

SECRET

95-65

210 776

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

DD / S & T

SPECIAL INTELLIGENCE STAFF



*Discontinued
2 Jul 70*

SECRET

5 FEB 1970

S-E-C-R-E-T

This Notice Expires 1 August 1970

ORGANIZATION



25X1

27 January 1970

DIESTABLISHMENT OF
SPECIAL INTELLIGENCE STAFF

Effective 2 February 1970, the Special Intelligence Staff (SPINT), Directorate of Science and Technology, is disestablished. The functions performed by this staff will be assumed by the CIA SIGINT Officer, the Chief, Information Requirements Staff, Directorate of Intelligence, and the Director of Security. Details of the transfer of functions have been published separately by special issuance.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

DISTRIBUTION: AB

SECRET

Chief Administrative Staff/DD/S&T

Chief, Records Administration Staff/DD/S

13 September 1965

Records Control Schedule For DD/S&T/ Special Intelligence Staff.

25X1 1. The attached Records Control Schedule for SPINT Staff, developed by [redacted] is approved for application. In addition to the two copies returned for your use one copy has been forwarded to the Records Center and the original is being retained by this staff.

2. A statistical analysis of this schedule revealed that of the 35 items, 5 (9.2 cubic feet) were considered permanent and 30 (90.0 cubic feet) were evaluated as temporary.

3. These figures indicate a substantial decrease in the cubic footage of permanent items as described in previous schedules of the Special Intelligence Staff, and therefore reflect continued progress in your Records Disposition Program.

4. I wish to express my appreciation to [redacted] for 25X1 his continued efforts to develop and maintain an active Records Management program in your office. Please call on us if we can be of further assistance.

25X1



25X1

cc: [redacted] Records Center

25X1

DDS/RAS/v



0 Sep 1965)

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GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

Records Disposition Authority

Records Control Schedule (95-65) for the
DD/S&T/Special Intelligence Staff is approved
and authority hereby given to implement the
disposition instructions contained thereon.

Preparation and Review:

25X1

Records Administration Officer

Approval:

25X1

Chief, Records Administration Staff

13 Sept 1965
Date

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RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400250001-2

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SCHEDULE NO. 13-60
25-60

25
25

OFFICE, DIVISION, BRANCH

SI [Redacted]

SPECIAL INTELLIGENCE STAFF, OFFICE OF THE CHIEF

TI Admin List. 23 Feb 1960

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
481	<p>STAFF SUBJECT FILE</p> <p>Consists of memoranda, reports, information copies, and other papers which pertain to technical and administrative activities of the staff. File is maintained under such specific topics as, security, personnel, cables, regulation issuances, teletypes, technical and special intelligence matters, projects and others.</p> <p>1952-59</p> <p>a. Technical and substantive material.</p> <p>b. Administrative material.</p>	<p>4.5</p> <p>1.0</p>	<p>Permanent. Disposal not authorized. Cut off file at the end of each calendar year; retain for two years then transfer to the Records Center.</p> <p>Temporary. Destroy after 1 year; (except teletypes which may be destroyed after one month).</p>
502	<p>CONVENIENCE FILE (CHRONO)</p> <p>These are copies of memos originating in the staff or replies made by the Staff. They are maintained for convenience of reference and are filed chronologically.</p> <p>1952-59</p>	<p>.6</p>	<p>Permanent. Disposal not authorized. Cut off at the end of each calendar year, hold for two years then transfer to the Records Center.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
51	IAC FILE File has been discontinued.		
52	INTELLIGENCE COMMITTEE, USCIB File has been discontinued.		
53 3	IOTAC FILE This file is maintained for the office member of the Inter-Office Telecommunication Advisory Committee. Record set is maintained by the Recording Secretary in OSI.	.1	Temporary. Destroy when 6 months old.
53.1 4	REFERENCE PUBLICATIONS These are copies of ATIC, AF and other publications relating to equipment or technical matters in which the staff is interested. Maintained for reference purposes.	1.0	Temporary. Destroy when no longer needed or when publication is superseded.
58 5	TOP SECRET LOG Used to record receipt and distribution of top secret documents. 1956-59	.1	Temporary. Disposal not authorized.

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RECORDS CONTROL SCHEDULE 5

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SCHEDULE NO.

