

~~94-67~~
97-67

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

ddst

OFFICE OF SPECIAL PROJECTS



19 April 1967

MEMORANDUM FOR: Chief, Support Branch, OSP, DDS&T

SUBJECT : Records Control Schedule 94-67 for OSP/DDS&T

1. Attached are approved records control schedules for Office of Special Projects, DDS&T including the original copy you requested loan of for reproduction and distribution. We have sent one copy to the Records Center.

2. This is a well prepared schedule and should prove beneficial in managing the preservation and disposition of your records. However, there are three items that appear to have excessive retention periods (items 14, 16 b. c., and 18). These should be evaluated more thoroughly when feasible.

25X1 3. I want to thank you and your Staff for the cooperation given [redacted] during the course of this survey. Please call me if we can assist further in establishing your records management program.

25X1

[redacted]
Chief, Records Administration Staff

Attachment

SECRET

6481000

DDS/SSS/RAS, [redacted] (18 Apr ;67)

SECRET

25X1



SECRET

RECORDS DISPOSITION AUTHORITY

The disposition instructions in Records Control Schedule ~~20~~ 67 for the Office of Special Projects, DDS&T, have been reviewed and are approved for implementation.

STAT

Proposed by:
[Redacted]
Records Analyst

19 APR 1967
Date

STAT

Approval:
[Redacted]
Chief, Records Administration Staff

19 April 1967
Date

STAT

Review:
[Redacted]

19 APR 1967
Date

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1

SECRET

SCHEDULE NO. 97
84-67-0

OFFICE, DIVISION, BRANCH

Office of Special Projects, DDS&T

25X1

SIGNATURE

John J. Crowley

25X

TITLE

Director, OSP, DDS&T

DATE

10 APR 1967

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
0.	<p><u>INTRODUCTION</u></p> <p>The purpose of this paper is to serve as a special control schedule in which disposition is the assignment of office of record responsibility for various documents and subject categories. This paper is made an integral part of the Office of Special Projects, DDS&T, approved records control schedules for the guidance of all OSP personnel in the maintenance and disposition of papers and files within their respective components.</p>		
1.	<p><u>ACTION PAPERS</u></p> <p>This general category of papers includes cables, dispatches, memoranda, and any other form of correspondence or documents pertaining to any OSP project, program, administrative requirement, or activity, which requires an action, or which is received in OSP as a matter of information dealing with a subject for which OSP is the office of primary interest.</p>	NA	<p>The responsibility for the maintenance and disposition (under approved records control schedules) of these papers is assigned to the OSP component receiving the action or assigned primary interest in the activity which is the subject of the document. The original or designated record copy of incoming papers is the record copy and is to be filed in pertinent subject files, as well as are designated record copies of outgoing papers. Copies of these papers may be filed in other record holdings throughout OSP, as well as in chronological, reading, or reference files of the office of record. However, these latter files are to be transitory and of no permanent or lasting value.</p>

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1

ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1			
2.	<p><u>POLICY FILES</u></p> <p>These records pertain to the overall policy direction of OSP, and include such documents as interagency agreements, periodic and special reports, and other matters held at the Director, OSP, level. They do not include policy developed and implemented at the staff and functional line levels of OSP.</p>	NA	<p>These records are those of the Director, Office of Special Projects, DDS&T.</p>
3.	<p><u>CABLE FILES</u></p> <p>These files consist of incoming and outgoing cables held in the Program Administration Division, Support Branch, Registry Section, OSP, in the role of the Registry Section as the Cable Secretariate for OSP. These files are <u>not</u> record copies. The record copies are those held by the various components in official records holdings, and designated official record or action copies.</p>	NA	<p>These files are held in the Program Administration Division, Support Branch, Registry Section, OSP, which is responsible for their maintenance and disposition.</p>
4.	<p><u>CRYPTIC REFERENCE FILES</u></p> <p>These files consist of the master records of pseudonyms, cryptonyms, aliases, and sensitive operational indicators for the Office of Special Projects.</p>	NA	<p>The responsibility for the maintenance and disposition of these records is assigned to the Program Administration Division, Support Branch, Registry Section, OSP.</p>
5.	<p><u>OSP REGULATORY ISSUANCE FILES</u></p> <p>These files consist of the official record copies of OSP regulatory issuances relating to the administration and management of the Office of Special Projects.</p>	NA	<p>The responsibility for the control, maintenance and disposition of these records is assigned to the Program Administration Division, Support Branch, OSP.</p>

