project engineers in their various project assignments.</p>	27	<p>Temporary. Return to Library, if obtained on a loan basis, when no longer needed. Other material will be destroyed.</p>
63	<p><b>Working Files</b></p> <p>Consists of correspondence, memoranda, and reports used in the performance of current projects assigned.</p>	2	<p>Temporary. Destroy 1 year after completion of individual project.</p>
64	<p><b>Contractor Progress Reports</b></p> <p>Consists of copies of reports concerning progress being made on active technical development projects. These progress reports may be prepared daily, weekly, monthly, or semi-annually.</p>	8	<p>Temporary. Destroy 5 years after the completion of the contract. <i>Transfer to Records Center in 1965 for increments when it becomes necessary to make revision for more efficient material.</i></p>
65	<p><b>Briefing Material</b></p> <p>Material used to brief officials on the various projects which are being conducted and to also supplement the finished reports with details that were omitted from them for various</p>	1	<p>Temporary. Destroy when revised, superseded or no longer needed.</p>
25X1	<p>APPRO [Redacted]</p> <p>Date <i>15 June 1965</i></p> <p>CIA Records Administration Office</p>		<p><i>* new use of 10/14/66.</i></p>

SECRET

15 July 1960

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT : Amendments to Records Control Schedule 24-59

1. It is requested that the attached amendments to the OCR Records Control Schedule be approved.
2. This revision provides for the disposition of the records belonging to the Radio Stations Branch, Special Register, which ceased operations as of 30 June 1960.

25X1 3. For further information concerning this request, please contact

25X1

Area Records Officer, OCR

25X1

APPR

Chief, Records Management Staff

*Aug 3 1960*  
Date

SECRET

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA RDP78-00487A000400200001-7 (Revised)

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

~~OFFICE OF CENTRAL REFERENCE~~ Office of CLM  
Special Register  
Radio Stations Branch Records (Branch  
ceased operations as of 30 June 1960)

SIGNATURE

TITLE

Chief, Special Register

DATE 25 July 60

ITEM NO.

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

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

44  
54

BRANCH SUBJECT FILE - INACTIVE

Consists of various memos, reports, and form documents accumulated in the administration of Branch activities. This file has been reviewed and contains no material of permanent value. File is arranged alphabetically by subject.

Temporary. All records are currently being stored at the Records Center pending possible transfer to some other Government Agency. In the event that these records have not been transferred by July 1961, they will then be reviewed to determine their final disposition.

45  
55

STATION CASE FILES - INACTIVE

Temporary. Records are currently being maintained intact by the Industrial Register, OCR pending possible transfer to some other Government Agency. If no other agency requests these files by July 1961, they will be integrated into the IR/OCR files.

25X1

46  
56

REFERENCE PUBLICATIONS FILES

File destroyed as of 30 June 1960

47  
57

MAP FILES - INACTIVE

These are extra copies of maps obtained from the Map Library for use by analysts. Some of these maps contain marginal notes and other significant alterations. Filed alphabetically by country.

Same as item 54.

48  
58

ANALYST'S WORKING FILES - INACTIVE

These are working files that were maintained by individual analysts. Included are such items as work forms, procedures, card files, Station Summary Listings, (in alphabetical order by country code), etc. Files are in random order.

Same as item 54.

Approved For Release 2005/11/21 : CIA RDP78-00487A000400200001-7

*BEST COPY*

*AVAILABLE*

RECORDS CONTROL SCHEDULE		SCHEDULE NO.	
OFFICE, DIVISION, BRANCH <i>AND/OEL</i> <i>62 of 20 Feb 1964</i>		<i>92-63</i> -24-63- (Revised)	
OFFICE OF CENTRAL INTELLIGENCE Special Register Radio Stations Branch Records (Branch ceased operations as of 30 June 1960)		SIGNATURE	
		TITLE Chief, Special Register	
		DATE 25 July 62	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
<i>54</i> <i>44</i>	<b>BRANCH SUBJECT FILE - INACTIVE</b>  Consists of various memos, reports, and form documents accumulated in the administration of Branch activities. This file has been reviewed and contains no material of permanent value. File is arranged alphabetically by subject.		Temporary. All records are currently being stored at the Records Center pending possible transfer to some other Government Agency. In the event that these records have not been transferred by July 1961, they will then be reviewed to determine their final disposition.
<i>55</i> <i>45</i>	<b>STATION CASE FILES - INACTIVE</b>  <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		Temporary. Records are currently being maintained intact by the Industrial Register, OCR pending possible transfer to some other Government Agency. If no other agency requests these files by July 1961, they will be integrated into the IR/OCR files.
<i>56</i> <i>46</i>	<b>REFERENCE PUBLICATIONS FILES</b>		File destroyed as of 30 June 1960.
<i>57</i> <i>47</i>	<b>MAP FILES - INACTIVE</b>  These are extra copies of maps obtained from the Map Library for use by analysts. Some of these maps contain marginal notes and other significant alterations. Filed alphabetically by country.		Same as item 54.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
59 49	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400200001-7</p> <p>IBM CARD FILES - INACTIVE</p>	SECRET	487A000400200001-7
25X			<p>Same as item 54.</p> <p>Same as item 54.</p> <p>Destroyed as of 30 June 1960.</p> <p>Destroyed as of 30 June 1960.</p> <p>Same as item 54.</p> <p>Same as item 54.</p> <p>Same as item 54.</p> <p>Same as item 54.</p> <p>Same as item 54.</p>
60 50	<p>SOURCE DOCUMENTS</p> <p>These are documents obtained from various sources and were previously used to furnish coded data for the IBM card files. Documents are arranged in order of receipt.</p>	1	<p>Temporary. This basic source material will be transferred monthly to the Records Center without evaluation or analysis; in July 1961 it will be reviewed for final disposition.</p>
61 51	<p>PROCEDURES - INACTIVE</p> <p>These are the procedures that were used in the preparation of the various jobs and reports done by the Machine Section. Included are card layouts, key punch instructions, wiring diagrams, etc. File is in alphabetical order by title.</p>		Same as item 54.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400200001-7





ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
<p>59 50</p>	<p><b>SOURCE DOCUMENTS</b></p> <p>These are documents obtained from various sources and were previously used to furnish coded data for the IDLI card files. Documents are arranged in order of receipt.</p>		<p>Temporary. This basic source material will be transferred monthly to the Records Center without evaluation or analysis; in July 1961 it will be reviewed for final disposition.</p>
<p>61 57</p>	<p><b>PROCEDURES - INACTIVE</b></p> <p>These are the procedures that were used in the preparation of the various jobs and reports done by the Machine Section. Included are card layouts, key punch instructions, wiring diagrams, etc. File is in alphabetical order by title.</p>		<p>Same as item 54.</p>