13-60
CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

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SPECIAL INTELLIGENCE STAFF, CIA SPECIAL INTELLIGENCE SECRETARIAT

TITLE

(Cassis) 24 Feb 60

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
546	<p>USIB FILES</p> <p>The files described in a through i on the following page are maintained for the DCI as Chairman of USIB and the CIA member. They reflect CIA activities with the Board. The official records are maintained by the USIB secretariat.</p> <p>1946 - 59</p>		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400250001-2			
6.	<p>a. Subject File - These are cables, memos, studies and other documents which reflect the Agency's participation in the activities of the Board. The records relate to agreements, charters, collaboration, dissemination, exploitation, liaison, organization, conferences and others. Filed by subject or country. 1948-59</p>	15.0	Permanent. Disposal not authorized. Retain in current files area for 4 years then transfer to the Records Center.
	<p>b. Board File - Contains memos, agenda, actions of the Board, briefing notes, minutes of meetings, and other Board items.</p>	1.0	Permanent. Disposal not authorized. Retain in current files area for 4 years then transfer to the Records Center.
	<p>c. Extra Copies - These are extra copies of Board items maintained for use of DDCI and other members as needed.</p>	4.0	Temporary. Destroy when superseded or no longer needed.
	<p>d. Card Index - A numerical index to the Board files maintained on 5x8 cards.</p>	.2	Temporary. Destroy when no longer needed.
	<p>e. Security Clearance Files Transferred to Security Branch</p>		
	<p>f. Logs - maintained for control on all documents received or distributed by this office. 1946-59</p>	1.0	Temporary. ^{Permanent.} Disposal not authorized. Retain in current files area for 4 years then transfer to the Records Center.
	<p>g. Document Receipt File - These are signed copies of document receipts indicating receipt of classified documents.</p>	.2	Temporary. Destroy after 2 years. Cut off at end of each calendar year; retain for 2 years then destroy.
	<p>h. Destruction Certificate - Discontinued in June 1958. Now being recorded on the log.</p>		
	<p>i. Country File - These are Board papers containing information on US relations with various countries. Filed by country. 1948-59</p>	6.0	Permanent. Disposal not authorized. Retain in current files area for 4 years then transfer to the Records Center.
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RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400250001-2

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SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

SPECIAL INTELLIGENCE STAFF ASSESSMENTS AND REQUIREMENTS BRANCH

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
	<p>AS A RESULT OF A REORGANIZATION THIS BRANCH WAS REORGANIZED AS TWO BRANCHES. THE ASSESSMENTS BRANCH AND REQUIREMENTS BRANCH. THE FILES WERE DISPOSED OF IN THE FOLLOWING MANNER:</p>		
55	<p>DIVISION ADMINISTRATIVE FILE</p> <p>Parts of it were incorporated with the Assesments Branch Administrative files and the others destroyed.</p>		
56	<p>CONVENIENCE FILE (PENDING)</p> <p>Destroyed. Eliminate item.</p>		
57	<p>HISTORICAL RECORDS</p> <p>Divided among the chiefs. Some in Item 69.1</p>		
58	<p>T.S. LOG</p> <p>Now located with SpInt, Office of the Chief.</p>		
59	<p>PERSONNEL CARD FILE</p> <p>Eliminated</p>		
60	<p>POINT TO POINT CARD</p> <p>Eliminated</p>		
61	<p>LIBRARY MATERIAL</p> <p>Eliminated</p>		

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OFFICE, DIVISION, BRANCH: SPECIAL INTELLIGENCE STAFF, ASSESSMENTS BRANCH

SIGNATURE: [Redacted] 25X

TITLE: 25 JAN 1966

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
62	<p>SOURCE UTILIZATION FILE</p> <p>Contains 5x8 cards listing sources used in preparation of certain finished intelligence reports, by area, subject, date and source of material (State Cables, ORR reports, CS reports, and others). File is used to compile statistical reports on source utilization. 1958-59</p>	10.0	Temporary. Destroy after 1 year. Maintain a twelve-month level; thereafter destroy oldest material on a monthly basis.
62.1 2	<p>REPORTS FILES</p> <p>a. Special Statistical Reports - These are statistical records of receipt of special intelligence material, listed by originator, country and subject; and the use of intelligence sources in certain finished intelligence reports. 1955-59</p> <p>b. Consolidated Reports - These are monthly, quarterly, annual and special (ad hoc) reports based on compilation of statistical data listed in a.</p>	1.0 1.0	<p>Permanent. Disposal not authorized. Retain in current files area for five years then transfer to the Records Center.</p> <p>Permanent. Disposal not authorized. Retain in current files area for five years then transfer to the Records Center (except that working papers, drafts and extra copies should be destroyed).</p>
63 3	<p>EVALUATIONS FILE</p> <p>These are evaluations of information reports made by OCI analysts, usually at the request of the originating office. Record files are maintained by the originating office. Filed by office of origin and chronologically. 1958-59</p>	.3	Temporary. Destroy after one year. Cut off file at the end of each year, retain for one year then destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
64	STATION PRODUCTION FILE Discontinued.		
65	COMMITTEE FILES Discontinued.		
66	ACCESSION LISTS Discontinued - S.R. has responsibility		
67	DESTRUCTION LISTS Discontinued - Registry Branch has responsibility.		
68	LOG FILE Discontinued.		
69	REFERENCE PUBLICATIONS FILE Consists of published material from various sources for use as technical working aids by branch, staff and office personnel.	2.5	Temporary. Destroy when obsolete or no longer needed for reference purposes.
69.1 5	TECHNICAL DOCUMENTS FILE These are regulations, orders, operating instructions and other documents pertaining to special intelligence and its use.	1.0	Permanent. Disposal not authorized. Retain in current files area indefinitely. <i>Retire to Records Center in central foot lots. (per Dave [redacted] OLCI, 4/5/63) fgh</i>
70 6	BRANCH SUBJECT FILES a. This portion of the files contains material on special subjects in which the Branch is interested. File is maintained for historical and references purposes.	1.0	Permanent. Disposal not authorized. Retain in current files area indefinitely.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400250001-2			
	<p>b. Administrative File Consists of office and branch memos, regulations, and other material pertaining to training, regulations, leave and other subjects required in administration of branch activities. Filed by subject. 1958-59</p>	.3	<p>Temporary. Destroy after 1 year. Cut off file at the end of each calendar year; retain for one year and destroy.</p>
70.1 7	SPECIAL PROJECTS FILE		
	<p>Consists of memos, working papers, and finished reports prepared for special branch projects requested by staff or office chiefs.</p>	1.0	<p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p>
70.2 8	AREA/COUNTRY FILE		
	<p>Includes information on status of special intelligence effort against target countries and areas with related material. Used for reference purposes.</p>	3.0	<p>Temporary. Destroy when obsolete.</p>
70.3 9	CONVENIENCE FILE (CHRONO)		
	<p>Extra copies of papers and memos originating within the Branch. Filed chronologically. 1956-59</p>	.4	<p>Temporary. Destroy after 5 years. Retain in current files area for 5 years then destroy.</p>
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RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400250001-2