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1

ITEM NO.	FILES IDENTIFICATION	VOLUME SECRET	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1			
6.	<u>BUDGET FILES</u> These files pertain to the development and administration of the OSP budget.	NA	The responsibility for the maintenance and disposition of these records is assigned to the Program Administration Division, Support Branch, Budget and Finance Section, OSP.
7.	<u>CONTRACT FILES</u> These files are those containing the original record copy of OSP contracts. The Office of Special Projects is the only Agency component holding copies of these contracts.	NA	The responsibility for the maintenance and disposition of the official records concerning OSP contracts is assigned to the Program, Administration Division, Contract Branch, OSP.
8.	<u>PERSONNEL FILES</u> These files consist of the Office of Special Projects personnel "soft files." These are not the Agency official staff employee personnel records.	NA	The responsibility for the maintenance and disposition of these records is assigned to the Program Administration Division, Support Branch, Personnel Section, OSP.
9.	<u>PROJECT FILES</u> These files consist of documents pertaining to the accomplishment of OSP sensitive operations.	NA	The responsibility for the maintenance and disposition of these records is assigned to the respective project management components within the Office of Special Projects.
10.	<u>RESEARCH AND DEVELOPMENT FILES</u> These files consist of documents pertaining to research and development in conjunction with the missions and functions of the Office of Special Projects.	NA	The responsibility for the maintenance and disposition of these files is assigned to the Office of Special Projects, Design and Analysis Division.
11.	<u>FINANCE FILES</u> These records are concerned with audits, voucher payments, payroll, fund transfers, contract payments, financial record keeping, and other matters concerning financial management in OSP.	NA	The responsibility for the maintenance and disposition of these records is assigned to the Program Administration Division, Support Branch, Budget and Finance Section, OSP.

~~SECRET~~

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1

RECORDS CONTROL SCHEDULE

SECRET

SCHEDULE NO. 97
94-67-1

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1

OFFICE, DIVISION, BRANCH

Office of Special Projects, DDS&T

SIGNATURE

John J. Crowley

DATE

Director, OSP, DDS&T

10 APR 1967

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
0.	<p><u>INTRODUCTION</u></p> <p>This records control schedule covers the major categories of files maintained in the Office of Special Projects, DDS&T. The mission and functions of the Office of Special Projects include:</p> <p>a. Development and operation of special projects for the collection of intelligence by advanced technical means.</p> <p>b. Conducting research and development in methods for conveying advanced technical collection devices.</p> <p>c. Establishing and maintaining liaison with appropriate civilian and Government agencies in order to keep abreast of developments which might effect the activities, capabilities, and requirements of the Office of Special Projects.</p> <p>d. Entering into contractual agreements with private contractors for the development, production, and procurement of materiel, and services required in the operation and maintenance of special projects.</p> <p>e. Monitoring and controlling operational activities conducted under established programs.</p> <p>f. Providing intelligence support to the Agency and community, including studies, assessments, and evaluations pertinent to operational planning and counter measure defense.</p>		

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1

SECRET



ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
0.	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1</p> <p><u>INTRODUCTION (cont'd)</u></p> <p>g. Providing automatic data processing and programming in support of OSP activities.</p> <p>h. Planning and operational analyses of current and proposed research and development programs.</p> <p>i. Evaluating, proposing, monitoring, and supervising research and development through the various stages of vehicles and systems production.</p> <p>j. Providing for the development, direction, and administration of plans, programs, policies, and procedures for the security control of OSP and its sensitive activities.</p> <p>k. Development of policies, programs, and procedures which promote sound management practices and cost effectiveness within the Office of Special Projects.</p> <p>1. <u>POLICY FILES</u></p> <p>These files are those held in the executive office of the Director, Office of Special Projects, DDS&T. These files consist of cables, dispatches, and other types of correspondence, reports, memoranda, periodic reports of OSP activities, reports of committee meetings, and other documents relative to the direction of the Office of Special Projects. These records are held subjectively, and cover the period of: 1963 to present.</p>	<p style="text-align: center;">SECRET</p> <p>3.0 Permanent. Break files annually, or at such time as volume considerations render the retention of these files in active file space impracticable. Retire to the Records Center in lots of 1 cubic foot.</p> <p style="text-align: center;">SECRET</p> <p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	<u>SECURITY FILES</u>	16.0	Temporary. Break files annually. Retain an additional year, and transfer to the Records Center. Destroy 10 years after receipt in the Records Center.
	a. <u>Subject Files</u>		
	These files contain memoranda, reports, cables, and other documents pertaining to security policy, physical security, inspections, clearances, and other matters involving security of OSP activities. These files are maintained subjectively. Period covered: 1962 to present.		
	b. <u>Project Files</u>		Temporary. Break files annually. Retain an additional year, and transfer to the Records Center. Destroy 25 years after receipt in the Records Center.
	These files contain memoranda, cables, clearance actions, and other documents related to the security of OSP projects. These files are maintained subjectively. Period covered: 1958 to present.		
	c. <u>Personnel Files</u>		Temporary. Maintain on a current basis. Retain for 6 months after termination or transfer. Screen and forward material not previously forwarded to the Office of Security.
	These files consist of documents and papers pertaining to the personnel security of OSP employees. These files are maintained alphabetically by name of the individual. Period covered: 1965 to present.		
3.	<u>CABLE FILES</u>	12.0	Temporary. Retain for 1 year. Retire to the Records Center. Destroy after 10 years in the Records Center.
	This file series consists of incoming and outgoing cables processed through the OSA communication facility, pertaining to projects, operations, and administration of the Office of Special Projects activities. These cables are those held in the Program Administration Division, Support Branch, Registry Section, in discharging its Cable Secretariate function for OSP. These cables are filed by cite or in and out number. Period covered: 1966 to present.		

Approved For Release 2005/11/21 : CIA-RDP80-01487A000400260001-1

SECRET

SECRET

Approved For Release 2005/11/21 : CIA-RDP80-01487A000400260001-1

ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1		
4.	<p><u>CRYPTIC REFERENCE FILES</u></p> <p>Identification cards consisting of pseudonyms, cryptonyms, aliases, and sensitive operational indicators filed alphabetically. Period covered: 1966 to present.</p>	<p style="text-align: center;">SECRET</p> <p>.5 Temporary. Retain on a current basis. Upon the separation of individuals, termination of projects or operations, or when otherwise made obsolete or superseded, place cards in inactive file. Hold as inactive for 1 year then destroy.</p>
5.	<p><u>PROJECT FILES</u></p> <p>The files covered by this category are those maintained in the OSP components directly responsible for the administration of the special intelligence collection programs of the Office of Special Projects. These files consist of cables, reports, briefing aids, contractor reports, drawings, charts, plans, cost estimates, cost proposals, manuals, intelligence documents, and other types of documents related to the development, administration, support, and accomplishment of OSP special activities. These files are held under established file systems by subject. Period covered: 1963 to present.</p>	<p>50.0 Permanent. Break files annually, or at such time as volume considerations render the retention of these files in active file space impracticable. Retire to the Records Center in lots of 1 cubic foot, by project.</p>
6.	<p><u>MISSION REPORT FILES</u> * See amendment 20 Dec 1963 - RD</p> <p>These files consist of records pertaining to the accomplishment of missions mounted under OSP special projects. Period covered: 1963 to present.</p>	<p>4.0 Permanent. Retain until no longer needed for reference purposes. Retire to the Records Center. (14)</p>
7.	<p><u>CONTRACT FILES</u></p> <p>These files consist of original contracts, amendments, estimates, proposals, sub-contracts, payment plans, patent and loyalty rights, correspondence, and related papers pertaining to contracts awarded with respect to the mission and functions of the Office of Special Projects. These files are maintained in the Program Administration Division, Contracts Branch, OSP, and constitute official records of OSP. These files are held by contractor name and number. Period covered: 1963 to present.</p>	<p>32.0 Permanent. Break files annually, or at such time as volume considerations render the retention of these files in active office space impracticable. Retire to the Records Center in lots of 1 cubic foot by file title. The intermingling of files of the various contractors in one records center box should be avoided.</p>
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1		

RAB.