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SCHEDULE NO. 136

23-60

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487A000400250001-2

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

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SPECIAL INTELLIGENCE STAFF REQUIREMENTS BRANCH

TITLE

DATE

CIB/KQT

1 Feb 60

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
71	<p>REQUIREMENTS CASE FILES</p> <p>Contain Collection Action Record Sheets with chronological record of status of action together with related memos, notes, teletype requests and other material. These constitute the record set for the agency for Special Intelligence Requirements. Filed by OCI number. 1958-59</p> <p>a. Active Cases</p> <p>b. Closed Cases</p>	<p>2.0</p> <p>1.4</p>	<p>Place in closed file when case is inactive.</p> <p>Temporary. Destroy after 5 years. Retain in current files area for two years then transfer to the Records Center.</p>
72	<p>REQUIREMENTS SUBJECT FILE</p> <p>Includes teletypes, correspondence with various offices [redacted], travel folder, projects, status reports, meetings, committees, collection and dissemination activities, tours briefings and other subjects on activities conducted by the Branch. Filed by subject.</p> <p>a. Teletypes</p> <p>b. Other material</p>	<p>.1</p> <p>4.4</p>	<p>Temporary. Destroy after 1 year.</p> <p>Temporary. Destroy after 5 years. Cut off at the end of each calendar year; retain in current files area for 2 years then retire to the Records Center.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
73 3	<p>REQUIREMENTS CARD FILE</p> <p>Consists of a 5x8 card for recording requirement number, requestor, date of initiation, subject, collection Agency, and classification. Used as an index to requirement case files. Filed by requirement number.</p>	1.0	Temporary. Destroy 2 years after requirement closed.
74	<p>FLEXOLINE FILE</p> <p>Discontinued</p>		
75 4	<p>GUIDE REQUIREMENTS</p> <p>a. These are the Periodic Requirement Lists prepared on a quarterly basis for general type requirements (collateral). Filed by area.</p> <p>b. Extra copies of the Periodic Requirement List maintained for supplemental distribution purposes.</p> <p>c. Working papers and drafts of Periodic Requirement List. Filed by area.</p>	.2	Permanent. Disposal not authorized. Cut off at the end of each year; retain in current files area for two years and transfer to the Records Center.
76 5	<p>CONVENIENCE FILE (CHRONO)</p> <p>Extra copies of memos and correspondence originating in the Branch. Filed chronologically. 1957-to date</p>	.2	Temporary. Destroy after two years. Cut off at the end of each calendar year; retain for two years and destroy.
77	<p>OO/C REQUIREMENT CARDS</p> <p>Discontinued</p>		
78	<p>TELECONS</p> <p>Discontinued - all retired.</p>		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400250001-2			
79 ⁶	<p>REFERENCE PUBLICATIONS FILE</p> <p>Copies of NIE's, technical publications, OCI Handbooks, NSA publications and others that are maintained for reference purposes.</p>	3.2	Temporary. Destroy when superseded or no longer needed.
80	<p>CONTACT CLEARANCES</p> <p>Discontinued</p>		
81	<p>COMMITTEE FILES</p> <p>Discontinued - no longer an active committee member.</p>		
82	<p>LIAISON CONTACTS LOG</p> <p>Transferred to Security Branch.</p>		
83 ⁷	<p>BRANCH ADMINISTRATIVE FILE</p> <p>Consists of office and branch administrative memos, regulations and other material pertaining personnel, security, training, and other house-keeping material required for day to day operation. Filed by subject.</p> <p style="text-align: center;">1957-59</p>	3.0	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain for one year and destroy.
84	<p>REQUIREMENTS REFERENCE FILE</p> <p>Incorporated with the subject file item 78.2</p>		
85	<p>DOCUMENT AND TRANSLATION REQUEST FILE</p> <p>Transferred to Dissemination Branch</p>		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
86 8	REQUIREMENT LOGS		
	a. Includes logs maintained for control of requirements and as a ready reference. Filed by area. 1958-59	.2	Temporary. Destroy after 5 years. Retain in current files area for 5 years then destroy.
	b. A log for listing teletypes sent generally as informal requirements. 1957 to date	.1	Temporary. Destroy after 1 year.
86 9	SUSPENSE FILE		
	This is a 3x5 suspense file maintained as a reminder to review status of active requirements. Filed by dates. Current	.1	Temporary. Destroy when requirement is closed.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400250001-2

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OFFICE, DIVISION, BRANCH		SIGNATURE	CONCURRENCE
SPECIAL INTELLIGENCE STAFF, SECURITY BRANCH		25X1	
		TITLE	DATE
		C-B/SY	5 Feb. 1960

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
87 1.	<p>SPECIAL INTELLIGENCE CLEARANCE CASE FILES</p> <p>Individual case files maintained on persons who have been cleared or are in process of being cleared for Special Intelligence. Folders contain requests and initiation for clearances, report from Security office, debriefing forms, oath of secrecy, requests for approval for schooling and foreign travel, and other documents pertinent to the individual case. These documents are essentially duplicated in the files of the Security Office and other support offices of the Agency except the SI Oath of Secrecy (signed by employee) is the Agency record copy. Filed alphabetically. (1946 to date)</p>		
	<p>a. Active Cases</p>	36.0	Place in inactive file when clearance is terminated.
	<p>b. Inactive Cases</p> <p>1. Employees with terminated clearances.</p> <p>2. Employees separated from the Agency.</p>	14.0	<p>Retain in current files area until separated from the Agency.</p> <p>Upon notification of separation of employee remove Oath of Secrecy and destroy contents of file; place oaths in an alphabetical file and transfer annually to the Records Center for permanent retention.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS	
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400250001-2				
88 2	<p>CARDINEER FILES</p> <p>These are 5x8 cards maintained for ready reference on individuals cleared for Special Intelligence or in process. Contains the name, requesting office, dates of indoctrination, orientation, debriefing and clearance, badge type and other pertinent information. Filed alphabetically.</p>	SECRET	<p>a. Pending File .1 Transfer to Active file when clearance action completed.</p> <p>b. Active File 1.0 Place in inactive file when clearance is terminated.</p> <p>c. Inactive File .2 Destroy when employee resigns and folder has been purged.</p>	
89 3	<p>LOCATOR FILE</p> <p>These are 4x4 orange cards containing current information on persons with Special Intelligence clearance who are located outside the DDI area offices. Used to determine number of persons having clearance and for other statistical purposes. Filed by organization and alphabetically. (Current)</p>		.1	Temporary. Destroy upon termination of clearance.
90	<p>BADGE CARD FILE</p> <p>Discontinued - combined with Cardineer File item 88. 2.</p>			

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400250001-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
91.4	<p>SECURITY ADMINISTRATIVE FILES</p> <p>These are memos, reports, surveys and other material reflecting administrative activities of the branch. Specific items include surveys and inspections, regulations and notices, security violations, monthly reports, liaison and special intelligence activities and other related subjects in which the branch is interested. Filed by subject.</p> <p>1957-59</p>	1.3	Temporary. Destroy after 1 year. Cut off at the end of each calendar year, retain in current files area for one year then destroy.
91.5	<p>AREA FILES</p> <p>These include individual case files containing requests to set up special intelligence activity</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>related papers. File serves as background material for the area. Filed alphabetically by area.</p>	.6	Permanent. Disposal not authorized. Place in inactive file when area is deactivated; retain in current files area for 6 months then transfer to the Records Center.
92.6	<p>CONVENIENCE FILE (CHRONO)</p> <p>These are retained copies of memos or correspondence originated in the Branch or referred for informational purposes and maintained for convenience of reference.</p> <p>(1958 to date)</p>	.2	Temporary. Destroy after 1 year. Cut off at the end of each calendar year; retain for one year and destroy.
93.7	<p>SAFE COMBINATION FILE</p> <p>Includes double sealed envelopes containing combinations for safes within the Special area. Each envelope contains a safe number, location identity, date of change and the custodian. Filed by safe number.</p>	3.0	Temporary. Destroy when combination is changed and new envelope prepared.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
88	<p>ACCOUNTABILITY FILE</p> <p>An accountability for stamps issued in serialized order to control officers in CIA components. (card file has been discontinued). Records are revised on a daily basis and serve as an inventory.</p> <p>Current</p>	.1	Temporary. Destroy when stamp returned and new one issued.
95		.1	Temporary. Destroy after 3 years. Cut off at the end of each calendar year; retain in current files area for 3 years then destroy.
96	<p>SECURITY COMMITTEE - USIB</p> <p>Discontinued - Responsibility now in Office of Security.</p>		
97	<p>IDENTIFICATION CARDS</p> <p>These are 5x8 cards maintained at the reception stations of the Special Center for ready identification. They include photographs, name of individual, badge number and type, organization, date of briefing and dates of entry in the Center. Filed alphabetically.</p>	1.5	Temporary. When clearance is cancelled return card to Security Branch to be incorporated in item 87.
98	<p>RECEPTIONISTS REPORTS</p> <p>Reports from each reception station indicating types of badges issued, name of user, badge number and other related information. Reports are consolidated into monthly reports for the OCI Security Branch and a working copy retained.</p> <p>(1958 to date)</p>	.1	Temporary. Destroy after 1 year. After report has been consolidated hold for one year then destroy.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
99 /12	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400250001-2</p> <p>RECEPTIONISTS ADMINISTRATIVE FILE</p> <p>These are administrative and branch memos and requests used for daily reference and working files.</p> <p style="text-align: center;">(1958 to date)</p>	.3	<p>Temporary. Destroy after 1 year. Cut off at the end of each calendar year; retain in current files area for 1 year then destroy.</p>

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RECORDS CONTROL SCHEDULE

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SCHEDULE NO.

2360 1360 RW

CONCURRENCE

OFFICE, DIVISION, BRANCH

SPECIAL INTELLIGENCE STAFF, LIAISON STAFF

Chief, NSA Liaison Staff 30 III 60

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
100 1	<p>STAFF ADMINISTRATION FILE</p> <p>Consists of copies of correspondence, memoranda, notices, procedures and reports accumulated in implementing collection and dissemination of classified material and in conducting liaison activities with other organizations. File is maintained for reference and guidance of the Staff and is essentially duplicated in the files of the Special Intelligence Staff and the Assessments and Requirements Branch. Some specific subjects include: Assessments, Badges, Clearances, Notices, Security, Personnel, Space and Training. Filed by subject. (1957 to date)</p>	2.2	Temporary. Destroy after 2 years. Cut off annually; retain for 2 years and destroy.
101 2	<p>LIAISON SUBJECT FILE</p> <p>Contains copies of correspondence to and from other components and agencies relating to liaison and collection matters; continuing requirements and guides, USIB papers, NSCID's, substantive material relating to the Intercept Program, Special Intelligence Categorization, dissemination lists for NSA and CIA material; also general reference and working files. Filed maintained by subject. (1951 to date)</p> <p>a. Substantive type material pertaining to policies, procedures and decisions rendered in conducting liaison activities.</p>	3.5	Permanent. Disposal not authorized. Break file every 3 years; retain in current files area for 3 years then retire to the Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400250001-2			
	b. General reference and working aids. SECRET		Temporary. Destroy as superseded or at the end of each year.
102 3	INTELLIGENCE COMMITTEE FILES These are extra copies of committee papers which are maintained for the office member of the committee and for general information of the Staff. The files contain agenda, minutes, reports and other papers of the Priorities Advisory Group and the USIB.	.4	Temporary. Destroy after 2 years. Screen files annually and destroy when 2 years old.
103 4	REQUIREMENTS CASE FILES Contain copies of requests for and replies to requirements submitted to this Staff together with action taken. Also teletype requests, memos, notes and other related material. The records set of requirements is maintained by Assessments and Requirements Branch. Filed by Requirement number.	2.4	Temporary. Destroy after 2 years. Review files annually; retain closed cases for two years then destroy.
104 5	REQUIREMENT LOG A local devised form recording name of requestor, collection Agency, suspense date, and running status of action and completion date. File is used as quick reference and as an index to active cases. Kept in a notebook by requirement number. (The 5x8 card file previously used will be destroyed when information is transferred to the log).	.1	Temporary. Incorporate with case file (item 103) when requirement is closed.
105	ACCESSIONS LIST Discontinued.		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
106 6	<p>BADGE FILE</p> <p>Consists of a copy of the clearance status received from headquarters. Contains name, date and type of clearance. Filed alphabetically.</p>	SECRET	
	<p>a. Pending</p> <p>b. Active</p>	.1 .2	<p>Place in active file when clearance obtained.</p> <p>Temporary. Destroy when clearance is terminated.</p>
107 7	<p>VISITORS LOG</p> <p>A record maintained on individuals who are visiting the area together with name of person visited and purpose of visits. Maintained for ready reference. Filed alphabetically.</p>	.2	<p>Temporary. Destroy after 1 year.</p>
108 8	<p>COMMUNICATION LOGS</p> <p>Records maintained on the receipt and disposition of classified material in accordance with Security regulations. Filed chronologically.</p>		
	<p>a. Envelope Logs. These are maintained in 5x8 books in lieu of courier receipts. Courier signs log when picking up envelopes. (1957 to date)</p>	.1	<p>Temporary. Destroy after 1 year; cut off annually; retain for one year then destroy.</p>
	<p>b. NSA Mail Log. All memoranda, correspondence and various documents received from NSA are entered on the log irrespective of classification.</p>	.2	<p>Temporary. Destroy after 1 year. Cut off annually and destroy one year later.</p>
	<p>c. Top Secret Log. All CIA top secret material recorded on a separate log. (1957 to date)</p>	.1	<p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p>

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION	INSTRUCTIONS
109 9	DOCUMENT RECEIPTS Record of receipt of CIA and NSA documents dispatched from the Staff. Filed chronologically.	.2	Temporary. Destroy after 2 years. Maintain in current files area 2 years then destroy.
110 10	DESTRUCTION RECORD Copies of annual reports of destruction done by the Staff. Original report is maintained by Registry Branch. Filed chronologically.	.1	Temporary. Destroy after 1 year.
111 11	REFERENCE PUBLICATIONS A collection of published material, reports, bulletins, and working aids produced by CIA or other agencies and utilized by the Staff for reference purposes. Among the publications are those from OCI, ORR, USIB, NSA, OSI, Army, Air, also National Intelligence Estimates and National Intelligence Surveys. Filed chronologically.	5.3	Temporary. Destroy after 1 month. Maintain one month's level; destroy on a monthly basis.
111.1 12	TELETYPE FILES Copies of messages received by teletypes from NSA or CIA components. Messages contain specific requirements or information in answer to requirements. a. Daily Take b. CIA Teletypes	1.8 1.0	Temporary. Destroy after one week. Maintain one week's level then destroy. Temporary. Destroy after 1 year. Cut off file annually; retain for one year then destroy.

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000400250001-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
111.2 13 25X	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400250001-2 SECRET		
111.3 14	LIBRARY MATERIAL A collection of political, scientific and technical books obtained through the Library on an indefinite loan basis. Books include Political Handbooks, Dictionaries, and those relating to radio and electronics.	9.0	Temporary. Disposal not authorized. Return to the Library when no longer of current interest.

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12 SEP 1967

ADMINISTRATIVE
INTERNAL USE ONLY

DD/S&T 3650-67

12 September 1967

MEMORANDUM FOR: CIA Records Administrative Officer

SUBJECT : Amendment to Records Control Schedule -
95-67 - Spint Staff, DD/S&T

1. It is requested that Item 20 of the Spint Staff, DD/S&T Records Control Schedule be amended as shown below:

Identification of Files:

20. Authorization for Special Use of SI File

Consists of individual requests for the special use of SI information in non-SI reports, memoranda and briefings with a list of the SI references from which information was obtained. Also included in this file, is a copy of or description of how it was used and the authorization that was granted in each case.

Disposition

1.3 Permanent. Disposal not authorized. Retain in current files area for two years; then transfer to Records Center, in one (1) cubic foot lots, except those records needed for current operation.

2. If further information is needed in regard to this request, please call me on

25X

25X1

Area Records Officer
DD/S&T

25X1

APPROVE

CIA Records Administration Officer

14 Sept 1967
Date

ADMINISTRATIVE
INTERNAL USE ONLY

SECRET

SCHEDULE NO. 95-65

OFFICE, DIVISION, BRANCH

Special Intelligence Staff, DD/S&T
Office of the Chief

SIGNATURE

TITLE

DCS/SPINT DATE 3 Sep 1965

25

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>STAFF SUBJECT FILE</p> <p>Consists of memoranda, reports, information copies, and other papers which pertain to Technical and Administrative activities of the Staff. File is maintained under such specific topics as Security, Personnel, Cables, Teletypes, Technical and Special Intelligence matters, projects, and others.</p> <p>1952-1965</p> <p>a. Technical and Substantive material</p> <p>b. Administrative material</p> <p>c. Teletypes</p>	<p>2.0</p> <p>1.0</p>	<p>Permanent. Disposal not authorized. Cut off at the end of each calendar year; retain for two years; then transfer to Records Center.</p> <p>Temporary. Destroy after one year.</p> <p>Temporary. Destroy after one month.</p>
2.	<p>CHRONOLOGICAL FILE</p> <p>These are copies of memos originating in the Staff or replies made by the Staff. They are maintained for convenience of reference and are filed chronologically by date.</p> <p>1952-1965</p>	<p>.6</p>	<p>Temporary. Destroy after 4 years; Cut off at end of calendar year; hold 4 years and then destroy.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	TOP SECRET LOG Used to record receipt and distribution of Top Secret documents.	.2	Temporary. Destroy 10 years. After document shown on forms are downgraded, transferred to Records Center, destroyed or sent outside the control point.
4.	INTELLIGENCE PUBLICATIONS Copies of Agency intelligence reports; e.g., Central Intelligence Bulletins (CIB), DIA Summaries, Missile and Space Summaries, AFNICC, CID's, etc.	1.0	Temporary. Destroy after two weeks.
5.		8.0	Temporary. Hold in current office area and destroy after 5 years.
6.	USIB FILES The files described in a. through f. on the following page are maintained for the DCI as Chairman of USIB and the CIA member. They reflect CIA activities with the Board. the official records are maintained by the USIB Secretariat. 1946-65		

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
a.	Subject File - These are cables, memos, studies, and other documents which reflect the Agency's participation in the activities of the Board. The records relate to agreements, charters, collaboration, dissemination, exploitation, liaison, organization, conferences, and others. Filed by subject or country. 1948-1965	11.0	Temporary. Disposal not authorized at this time. Retain in current files area for 4 years then transfer to the Records Center. Review 16 years thereafter for further disposition.
b.	Board File - Contains memo, agenda, actions of the Board, briefing notes, minutes of meeting, and such other Board items as relate to the SIGINT mission of the Agency.	2.0	Temporary. Disposal not authorized at this time. Retain in current files area for 4 years; then transfer to the Records Center. Review 16 years thereafter for further disposition.
c.	Extra Copies - These are extra copies of Board items maintained for use of DDCI and other members as needed.	2.0	Temporary. Destroy when superseded or no longer needed.
d.	Logs - Maintained for control on all documents received or distributed by this Office. 1946-1965	1.5	Temporary. Disposal not authorized at this time. Retain in Current files area for 4 years then transfer to the Records Center. Review 16 years thereafter for further disposition.
e.	Country File - These are Board papers containing information on U. S. relations with various countries. Filed by country. 1948-1965	10.0	Temporary. Disposal not authorized at this time. Retain in current files area for 4 years; then transfer to the Records Center. Review 16 years thereafter for further disposition.
f.	NIE & SNIE File - File contains National Intelligence Estimates, & Special National Intelligence Estimates which are used as information for the members of the Staff.	4.0	Temporary. Destroy after 3 years.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	<p>REGULATORY ISSUANCES</p> <div data-bbox="300 1031 878 1150" style="border: 1px solid black; height: 50px; width: 100%;"></div> <p>B. Agency Issuances</p> <p>Consists of copies of Agency Regulations, Notices, and Handbooks. File is maintained for reference purposes for the SPINT Staff.</p>	<p>1</p> <p>3</p>	<p>Permanent. Disposal not authorized. Upon revision or cancellation, place in inactive file. Retain in current files area for two years and transfer to the Records Center.</p> <p>Temporary. Destroy when revised or superseded.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400250001-2

SECRET

SCHEDULE NO.

87A000400250001-2

OFFICE, DIVISION, BRANCH

Special Intelligence Security Staff

SIGNATURE

25X1

CONCURRENCE

TITLE

DC/SSIS

DATE

9/3/65

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
8.	<p>SPECIAL INTELLIGENCE CLEARANCE CASE FILES</p> <p>Individual case files maintained on persons who have been cleared or are in process of being cleared for Special Intelligence. Folders contain requests and initiation for clearances, report from Security Office, debriefing forms, Oath of Secrecy, requests for approval for schooling and foreign travel, and other documents pertinent to the individual case. These documents are essentially the files of the Security Office and other support offices of the Agency except the SI Oath of Secrecy (Signed by employee) which is the Agency record copy. Filed alphabetically.</p> <p>a. Active cases</p> <p>b. Inactive cases</p> <p>(1) Employees with terminated clearances.</p> <p>(2) Employees separated from the Agency.</p>	3.0	<p>Filed in Special Security Center, Office of Security.</p> <p>Temporary. Retain in SISS Files area 1 year and upon notification of separation of employee, remove Oath of Secrecy and transfer to Main Security file for retention. Destroy remainder of contents of file.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	CARDINEER FILES These are IBM, 3" x 5" and 5" x 8" cards maintained for ready reference on individuals cleared for Special Intelligence or in process. Contains the name, requesting office, dates of indoctrination, orientation, debriefing, and clearance, badge type, and other pertinent information. Filed alphabetically.	1.3	Place in inactive file when clearance is terminated.
	a. Active file		
	b. Inactive file	1.1	Temporary. Maintain as long as the official Security inactive personnel file.
10.	SECURITY ADMINISTRATIVE FILES These are memos, reports, surveys and inspections, regulations and notices, security violations, monthly reports, liaison, special intelligence activities and other related subjects in which the Staff is interested. Filed by subject.	2.0	Temporary. Destroy after 1 year. Cut off at the end of each calendar year; retain in current files area 1 year and then destroy.
11.	AREA FILES These include individual case files containing requests to set up special intelligence activity, either domestic or foreign, correspondence, relating to approval, drawings, survey or study, authorization to set up areas, cables or correspondence dealing with problems within the area, and other related papers. File serves as background material for the area. Filed alphabetically by area.	5.0	Permanent. Disposal not authorized. Place in inactive file when area is deactivated; retain in current files area for 6 months; then transfer to the Records Center.

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ITEM NO.	FILES IDENTIFICATION	QUANTITY	DISPOSITION INSTRUCTIONS
12.	<p>CONVENIENCE FILE (CHRONO)</p> <p>These are retained copies of memos or correspondence originated in the Staff or referred for informational purposes and maintained for convenience of reference.</p>	.5	Temporary. Retain for 60 days; then destroy.
13.	<p>ACCOUNTABILITY FILE</p> <p>An accountability for rubber stamps issued in serialized order to control officers in CIA components. Records are revised on a daily basis and serve as an inventory.</p>	.1	Temporary. Destroy when stamp returned and new one issued.
14.		.1	Temporary. Destroy after 3 years; Cut off at the end of each calendar year; retain in current files area for 3 years; then destroy.
15.	<p>RECEPTIONISTS REPORTS</p> <p>Reports from each reception station indicating types of badges issues, name of user, badge number, and other related information. Reports are consolidated into monthly reports for the OCI Security Branch and a working copy retained.</p>	.1	Temporary. Destroy after 1 year. After report has been consolidated hold for 1 year, then destroy.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
16.	<p>RECEPTIONISTS ADMINISTRATIVE FILE</p> <p>These are administrative and Branch memos and requests used for daily reference and working files.</p>	.3	<p>Temporary. Destroy after 1 year. Cut off at the end of each calendar year; retain in current files area for 1 year; then destroy.</p>

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SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

DD/S&T

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Special Intelligence Staff, Special Technical Branch

TITLE

Ch., STB, SPINT

3 Sept 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
17.	<p>AREA COUNTRY FILE</p> <p>Includes information on status of Special intelligence effort against target countries and areas with related material. Used for reference purposes.</p>	1.75	Temporary. Destroy when obsolete.
18.	<p>OPERATING INSTRUCTIONS FILE</p> <p>Consists of operating instructions, regulations, and other documents pertaining to SI and its use.</p>	1.75	Temporary. Destroy when obsolete, superseded, or no longer needed.
19.	<p>REFERENCE AID FILE</p> <p>Consists of working aids published by various agencies and offices used for reference purposes.</p>	1.75	Temporary. Destroy when obsolete or no longer needed for reference purposes.
20.	<p>SPECIAL USE FILE <i>see change 12 Sep 67. RD</i></p> <p>Consists of special use of SI material in non-SI reports. Permits the use of SI material in non-SI reports.</p>	.50	Temporary. Disposal not authorized. Keep in current files area for 10 years, then review for further disposition.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
21.	RESTRICTED SERIES FILE Consists of policy, clearances, and correspondence pertaining to the Restricted Series SI material.	SECRET 6	Permanent. Disposal not authorized. Keep in current files area indefinitely.
22.	EVALUATIONS FILE These are evaluations of SI reports and special evaluations of SI end-product reporting.	1.0	Temporary. Review file annually; destroy material no longer needed for current operations.
23.	BRANCH SUBJECT FILES Consists of correspondence and memoranda reflecting the activities of the Branch. Subjects included are: Committees, Organization & Management, Records of retired files, etc.	.5	Temporary. Destroy after 2 years. Cut off at end of each calendar year; hold in current files area for 2 years, then destroy.
24.	CONVENIENCE FILE (Chronos) Consists of extra copies of correspondence and memoranda originated by the Branch and used as a ready reference. Filed chronologically.	.1	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year; then destroy.

RECORDS CONTROL RELEASE 2005/11/21 : CIA-RDP78-00487A000400250001-2

SECRET

SCHEDULE NO. 87A000400250001-2

OFFICE, DIVISION, BRANCH
DD/S&T

SIGNATURE
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Special Intelligence Staff, Liaison Staff

TITLE DCS/SPINT DATE 3 Sept 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
25.	<p>STAFF ADMINISTRATION FILE</p> <p>Consists of copies of correspondence, memoranda, notices, procedures and reports accumulated in implementing collection and dissemination of classified material and in conducting liaison activities with other organizations. File is maintained for reference and guidance of the Staff and is essentially duplicated in the files of the Special Intelligence Staff. Some specific subjects include: Assessments, Badges, Clearances, Notices, Security, Personnel, Space and Training. Filed by subject.</p>	2.0	Temporary. Destroy after 2 years. Cut off at the end of each calendar year, retain for 2 years and destroy.
26.		1.5	Permanent. Disposal not authorized. Break file every 3 years; retain in current files area for 3 years then retire to the Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>b. General reference and working aids.</p>	<p>SECRET</p>	<p>Temporary. Destroy as superseded or at the end of each year.</p>
27.	<p>INTELLIGENCE COMMITTEE FILES</p> <p>These are extra copies of committee papers which are maintained for the office member of the committee and for general information of the Staff. The files contain agenda, minutes, reports and other papers of the USIB and other groups and committees.</p>	1.5	<p>Temporary. Destroy after 2 years. Screen files annually and destroy when 2 years old.</p>
28.	<p>REQUIREMENTS CASE FILES</p> <p>Contain copies of requests for and replies to requirements submitted to this Staff together with action taken. Also teletype requests, memos, notes and other related material. The records set of requirements is maintained by Collection Guidance Staff, DDI. Filed by requirement number.</p>	5.0	<p>Temporary. Destroy after 2 years. Review files annually; retain closed cases for 2 years then destroy.</p>
29.	<p>REQUIREMENT LOG</p> <p>A local devised form recording name of requestor, collection Agency, suspense date, and running status of actions and completion date. File is used as quick reference and as an index to active cases. Kept in a notebook by requirement number. (The 5" x 8" card file previously used will be destroyed when information is transferred to the log.)</p>	.5	<p>Temporary. Incorporate with case file (item 28 above) when requirements is closed.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
30.	<p>BADGE FILE</p> <p>Consists of a copy of the clearance status received from Headquarters. Contains name, date and type of clearance. Filed alphabetically.</p> <p>a. Pending</p> <p>b. Active</p>	<p>SECRET</p> <p>.1</p> <p>.2</p>	<p>Place in active file when clearance obtained.</p> <p>Temporary. Destroy when clearance is terminated.</p>
31.	<p>VISTORS LOG</p> <p>A record maintained on individuals who are visiting the area together with name of person visited and purpose of visits. Maintained for ready reference. Filed alphabetically.</p>	<p>.1</p>	<p>Temporary. Destroy after 1 year.</p>
32.	<p>COMMUNICATION LOGS</p> <p>Records maintained on the receipt and disposition of classified material in accordance with security regulations. Filed chronologically.</p> <p>a. Envelope Logs. These are maintained in 5" x 8" books in lieu of courier receipts. Courier signs log when picking up envelopes.</p> <p>b. NSA Mail Log. All memoranda, correspondence and various documents received from NSA are entered on the log irrespective of classification.</p>	<p>.1</p> <p>.2</p>	<p>Temporary. Destroy after 1 year; Cut off annually; retain for 1 year then destroy.</p> <p>Temporary. Destroy after 1 year. Cut off annually and destroy 1 year later.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>c. Top Secret Log. All CIA top secret material recorded on a separate log.</p> <p>SECRET</p>	.1	Temporary. Destroy 10 years after document is destroyed, transferred, or downgraded.
33.	<p>DOCUMENT RECEIPTS</p> <p>Record of receipt of CIA and NSA documents dispatched from the Staff. Filed chronologically by date.</p>	.4	Temporary. Destroy after 2 years. Maintain in current files area 2 years then destroy.
34.	<p>DESTRUCTION RECORD</p> <p>Copies of annual reports of destruction done by the Staff. Original report is maintained by Registry Branch. Filed chronologically.</p>	.1	Temporary. Destroy after 1 year.
35.	<p>REFERENCE PUBLICATIONS</p> <p>A collection of published material, reports, bulletins and working aids produced by CIA or other agencies and utilized by the Staff for reference purposes. Among the publications are those from OCI, ORR, USIB, NSA, OSI, Army, Air Force, also National Intelligence Estimates and National Intelligence Surveys. Filed chronologically.</p>	9.0	Temporary. Destroy after 1 month. Maintain one months level; destroy on a monthly basis.
35.1	<p>TELETYPE FILES</p> <p>Copies of messages received by teletypes from NSA or CIA Components. Messages contain specific requirements or information in answer to requirements.</p> <p>a. Daily Take</p>	1.8	Temporary. Destroy after one week. Maintain one week's level then destroy.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
35.2	b. CIA Teletypes	1.0	Temporary. Destroy after 1 year. Cut off file annually; retain for 1 year then destroy. 25X
35.3	LIBRARY MATERIAL A collection of political, scientific and technical books obtained through the library on an indefinite loan basis. Books include Political Handbooks, Dictionaries, and those relating to radio and electronics.	9.0	Temporary. Disposal not authorized. Return to the library when no longer of current interest.