DD/ST# 4819-68

OSP-1363-68

10 DEC 1968

MEMORANDUM FOR: CIA Records Administration Officer
THROUGH : Chief, Support Branch, PAD/OSP
SUBJECT : Office of Special Projects, DD/S&T, Records Control Schedule, 94-67-1 Revision

1. This memorandum forwards three (3) copies of a proposed revision to the OSP Records Control Schedule, 94-67-1, Item 6, for your review and approval. This proposed revision was previously forwarded for approval on 5 November 1968 and returned for the addition of General Records Schedule Authority on 13 December 1968.

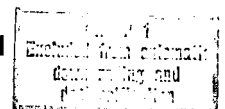
2. This Records Control Schedule revision provides for the temporary retention of mission monitoring data which under the former schedule was incorporated with the permanent mission reporting documentation. The utility of this revision is that it permits a more selective retention of documentation reflecting OSP program management and products under the proposed DD/S&T Records Retention Plan. It also precludes the retirement of an approximately 50 cubic feet of records to the Archives and Records Center as permanent records.

25X1

[Redacted Signature Box]

Records Management Officer
Office of Special Projects

Attachment: a/s



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1</p> <p><u>MISSION REPORT FILES</u></p> <p>These files consist of records pertaining to the program management, program product, including operations and accomplishment of missions mounted under OSP special projects. These records are of permanent and temporary value, as outlined below. Period covered: 1963 to present.</p> <p>a. <u>Program Documentation</u></p> <p>These records are those that document the operational aspects of OSP mission management and which document the organization and functions of OSP, and provide historical and research data in support of OSP operations.</p> <p>b. <u>Mission Documentation</u></p> <p>These records pertain to a specific operation and include documentation through which an operation is monitored on a timely basis. Upon completion of the operation, wrap-up documentation is included in the program documentation. These records are of temporary value, and useful only for a limited reference period after an operation's termination.</p> <p> Revised 5 November 1968</p>	<p style="text-align: center;">SECRET</p> <p>15.0</p> <p>75.0</p> <p>25X1</p> <p>APPROVE</p> <p>CIA Records Administration Officer</p> <p style="text-align: center;">SECRET</p>	<p>Permanent. Disposal not authorized in accordance with General Records Schedule 19, Item 1. Retire when no longer needed for references purposes to the Archives and Records Center.</p> <p>Temporary. Disposal authorized by General Records Schedule 19, Item 5. Retain until no longer needed for current mission purposes in OSP, then retire to the Archives and Records Center. Destroy two years after receipt in the Archives and Records Center because by that time these records will have served all research purposes.</p> <p style="text-align: right;">20 Dec 1968 Date</p>

ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1		
8.	<p><u>AUTOMATIC DATA PROCESSING FILES</u></p> <p>These files are related to the automatic data processing support provided OSP activities. These files consist of administrative, technical, project, and other documents such as computer program listings, program card decks, technical support information, and instructions relative to the automatic data processing function. These files are held subjectively. Period covered: 1960 to present.</p>	<p style="text-align: center;">SECRET</p> <p>12.0 Temporary. Destroy when no longer needed for reference purposes, except for the master file of computer program cards. Transfer master computer program card files to the Office of Computer Services, DDS&T, upon termination of of the respective project or activity.</p>
9.	<p><u>TECHNICAL DATA FILES</u></p> <p>These files contain technical and scientific data accumulated in the process of research, development, design, and analysis of systems and equipment pertinent to OSP operations. These data are in the form of contractor reports, special committee meeting reports, mission studies, technical reports, and other documents and materials. These documents are generally held subjectively. Period covered: 1965 to present.</p>	<p>30.0 Permanent. Retain on a current basis. When no longer required for reference or operational purposes, screen and retire to the Records Center.</p>
10.	<p><u>BUDGET FILES</u></p> <p>These files consist of instructions, narrative and statistical statements or requirements, preliminary estimates, office estimates, copies of budget presentations and related work papers. These papers are filed subjectively. Period covered: 1965 to present.</p>	<p>8.0 Temporary. Break files annually at the end of the fiscal year. Retain an additional 3 fiscal years and destroy.</p>
11.	<p><u>FINANCE FILES</u></p> <p>These files are concerned with OSP budget formulation and execution, audits; voucher payments; payroll; fund transfers; contract payments; financial record keeping; and other matters concerning financial management within OSP. These files contain documents regarding transactions in fulfillment of contract terms such as invoices, change orders, approved vouchers, and other documentation. Filed subjectively. Period: 1965 to present.</p>	<p>8.0 Permanent. Break files annually, or at such time as volume considerations render the retention of these files in active office space impracticable. Retire to the Records Center in lots of 1 cubic foot by file title.</p> <p style="text-align: center;">SECRET</p>
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1		

ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
12.	<p><u>PERSONNEL FILES</u></p> <p>These files are those maintained in the Program Administration Division, Support Branch, Personnel Section, OSP, as the "soft files" for OSP personnel. These files contain personnel actions, fitness reports, forms, correspondence, cables, correspondence, and other documents pertaining to applicants, assignment, training, processing, and other matters concerning the administration of OSP staff or detailed personnel. These files are maintained alphabetically. Period covered: 1966 to present.</p>	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1</p> <p>SECRET</p> <p>8.0 Temporary. Maintain on a current basis. Retain for 6 months after termination or transfer of the employee. Screen and forward material not previously forwarded to the Records and Services Division, Office of Personnel, or the gaining office.</p>
13.	<p><u>LOGISTICS FILES</u></p> <p>These files consist of correspondence, reports, cables, dispatches, memorandum receipts, requisitions, operating instructions, tables of vehicular allowances, property accountability records, and other documents pertaining to the logistical support of OSP. These files are held subjectively. Period covered: 1965 to present.</p>	<p>8.0 Temporary. Break files annually. Retain an additional year, or upon completion of audits, whichever applies. Destroy after 2 years.</p>
14.	<p><u>SUBJECT FILES</u></p> <p>These files are those held throughout the major components of OSP, in addition to those files specifically covered in this Records Control Schedule as readily identifiable and integral file series. These subject files are general files which contain cables, letters, memoranda, and other types of documents and records pertaining to the respective organizational unit's projects, operations, administration, policy, planning, and management. These files are held subjectively and are arranged alphabetically under file titles. Period covered: 1965 to present.</p>	<p>30.0 Temporary. Break files annually. Retain an additional year, and transfer to the Records Center. Destroy 25 years after receipt in the Records Center.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1

ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
15.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1</p> <p><u>CHRONOLOGICAL FILES</u></p> <p>These files contain incoming and outgoing cables, dispatches, memoranda, and other correspondence maintained throughout the Office of Special Projects as extra copy reading files. These files are generally held chronologically by date. Period covered: 1966 to present.</p>	8.0	Temporary. Break files annually, Retain an additional 6 months and destroy.
16.	<p><u>TOP SECRET MATERIALS</u></p> <p>This material includes documents, cover sheets, logs, and other control papers handled in the Office of Special Projects and maintained under Agency top secret control procedures as managed by the OSP/Area Top Secret Control Officer. This material is controlled centrally in the Support Branch, Registry Section, although filed in the pertinent files throughout OSP. This material <u>does not</u> include documents handled under other sensitivity controls. Period covered: 1966 to present.</p> <p>a. <u>Documents</u></p> <p>These records are controlled under the Agency system by number issued by the Agency Top Secret Control Officer.</p> <p>b. <u>Cover Sheets (Form 26)</u></p> <p>These papers include cover sheets to top secret materials which have either been destroyed or transferred from the custody of the Office of Special Projects.</p>	1.0	<p>Temporary. These documents are to be given the same retention periods of the files to which they pertain, and in which they are held. At the time the respective file series reaches a disposition point, these documents are to be processed through the Registry Section to insure continuing control.</p> <p>Temporary. Accumulate in the Registry Section until the volume of 1.0 cubic foot is amassed. Retire to the Records Center. Destroy 25 years after receipt in the Records Center.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1

SECRET

ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
16.	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1</p> <p><u>TOP SECRET MATERIALS (cont'd)</u></p> <p>c. <u>Top Secret Controls</u></p> <p>These records include logs, signature cards (Form 26), Courier's Classified Mail Mail Receipt (Form 240a), and other control documents as necessary.</p>	<p style="text-align: center;">SECRET</p> <p>Temporary:</p> <p>Logs: Retain 1 year after the last number in a respective block has been issued. Retire to the Records Center. Destroy 25 years after receipt in the Records Center.</p> <p>Signature Cards (Form 36): Retain in the Registry Section after the respective document has been destroyed or transferred from OSP responsibility until sufficient volume has been accumulated for transfer to the Records Center. Destroy after 25 years in the Records Center.</p> <p>Mail Receipt (Form 240a): Retain in the Registry Section 1 year and then destroy.</p> <p>Other control documents and receipts: Retain in the Registry Section 1 year and then destroy.</p>
17.	<p><u>MAIL CONTROL FILES</u></p> <p>These files contain Request for Office of Security Mailing (Form 1637), and other mail control documents as needed. Period covered: 1966 to present.</p>	1.0 Temporary. Maintain for 2 years and destroy.
18.	<p><u>DOCUMENT CONTROL FILES</u></p> <p>These files contain Document Control Form 238, for documents received in OSP. These files are maintained in the Registry Section. Period covered: 1966 to present.</p>	4.0 Temporary. Retain in the Registry Section until the respective document has been either destroyed or transferred from OSP, or until such volume is accumulated that it is impracticable to maintain in active file space. Retire up to the prior calendar year to the Records Center. Destroy after 25 years in the Records Center.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1

~~SECRET~~

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
19.	<p><u>POUCH RECORDS</u></p> <p>These files contain pouch addresses, manifests, logs, and related records. Period covered: 1966 to present.</p>	1.0	<p>Temporary. Break files annually, or when no longer needed for current reference. Retain for an additional year and destroy.</p>
20.	<p><u>PUBLICATIONS</u></p> <p>These files contain regulatory issuances, and other publications of DDS&T, OSP, CIA, periodicals, newspapers, commercial publications, and other printed material received in the Office of Special Projects for reference purposes. These are not the official regulation files of the Office of Special Projects, which are held in the Program Administration Division, Support Branch, but are miscellaneous materials held in other OSP components as library or reference material. Period covered: 1966 to present.</p>	2.0	<p>Temporary. Retain on a current basis. Destroy when superseded, obsolete, or when no longer needed for reference purposes.</p>
21.	<p><u>OSP REGULATORY ISSUANCE FILES</u></p> <p>These regulatory issuances consist of directives, notices, memoranda, and other issuances directive or informational in nature relating to the administration and management of the Office of Special Projects. These issuances are controlled by the Program Administration Division, Support Branch, and are the official OSP record copies. Period covered: 1966 to present.</p>	.5	<p>Permanent. Maintain on a current basis. Retain superseded issuances for an additional 1 year period, then retire to the Records Center.</p>

SECRET

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400260001-1

SECRET

OSP-0484-67

1 OCT 1967

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT: Records Control Schedule - Office of
Special Projects, DD/S&T

1. Forwarded herewith are four (4) copies of the proposed Records Control Schedule for the Office of Special Projects, DD/S&T as approved by the Acting Director, OSP. This schedule is forwarded for your final review and approval.

2. Please note that the OSP Records Control Schedule is divided into two documents: 94-67-0, and 94-67-1. The former is not a records control schedule in the strict sense of the word; rather, it is a paper in which disposition responsibility is assigned to a specific OSP component where more than one unit might maintain a given category of records.

3. Following your approval, we would appreciate the return of the original copy of this schedule in order that it may be reproduced to provide OSP elements with an approved copy of the schedule. The original then will be returned to you.

25X1



Chief, Support Branch
OSP/PAD

Attachment: a/s above

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification