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# RECORDS MANAGEMENT PROGRAM

## SURVEY REPORT OF THE

OFFICE OF THE DIRECTOR

Document No.	001
No Change in Class.	<input type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Authority for TS	S ©/1488
Next Review Date:	
Auth:	148 78-9
Date:	22/12/78 BY: 008

PREPARED BY:

Records Management & Distribution Branch  
General Services Office  
Central Intelligence Agency

APRIL 1953

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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Report of Records Management Survey  
Office of the Director

1. Accompanying this memorandum is a Records Management Survey Report which includes recommendations to provide a records maintenance and disposition program for the Office of the Director. Also, it will contribute toward the proper documentation of Agency records at this organizational level in accordance with the legal requirements of the Federal Records Act of 1950.

2. The survey started with a review of the records filed in the Executive Registry Section. This indicated that generally the more important correspondence for the Office of the Director is being filed in other locations. [REDACTED] of this office then proposed broadening the survey to include the records in the offices of the Deputy Directors and discussed the matter with [REDACTED] Colonel White, [REDACTED] for the respective Deputy Directors. The value of such a survey was recognized in these initial discussions and the records in the office of the DD (A) were examined. In subsequent meetings with representatives of the DD(I) and the DD(P), it developed that there were records in these offices which are too sensitive to be opened to review by the Records Analysts. Because of this decision, it was necessary to develop the recommended file manual from other source material and the completion of the report has taken somewhat longer than was originally anticipated.

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3. The following is a summary of the recommendations which are included in the report with an explanation of the purpose and reason for each:

(1) Combine the separate files of the Director, the Deputy Directors, and their immediate staffs and maintain as a single subject file, except:

a. Material considered so sensitive that filing must be done by the responsible official or one of his staff.

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b. Files of the Deputy Director (Plans) and his staff because of their physical location.

(2) Place the combined files in a secured area and use standard 5-drawer cabinets instead of 4-drawer combination lock cabinets.

(3) Include in the central files of the Office of the Director the original incoming communications and the official file copies for all cases in which the action has been taken by the Director, the Deputy Directors, or their immediate staffs, and when the correspondence has been prepared at the operational office level for signature in the Office of the Director.

(4) Discontinue the maintenance of the present Administrative File, which would not be required if recommendations (1) and (3) are adopted.

(5) Adopt the filing procedures described in Exhibit A and the file manual included in this report as Exhibit B. This system also to be used in the maintenance of the files listed as exceptions in Recommendation 1.

(6) Adopt, as standard file supplies, metal angular tab, 1/3 cut pressboard guides with standard guide inserts, and straight cut, plain tab non-reinforced heavy weight (11 point) kraft folders.

(7) Prepare yellow tissue copies of all correspondence for use as the official file copies and file by subject as provided in Recommendation No. 1.

(8) Prepare white tissue copies of all correspondence for use as a reading file.

(9) Adopt the correspondence control procedures described in Exhibit C.

(10) Provide for priority handling in getting incoming mail to action desk.

(11) Provide for a yearly cut-off in all files and at the end of 5 years, retire them to the CIA Records Center for permanent inactive storage.

(12) Effectuate these recommendations by the issuance of an Office Notice such as suggested in Exhibit D.


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(13) Approve the principles of these recommendations as standard guides for adoption throughout the Agency, wherever applicable.

4. Because of the limitation placed on the survey, the recommended systems, if approved, will require some adaptations to meet the office requirements. However, no particular problems are anticipated and it is believed that installation and training can be completed within 6 weeks from the time of approval.

5. I recommend that you discuss this report with the Director and each of the Deputies. I will assign a Records Analyst to install the new procedures in accordance with a schedule which will be agreeable to each office.

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Chief, General Services

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SURVEY REPORT OF THE  
OFFICE OF THE DIRECTOR

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## BACKGROUND AND OBJECTIVES

The Federal Records Act of 1950 makes the institution of a Records Management Program mandatory for all Government Agencies and places the responsibility for the program with the head of the Agency. Although CIA is exempt from the provisions of this Act, in the opinion of our legal staff, it was the desire of Congress that CIA comply except where compliance would result in the unauthorized disclosure of intelligence sources and methods.

The responsibility of the Director of the CIA for such a program has been delegated to the Records Management and Distribution Branch of General Services, as prescribed in very general terms in CIA Regulation [REDACTED]

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In the development of an Agency-wide program of this type, it is believed that the initial installation of procedures and practices, which are expected to be made standards for the Agency, should be made at the top level of the organizational structure. Records Management is a comparatively new concept of Administrative housekeeping and full acceptance of the program requires selling. Therefore the successful installation of the program at the level of the Director's Office and approval of these principles by the Office as standard guides throughout the Agency will be the most effective way of gaining quick acceptance at the lower levels. Consequently, Agency-wide accomplishment of the efficiencies and economies, which Congress has recognized and made a legal requirement for all Government Agencies, would be greatly expedited.

The survey objectives in the Office of the Director were as follows:

1. Location

Determine the most appropriate location of the records of the Director's Office considering the following possibilities:

- A. House and service the records from a central facility in which case no official records will be maintained in individual offices.
- B. House and service all records in individual offices in which case the records would be maintained in the office of creation and none will be maintained in a central files facility. This will require periodic inspection of the records holdings by the various offices to assure their maintenance in accordance with established procedures and methods.

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2. Arrangement of Record Material.

- A. Regardless of location, develop and install a system that will provide for the orderly arrangement of all record material. Such arrangement should provide maximum utilization and protection.
- B. Determine which Agency records should be maintained in the Office of the Director. For example, should correspondence prepared for the signature of the Director and the Deputy Directors be included among the official records of the Director's Office?
- C. Determine the most efficient method for receiving, recording and controlling incoming communications. Such method should provide adequate control and a minimum delay in getting communications to action desks.

3. Retirement and Preservation of the Director's Records.

The current records of the Director's Office will unquestionably become the core of the most valuable historical records of the Agency. Develop and adequately implement appropriate retirement procedures.

4. Documentation of Agency Records.

The attainment of objectives 1 through 3 will contribute to the proper documentation of the records of the Office of the Director. This is a legal requirement and is important not only from the historical standpoint but also because of the responsibility of incumbent officials to have records which give their successors the advantage of past experience.

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1. COMBINE THE SEPARATE FILES OF THE DIRECTOR, THE DEPUTY DIRECTORS, AND THEIR IMMEDIATE STAFFS AND MAINTAIN AS A SINGLE SUBJECT FILE, EXCEPT:
  - A. MATERIAL CONSIDERED SO SENSITIVE THAT FILING MUST BE DONE BY THE RESPONSIBLE OFFICIAL OR ONE OF HIS STAFF.
  - B. FILES OF THE DEPUTY DIRECTOR (PLANS) AND HIS STAFF BECAUSE OF THEIR PHYSICAL LOCATION.

Generally speaking, it is desirable to centralize files to include as many organizational segments as possible without disrupting service caused by the distance of the files from the persons who need to make reference to them. In the Office of the Director the centralizing of files, except for those indicated above, appears to be desirable and is recommended. The centralization of these files offers the following advantages:

- a. Eliminates duplication of effort because copies of a considerable volume of material are included in each of several files.
- b. Provides faster and more complete reference, as all material on the same subject will be in the same file regardless of the fact that responsibility for action may have been split between two or more subordinate offices.
- c. Permits more efficient utilization of filing equipment and the time of file clerks.
- d. Is an aid to proper documentation because reference is possible without a detailed knowledge of the delegation of responsibilities.



2. PLACE THE COMBINED FILES IN A SECURED AREA AND USE STANDARD CABINETS INSTEAD OF 4 DRAWER COMBINATION LOCK CABINETS.

This recommendation is made for reasons of security and economy. The grouping together of a number of standard file cabinets in one secured area is less conducive to security violations than the same number of 4 drawer combination lock type cabinets where the responsibility for locking up is shared by a number of persons. Economically, the savings in adopting this recommendation are the difference in the replacement cost of the combination lock cabinets less the cost of the required number of standard cabinets and the cost of securing the designated area.

In the Administration Building these savings are estimated as follows:

a. Replacement cost of an estimated 20 4 drawer combination lock cabinets @ \$235.00 each.		\$4700.
b. Cost of securing room 7	\$400.	
Cost of 16 standard cabinets @ \$75.00 each. (Reduction of 8 possible because of better utilization of combined files)	\$1200.	
	<u>\$1600.</u>	<u>\$1600.</u>
Net Savings		<u>\$3100.</u>

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3. INCLUDE IN THE CENTRAL FILES OF THE OFFICE OF THE DIRECTOR THE ORIGINAL INCOMING COMMUNICATIONS AND THE OFFICIAL FILE COPIES FOR ALL CASES IN WHICH THE ACTION HAS BEEN TAKEN BY THE DIRECTOR, THE DEPUTY DIRECTORS, OR THEIR IMMEDIATE STAFFS, AND WHEN THE CORRESPONDENCE HAS BEEN PREPARED AT THE OPERATIONAL OFFICE LEVEL FOR SIGNATURE IN THE OFFICE OF THE DIRECTOR.

Adoption of this recommendation will represent a substantial change in the file location of much of the correspondence prepared for the signature of the Director and Deputy Directors. Under present practices throughout the Agency, the complete file of any correspondence case (the original incoming and copy of reply) is usually considered to belong in the files of the originating office. This is contradictory to the accepted principles of proper documentation of an agency's activities, which provide for placing in the same file all material for an area of responsibility regardless of by whom or where the action correspondence was prepared.

Functions and responsibilities are continually changing with changes in size and scope of the Agency. Therefore, under the present system, instead of all the related material on a particular subject being brought together in a single subject file, it may be spread out in any number of files. For example, much of the policy and precedent material for the signatures of the Director or Deputy Directors is prepared and filed in office of origin. In the event of a reorganization, under which a function is transferred from one office to another, all or part of the records related to the transferred functions are likely to be retained by the office originally having the responsibility for it. As a result, a knowledge of the transfer would be necessary in order to locate and refer to records filed prior to the transfer. Specific material included in this category are staff studies submitted to the DD/A. The action on staff studies represents policy decisions made by the DD/A; yet these staff studies, with the action indicated by the DD/A, are returned to the operational offices for filing.

4. DISCONTINUE THE FILES PRESENTLY KNOWN AS THE ADMINISTRATIVE FILES WHICH ARE MAINTAINED BY THE OFFICE OF GENERAL SERVICES.

Although the CIA Correspondence Manual refers to the use of a yellow tissue for the Administrative Files copy, no requirements are given regarding the type of correspondence for which yellow copies should be prepared, or for the maintenance of the files. A review of the file indicates that it is very incomplete, usually does not include the incoming letter, and does not include the more important and sensitive correspondence. Practically all of these file copies are duplicated in the office of origin where the incoming letter is usually retained. In the past seven months there has been an average of only 22 reference requests per month for the entire Agency. It appears that most of these requests result from the originating office being unable to locate their own file copy or the request is for old material and the requestor does not know where else to look. It is therefore recommended that the accumulation of material be placed in inactive storage in the CIA Records Center and the practice of forwarding material to the files presently known as the Administrative Files be discontinued. In actuality, the administrative files are currently maintained by each originating office and this should be continued until a more clearly defined picture is obtained following record surveys of the respective offices.

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5. ADOPT THE FILING PROCEDURES DESCRIBED IN EXHIBIT A AND THE FILE MANUAL INCLUDED IN THIS REPORT AS EXHIBIT B. THIS SYSTEM ALSO TO BE USED IN THE MAINTENANCE OF THE FILES LISTED AS EXCEPTIONS IN RECOMMENDATION 1.

At the present time there is no standard filing system in the Office of the Director. Practices vary in each office. In some cases there has been an attempt to file by subject but without guides the development of subjects occurs as the need arises. The usual result is: (a) many folders containing one or two pieces of correspondence; (b) a large general or miscellaneous folder containing a little of everything; (c) difficult training of replacement personnel; and (d) almost complete dependence for reference service on the one or two individuals who developed the file or are currently maintaining it.

Most of the files in the Office of the Director appear to be in chronological order by either the office of origin or the addressee. This system precludes having a complete file on any subject involving more than one addressee or office of origin. Therefore, complete reference on a given subject requires a detailed knowledge of who and what is involved and this cannot be expected of file clerks, particularly when development occurred over a period of some time. In later years it will be almost impossible for a researcher to trace the development of policies because of personnel changes and reorganizations in both this and other affected agencies. This recommendation is therefore made in the belief that the adoption of a standard filing system is imperative and that the one recommended is the best suited to over-all Agency needs.

It is essential that any system approved for use in the Office of the Director also be used in the maintenance of files listed as exceptions in recommendation #1. This will assure proper correlation of the files when they are eventually retired.

To overcome the difficulties and deficiencies described above, a Subject-Numeric System of classifying and filing is recommended. Its simple structure makes installation easy, and lends itself to speed, economy, and accuracy in coding, sorting, and filing. It is readily understandable by inexperienced clerks and does not require long periods of training to acquaint employees with its operation. Its flexibility makes the system adaptable to various types or volumes of records and the facility for expansion or deletion of subjects is unlimited. To provide quick reference by name of persons or organizations, an Alphabetical Name Index may be maintained in conjunction with this system and is recommended for the combined files of the Office of the Director.

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6. ADOPT, AS STANDARD FILE SUPPLIES, METAL ANGULAR TAB, 1/3 CUT PRESSBOARD GUIDES WITH STANDARD GUIDE INSERTS, AND STRAIGHT CUT, PLAIN TAB NON-REINFORCED HEAVY WEIGHT (11 POINT) KRAFT FOLDERS.

Almost every variety of file folders and guides are presently found in the Agency, with several types often used in the same file. Standardization of supplies of this type permits economies in procurement and procurement procedures; simplifies stocking and warehousing problems; assures uniformity of supplies used in the same file, resulting in a much neater and more business-like appearance; and eliminates the use of either unnecessarily expensive items or items that are too cheap and flimsy to afford the service desired. The supplies covered by this recommendation were selected as the best for correspondence files by experts of a number of Government Agencies who have had many years of experience. A proposed Agency Notice establishing these standards has been concurred in by the Procurement and Supply Office and is now being processed for further concurrences.

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7. PREPARE YELLOW TISSUE COPIES OF ALL CORRESPONDENCE FOR USE AS THE OFFICIAL FILE COPIES AND FILE AS PROVIDED IN RECOMMENDATION NO. 1

The use of yellow tissue copies for the Administrative Files is a current requirement stated in the Agency Correspondence Manual. However, it is our opinion that the official file for the Office of the Director is the one described in Recommendation #1 and should, therefore, contain the yellow tissue copies of replies as well as the original incoming communications. The use of yellow copies for the official file facilitates the destruction of extra or duplicate copies that may find their way to the files and eliminates the necessity of searching the files to determine whether the copies received are duplicates.

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8. PREPARE WHITE TISSUE COPIES OF ALL CORRESPONDENCE FOR USE AS A READING FILE.

To assure that all staff members are fully informed, an extra white tissue copy for use as a reading file should be made of all correspondence prepared by the Director, Deputy Directors, their immediate staffs, or prepared in the operational offices for signature in the Office of the Director. These copies would be accumulated by the Central Files and would include all correspondence except that which is filed in individual office files because of the sensitive nature of the subject matter (See exception (a) under recommendation #1). The chief of the Central Files should circulate and control each days accumulation. Upon return to the Section the file should be destroyed.

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9. ADOPT THE CORRESPONDENCE CONTROL PROCEDURES DESCRIBED IN EXHIBIT C.

A central control on correspondence is desirable regardless of the organizational level of the responsible individuals, and it is recommended that the system described in Exhibit C be adapted to the requirements of the Office of the Director. The system establishes a central control point where the routing, current location, and eventual filing of any piece of controlled correspondence can be determined. In addition, it will reduce the amount of secretarial time used in logging material classified up to secret. This is possible because a copy of the six part control form serves as the log at each correspondence control point.

This system was recently installed in the Office of Procurement and Supply by the Records Management and Distribution Branch and is working very satisfactorily.



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10. MAKE MORE THAN ONE PERSON AVAILABLE AT EACH MAIL CONTROL POINT TO ASSURE IMMEDIATE HANDLING OF THE MAIL.

As the result of numerous checks made by the Records Management and Distribution Branch throughout the Agency on complaints of delays in the delivery of mail, it has been determined and substantiated in a study made by Organization and Methods Service that most delays occur at the point of delivery; i.e. the individuals receiving mail, both at the registry and the office secretarial level, are so occupied with other duties that the delivery of mail to action desks is often delayed. It is therefore recommended that the persons receiving mail be impressed with the need for priority handling, and that more than one person be available in order to prevent delays occurring because individuals are temporarily away from their desk or are occupied with other work.

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11. PROVIDE FOR A YEARLY CUT-OFF IN ALL FILES AND AT THE END OF 5 YEARS, RETIRE TO THE CIA RECORDS CENTER FOR PERMANENT INACTIVE STORAGE.

Permanent retention of all official file correspondence in the Office of the Director is recommended. The basis for this recommendation is the presumption that any material requiring the attention of the Director or his staff is of sufficient importance to require permanent documentation. This is applicable regardless of importance, if the matter was handled at this level.

Some system of cutting off files is necessary to permit the orderly retirement of inactive material to Records Center storage. Cutting off of the files and installing new folders for the each succeeding year is the simplest method, and yearly cut-offs instead of every two or every three years is recommended because: (a) it simplifies classification and finding by keeping the number of subject headings at a minimum (the number of subject headings needed increases in proportion with the volume of correspondence to be included); (b) reference is facilitated by having only material for the current year in the most used portion of the file; and (c) yearly retirement reduces the amount of expansion space needed.

Retention of the Director's files in office space for 5 years instead of for a shorter period, is an arbitrary determination based on two factors; (a) the volume is limited so that such a long retention period does not create a real space problem and (b) at this organizational level, even infrequent reference to older material should be as fast as conceivably possible. Prior to transfer to the Records Center the files would be screened to remove such non record material as printed copies of administrative or operational issuances which would be destroyed.

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12. EFFECTUATE THESE RECOMMENDATIONS BY THE ISSUANCE OF AN OFFICE MEMORANDUM, SUCH AS SUGGESTED IN EXHIBIT D.

In order to document the approval of the recommendations and to assure compliance in the offices of the various Deputy Directors, it is believed that a memorandum for the signature of the Director will be necessary. Accordingly, such a memorandum is included in the report as Exhibit D.

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13. APPROVE THE PRINCIPLES OF THESE RECOMMENDATIONS AS STANDARD GUIDES FOR ADOPTION THROUGHOUT THE AGENCY.

The approval of these recommendations for implementation throughout the Agency would effect standardized practices in handling, filing and disposition of records. This would result in more valuable records, better control, more efficient utilization, and quicker reference service. It would also facilitate and permit placement of more of the burden of training in the Office of Training instead of the operational offices. In addition, the standards set forth for equipment and supplies would result in considerable savings, neater presentation of the files, and would facilitate consolidation of valuable records when transferred to inactive storage. The use of secured areas for larger groups of files would be more economical and aid in reducing the number of security violations.

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## I FOREWORD

Records serve as the memory function of an office. They record the history, policies, programs, procedures and administrative experiences of an organization. The importance of records does not need to be emphasized. It is obvious that information accumulated in the records of an organization, public or private, is essential to its efficient and continued operation. Whether an office maintains a large volume of records or merely a few drawers of them, they should be kept in such a manner that persons can readily obtain them when needed in connection with their activities. In addition, the records of an office should remain usable regardless of personnel or organizational changes. It is necessary, therefore, that some organized plan be used for filing material so that a key to the records will always be available and the file arrangement will be understood by all persons who need to use them.

The purpose of this manual is to provide employees of the Central Intelligence Agency who may have the responsibility for filing or finding correspondence records, with a basic plan for their orderly arrangement and maintenance. The use of this basic plan throughout all offices of the Agency will increase the administrative usefulness of our records, expedite the disposition of records when no longer needed; assure the preservation of records having permanent value; and simplify the training of employees.

Every effort has been, and will continue to be made, to make this plan a practical and usable tool. However its successful operation will depend upon the complete cooperation of all employees concerned with the maintenance, use and disposition of the records of the Agency.

## II LOCATION OF RECORDS FACILITIES

When the records of an organizational unit are maintained in a single area, they are known as centralized files. Ideally, this plan precludes the maintenance of records in any other area of the unit. In addition, this system provides for positive control of all record material and the highest degree of security. Conversely, material is furthest removed from the point of utilization.

Records maintained in several areas of an organizational unit are known as decentralized files. This is the most common method of records keeping, although the degree of decentralization varies considerably. This plan requires close central control of certain records keeping functions, such as the classification system used, and periodic disposal and retirement activities. Careful training of personnel is essential if any degree of uniformity is to be maintained. Periodic inspection of decentralized files is a necessity; otherwise, experience shows that such records lose their identity with respect to the filing scheme in use and are difficult, if not impossible, to process for ultimate disposition.

Records most commonly decentralized are those reflecting the house-keeping functions of an organization - business operations or routine administration. Most of these records lend themselves to relatively simple file arrangements and most of them ultimately are classified as useless documents. Maximum utilization should be the determining factor in establishing the location of a records facility for maintaining and servicing this type of material.

Top level administrative, program and planning records are not recommended for decentralization. They involve more or less complex filing and generally possess a high degree of sensitivity. In addition, these records are ultimately considered as possessing considerable value. The highest degree of security should be the determining factor in establishing the location of a records facility for maintaining and servicing this type of material.

Regardless of the location of a records facility, the responsibility for filing and maintaining record material should rest with one person in each organizational unit where records are located. That person should see that papers are kept currently filed; that they are maintained in an orderly manner; prevent the unauthorized use of the records; and see that material removed from the files is properly charged out and subsequently returned.

### III TYPES OF FILES MAINTAINED ON OFFICIAL RECORDS

The official records of the Agency shall be prepared on yellow paper and shall be classified in accordance with the subjects contained in the File Manual; they shall be filed in the SUBJECT FILE. If individual needs require an index to the SUBJECT FILE, an ALPHABETICAL NAME INDEX, may be maintained. This index, when used, will consist of extra copies of correspondence and other papers prepared on pink paper and appropriate name cross reference forms. Specialized files may be established to meet the needs of individual offices.

#### A. THE SUBJECT FILE

This file shall consist of incoming correspondence, memoranda, telegrams, reports and other official papers, yellow copies of outgoing communications, and appropriate subject cross reference forms.

The Subject File is the principal file in any records facility. It is established and maintained for the purpose of systematically collecting and holding available for ready reference data needed for the transaction of everyday business. In addition, the contents of this file is documentary evidence of how and why the office carried out its day to day activities.

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The Subject File is arranged to conform with the File Manual in that the subject designations are placed on the folders just as they appear in the subject list. The folders, likewise, are placed in the file drawers in this exact manner and sequence. Guides should be used for primary subjects; use additional guides only as needed -- just sufficient in number to serve as guide posts to aid in placing record material in the folders.

The Subject File shall be maintained for a definite filing period of one year. At the end of this period, the existing Subject File will be closed and new folders prepared. This will facilitate disposition at a later date.

#### B. THE ALPHABETICAL NAME INDEX

This file is established to provide quick reference to material maintained in the Subject File when such material may be requested by names of people or organizations addressed or referred to in correspondence or other record material.

This index consists of pink copies of correspondence and appropriate name cross references, which are filed alphabetically by name of individuals or organizations to whom correspondence is addressed or to whom it concerns.

The Alphabetical Name Index shall be maintained for the same period of time as the Subject File.

#### C. CASE FILES

A Case File is a collection of papers relating to a particular person, place or transaction grouped together in one folder. These special cases or folders are filed alphabetically by name of company, individual, item, etc., or numerically, whichever is appropriate, in back of the general folder of like subject. Chronological order should be maintained within the folder; latest date on top. Secure all material in the folder with Acco's or other appropriate fasteners.

### IV FILE CLASSIFICATION PLAN

#### A. DESCRIPTION

The file classification plan adopted for use in this Agency is known as the Subject-Numeric System of Classification and Filing. In this system the main designations under which records are classified and filed are actual identifying words used as subject

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matter categories, with subdivisions of these categories assigned numerals. Primary subject categories are listed in alphabetical order with related subjects grouped as subdivisions of the primary subjects. The subdivisions of primary subjects are assigned numerals to reduce time and effort in marking material for filing. For example:

(Primary Subject)	ACCOUNTING
(Secondary Subject)	1 Accounts Current
(Tertiary Subject)	1-1 Depositories
(Primary Subject)	APPROPRIATIONS
(Secondary Subject)	1 Allotments, Apportionments

Additional subdivisions of secondary and tertiary subjects may be accomplished by the use of a dash and another numeral.

For specialized files consisting of large collections of information on foreign countries a numerical code (Example 1) may be used to designate the geographic areas. The code number will precede the primary subject. For example, if the information is about Spain the primary subject is preceded by the code number 9 as illustrated below:

(Primary Subject)	9 ARMED FORCES
(Secondary Subject)	1 Air Forces
(Tertiary Subject)	1-1 Facilities
(Primary Subject)	9 MILITARY GEOGRAPHY
(Secondary Subject)	1 Coasts and Landing Beaches

B. CLASSIFYING PAPERS FOR FILING

The process of classifying involves the analysis of correspondence or other documents to determine the subject by which it should be filed, and the placing of file designations on the material to show where it should be placed in the file.

1. Importance Of The Process

Papers received for classifying and filing may cover a wide variety of subjects. Also, a number of papers involving one particular subject may be intermingled with those of other subjects. The file classification plan is designed so that all of the papers on related subjects will be consistently and logically brought together in the files. However, sound judgement and careful attention must be given to the procedures which follow if the classification process is to be accomplished satisfactorily. Your ability to locate

papers promptly after they are filed will depend largely upon the care you use when classifying material before it is filed.

## 2. The Classification Procedure

- a. Read and analyze the correspondence or other material to determine the most outstanding or prominent subject, that is, the subject by which the papers will most likely be requested.
- b. Refer directly to the subject list or index of the classification guide and select the appropriate file designation in the following manner: (1) Determine the appropriate primary subject category, such as TRAVEL, PERSONNEL, etc. For example, a letter concerning recruitment of personnel would fall under the primary subject PERSONNEL. (2) Select the appropriate subdivision under the primary subject, if any. For example a letter concerned with budget estimates would be classified by the secondary subject "Budget Estimates," a subdivision of the primary subject APPROPRIATIONS. If no appropriate subdivision of the primary subject has been provided, the primary subject itself is used as the file designation.
- c. Stamp or write the file designation in the upper right corner of the subject file copy (yellow tissue), or in the same position on any incoming correspondence which did not require a reply. (See Example 2 for sample of classified material.)
- d. If a document has one or more additional subjects by which it is likely to be requested, select the appropriate file designation and stamp or write it directly beneath the file designation already shown for the main, most prominent subject. In such instances, an X should be placed at the left of the designation to indicate that a cross reference is required as follows:

PERSONNEL	17
X SECURITY	7

- e. In those instances where Case Files are established, or further detailed subdivision of a subject in the Subject List is required, write the name of the organization, person, product, number, area, or detailed subject by which the papers will be identified, directly after the file designation, as follows:

BUILDINGS & GROUNDS 1 (Building J)

- f. When reading material to determine what file designation to use, if you find that there has been previous correspondence on the same transaction, you should see that the earlier papers are taken from the files so that they may be consolidated with the later correspondence. In such cases, a continuity reference form should be prepared as explained in Paragraph V, A, 2.

### 3. Helpful Hints To The Classifier

- a. While some analytical ability is desirable, the knack of noticing essential key phrases and ideas in correspondence helps you to readily select the correct file designations. However, there will appear from time to time, correspondence and other papers, the subject of which is not easily determined. In such instances, it is helpful to consider the correspondence in this manner: "Why was it written - what reason was there that prompted the writer to prepare it?" Usually it will be found that the purpose for writing suggests the subject under which it should be filed.
- b. It is helpful at times to refer to previous correspondence already on file to verify a tentatively selected file designation.
- c. In unusual cases the subject of correspondence is so extremely vague that it is difficult to determine the proper file designation. In such cases, no hesitancy should be felt in going to the dictator or other authoritative sources to obtain a sufficiently clear conception of the subject matter to enable you to properly classify the material. This extra effort will permit more accurate filing and facilitate finding papers.
- d. The subject line frequently appearing above the body of correspondence should not be relied upon too heavily in determining the subject under which the correspondence should be filed. It may be vague, misleading or even remote from the real subject of the correspondence concerned.
- e. Persons responsible for classifying and filing records should study the organizational and functional structure of the Agency and keep currently informed regarding policies, procedures, programs and projects. Such knowledge is invaluable assistance in the selection of appropriate file designations.

### V. CROSS REFERENCES

## A. WHEN AND HOW TO PREPARE CROSS REFERENCES

The use of appropriate cross references in the file can be an invaluable aid in locating material quickly when needed. Care should be taken, however, to avoid making and filing unnecessary cross references. The following are normal conditions under which you should make cross references:

1. When More Than One Subject Is Involved

For those documents which you have decided have one or more additional prominent or less prominent subjects of sufficient importance to help as finding aids, you should prepare Correspondence Cross Reference Form 36-150 or 36-150A as shown in Example 4.

2. To Consolidate Related Material

When it is necessary to bring forward earlier correspondence and consolidate it with subsequent material, a Correspondence Continuity Reference Form 36-151 should be prepared as shown in Example 5. The form should be filed in the Subject File under the date of the earlier correspondence to show that it has been brought forward and filed with correspondence of the later date. (The Correspondence Continuity Reference form is required only when name or other index to the Subject File is maintained.)

3. To Provide An Alphabetical Name Index

If an Alphabetical Name Index is maintained in your office, at the same time you mark the file designation on the Subject File copy, you should place the same file designation on the name index copy in the upper right corner, to indicate where the material is located in the Subject File. See Example 3. If an extra copy of the communication is not available for use in the name index, Correspondence Cross Reference Form 36-150 may be prepared instead. See Example 4.

VI FILING THE RECORDS

## A. ASSEMBLING AND FASTENING THE PAPERS

After correspondence and documents are marked with the correct filing designation, they should be properly assembled and fastened. Correspondence of the earliest date should be placed on the bottom with the material of later date arranged in order with the later date on top. The papers should be fastened with

staples in both upper corners. If the file is too thick for staples, use prong fasteners.

#### B. PLACING THE MATERIAL IN THE FILES

When material has been properly marked and assembled, you should arrange it in alphabetical order by primary subject in order to facilitate putting it away. Place each file in the proper folder with the left side of the material down. The pieces of material within the folder should be arranged so that the latest date will be in front, unless conditions require some other order. If successive folders containing material on the same subject are necessary, the folders containing the latest dates should be kept in front of the others. Material should not be fastened in folders except in case files.

### VII CHARGING-OUT RECORDS

To insure proper use of records, to prevent their loss and misplacement and to keep informed at all times of the location of records, it is necessary to maintain control of all material withdrawn from the files. This control is accomplished through a charge-out system. Individuals to whom records have been charged should be held responsible for their custody and prompt return after the records have served their purpose.

#### A. REMOVING INDIVIDUAL RECORDS FROM THE SUBJECT FILE

Each time a record is removed from this file, a correspondence charge-out card (See Example 6) should be filled out and placed in the folder in the exact position from which the material was removed. When the charged record is returned to the files, the charge-out is removed and cancelled.

#### B. REMOVING CASE FILES

Case files are always charged out in their entirety - entire folders are removed and delivered to the requestor. Upon such removal, fill out Case File Charge-out Card Form 36-152 (Example 7) and file in the exact place from which the folder was removed. When this charged folder is returned to the files, the charge card is cancelled and placed horizontally in the folder. This will eliminate the necessity of preparing a new charge card each time the case file is withdrawn.

#### C. CHECKING THE FILES FOR CHARGED RECORDS

The files should be inspected regularly to insure the return of charged records. The charge-out forms are taller than other material in the files and can be distinguished readily by a casual inspection. When such inspections reveal that material has not been returned promptly, take appropriate action to assure its return or assure yourself that the material is still in use.

EXAMPLE 1

AREA CODE

This table is intended to facilitate the selection of geographic areas and the corresponding code designation when necessary to file information by geographic location. See the National Intelligence Survey (NIS) for a detailed description of area boundaries.

<u>AREA</u>	<u>CODE</u>
Afghanistan	34
Alaska	65
Albania	20
Algeria	47
Angola	59
Anglo-Egyptian Sudan	54
Arabian Peninsula	32
Argentina	90
Australia	96
Austria	16
Belgian Congo	60
Belgium	5
Bolivia	93
Brazil	94
British East Africa	56
British Honduras	72
British Indonesia	44
British Possessions in the Caribbean	81
Bulgaria	23
Burma	38
Canada	66
Ceylon	37
Chile	89
China	39
Colombia	85
Costa Rica	76
Cuba	78
Cyprus, Malta and Gibraltar	25
Czechoslovakia	18
Denmark	7
Dominican Republic	80
Dutch Possessions in the Caribbean	82
Ecuador	87
Egypt	53
Equatorial Africa	52
Ethiopia, Eritrea and the Somalilands	55

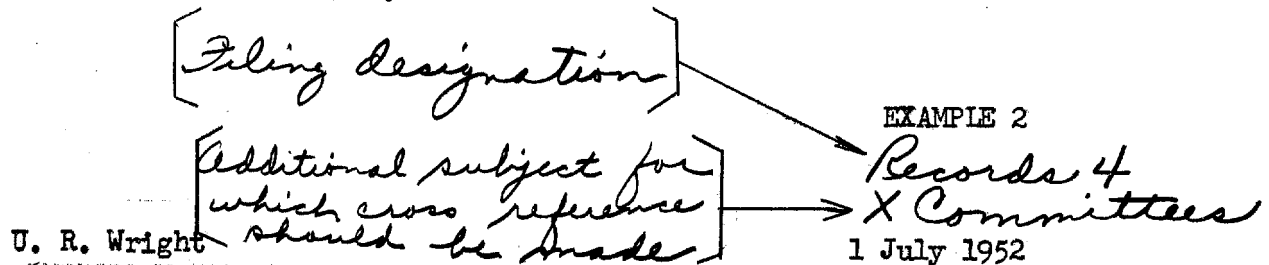
EXAMPLE 1 (CONTINUED)

Finland	12
France	3
French Possessions in the Caribbean	83
Germany	13
Greece	24
Greenland	67
Guatemala	71
Guianas (British, French & Dutch)	95
Haiti	79
Hawaiian Islands	98
Honduras	73
Hungary	19
Iceland	68
India	35
Indian Ocean Islands	63
Indochina	43
Indonesia	100
Iran	33
Iraq	30
Ireland	2
Italy	17
Japan	45
Jordan	29
Korea	41
Liberia	51
Libya	49
Luxembourg	6
Madagascar	62
Mexico	70
Mongolia	40
Morocco	48
Mozambique	58
Netherlands	4
New Zealand	97
Nicaragua	75
North Polar Area	69
Norway	10
Pakistan	36
Palestine	31
Panama	77
Paraguay	92
Peru	88
Philippine Islands	99
Poland	14
Portugal	8
Rhodesia and Nyasaland	57
Rumania	22

EXAMPLE 1 (CONTINUED)

Salvador	74
South Africa	61
South Atlantic Island	64
South Pacific Islands	103
Southwest Pacific Islands	102
Spain	9
Sweden	11
Switzerland	15
Syria and Lebanon	28
Thailand	42
Tunisia	46
Turkey	27
United Kingdom	1
Uruguay	91
U.S.S.R.	26
U. S. Possessions in the Caribbean	84
Venezuela	86
West Africa	50
West Pacific Islands	101
Yugoslavia	21





U. R. Wright  
Administrative Assistant

### File Classification Procedure

1. This exhibit is intended to represent the file copy of a memorandum which has been properly classified and marked for filing in the Subject File. It shows the correct placement of the file designation in the upper right corner. Although this memorandum covers only one prominent subject, in order to demonstrate the procedure for indication the need for a subject cross reference, a second file designation COMMITTEES is shown above, preceded by an X. This means that a cross reference should be prepared for the additional subject. If, occasionally you find it necessary to use a second cross reference, write the appropriate designation below the others in the same manner. Example 4 shows how to prepare the cross reference forms.

2. Large or complex files usually require some auxiliary indexing medium to facilitate the location of material maintained in the Subject File. The Alphabetical Name File provides such an index. It is composed of extra copies of outgoing communications, prepared on pink tissue, and appropriate name cross references which are filed alphabetically by the name of individuals or organizations to whom communications are addressed or whom they concern. See Example 3 for the preparation of these papers for filing.

JOHN DOE

OGS/JD:mef (1 July 1952)

Distribution:

- 1 - Subject File
- 1 - Name File

*yellow tissue copy*

*Indicates location of  
yellow copy in Subject  
File.*

EXAMPLE 3

*Records of  
X Committees*

1 July 1952

U. R. Wright

Administrative Assistant

File Classification Procedure

*This copy is filed in the  
Alphabetical Name Index  
under this name.*

1. This exhibit is intended to represent the file copy of a memorandum which has been properly classified and marked for filing in the Subject File. It shows the correct placement of the file designation in the upper right corner. Although this memorandum covers only one prominent subject, in order to demonstrate the procedure for indicating the need for a subject cross reference, a second file designation COMMITTEES is shown above, preceded by an X. This means that a cross reference should be prepared for the additional subject. If, occasionally you find it necessary to use a second cross reference, write the appropriate designation below the others in the same manner. Example 4 shows how to prepare the cross reference forms.

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JOHN DOE

OGS/JD:mef (1 July 1952)

Distribution:

- 1 - Subject File
- 1 - Name File

*Pink tissue copy*

EXAMPLE 4

DATE: 1 July 1952

INDEX: COMMITTEES

~~SECRET~~

TO: U. R. Wright

FROM: Administrative Assistant

SUMMARY: Explains file classification procedure

FILED: Records 4

INDEXER: A.B.C.

REMARKS:

CORRESPONDENCE CROSS REFERENCE

EXAMPLE 5

CLASSIFICATION:

DATE:

TO:

FROM:

SUMMARY:

(Use these captions to identify the file which is being brought forward for consolidation with material of a later date. File this form in place of the material being brought forward.)

BROUGHT FORWARD TO

CLASSIFICATION:

DATE:

TO:

FROM:

(Use these captions to show where the consolidated papers are now located in the file.)

*Green Sulphite Paper*

CORRESPONDENCE CONTINUITY REFERENCE

OUT

DATE TAKEN	BY	DATE TAKEN	TAKEN BY	NO. OR NAME	DATE TAKEN	TAKEN BY	NO. OR NAME
				<p>This form is used to charge individual records from the Subject File. It is placed in the folder in the exact position from which the record was removed and is cancelled and removed when the record is returned. NOTE: Actual size 10x11 3/4".</p>			

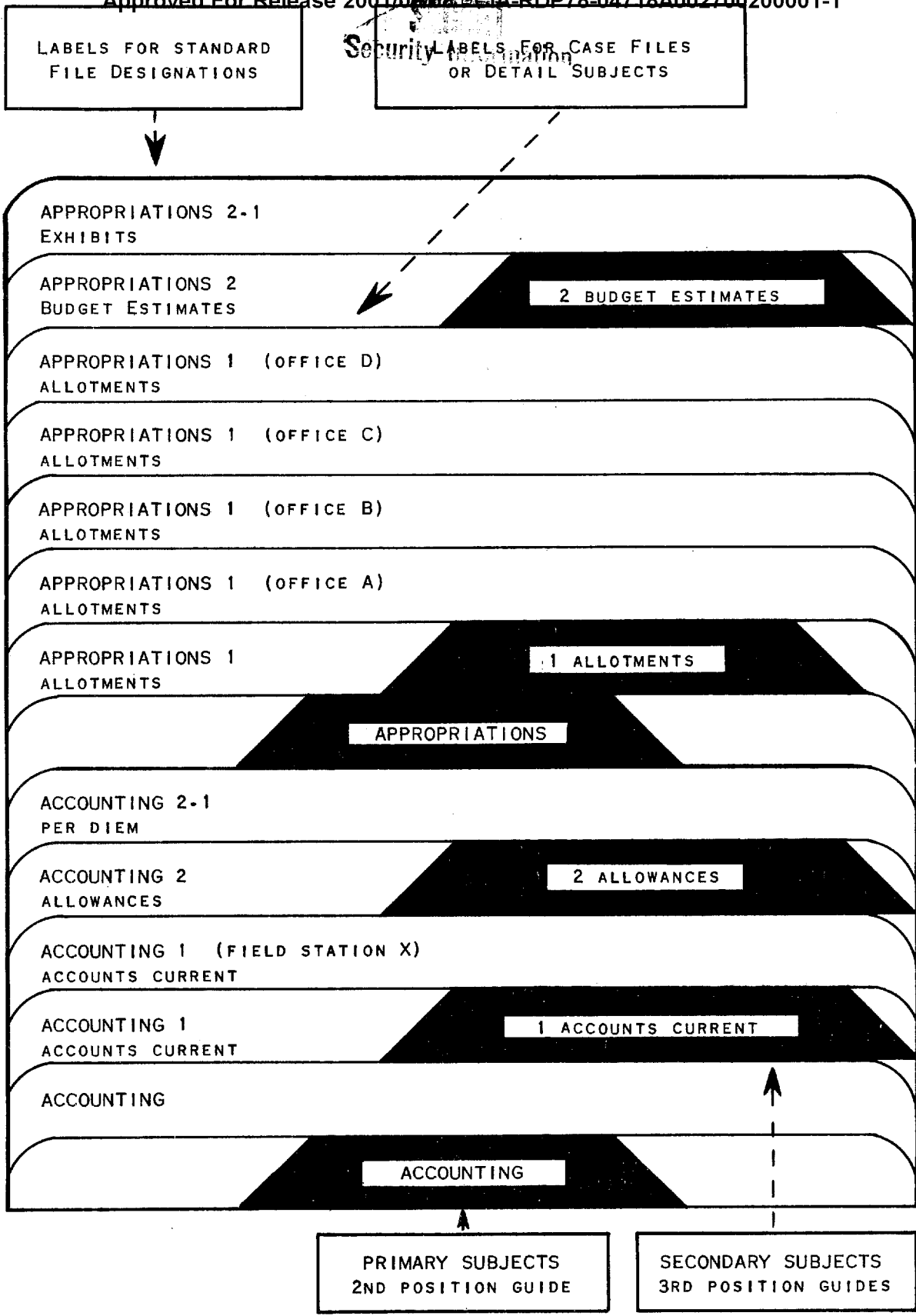
CASE FILE (DESCRIPTION)		INSTRUCTIONS	
		PLACE CARD UPRIGHT IN PLACE OF CHARGED-OUT FOLDER	
		PLACE CARD HORIZONTALLY IN RETURNED FILE FOLDER	
CHARGED TO	DATE	CHARGED TO	DATE

CASE FILE CHARGE-OUT CARD

RM NO. 36-152  
FEB 1953

(7)

ARRANGEMENT OF FOLDERS, GUIDES AND LABELS  
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TAB



### ADAPTION OF SUBJECT LIST

The Subject List in this file manual was prepared for maximum utilization in the maintenance of administrative correspondence files of the Agency. This list is sufficiently inclusive to meet the needs of the Agency as it pertains to all business matters, however, subjects relating to programs or projects that are the responsibility of designated Offices may not be developed to a degree that will satisfy their requirements.

To utilize this Subject List small activities can adapt it to their needs by maintaining a minimum number of folders and arranging material within these folders according to file symbols assigned. Files may then be expanded by establishing additional file folders as required without the necessity of changing the file symbols originally assigned to the correspondence. Large central files and specialized activities can adapt this list to their needs by establishing file folders for existing primary and secondary subjects as required and by subdividing such subjects where needed. While additions of new subjects to the Subject List will be made only by Records Management, arbitrary subdivisions may be made by individual activities as needs dictate. Such arbitrary subdivisions may be added to the list in the proper places or additional pages may be added if necessary.

ACCOUNTING

This subject pertains to all fiscal accounting transactions involved in the receipt, disbursement and other handling of appropriated funds.

ACCOUNTING

- 1     Accounts Current  
       (Depositories)
- 2     Allowances  
       (Per Diem - Quarters)
- 3     Audits  
       (Suspensions - Disallowances - GAO Exceptions - Claims -  
       Inquiries)
- 4     Bonding of Employees
- 5     Certifying Officers and Agent Cashiers
- 6     Collections and Receipts  
       (Adjustments - Checks, except salary) - Money Orders -  
       Currency - Postage - Contributions - Deposits - Fees -  
       Interest - Refunds - Rents - Royalties - Schedules -  
       Summaries)
- 7     Discounts
- 8     Disbursements  
       (Adjustments - Advices - Expenditures - Refunds - Schedules -  
       Summaries)
- 9     Payrolls and Salaries  
       (Bond Deductions - Checks, salary - Powers of Attorney -  
       Retirement Deductions - Time and Attendance Reports, includes  
       overtime and leave records - Vouchers - Withholding taxes)
- 10    Reports and Statements
- 11    Systems of Accounting
- 12    Vouchers and Invoices  
       (Except payroll vouchers - See ACCOUNTING 9)

APPROPRIATIONS (BUDGET)

This subject pertains to annual, deficiency and supplemental estimates and appropriations; budget material; material regarding preliminary estimates; Bureau of the Budget and Congressional hearings; preparation of exhibits in support of estimates; copies of appropriation bills and committee reports; and material regarding allotments, apportionments and transfer of funds.

Optional arrangement: Case file by organizational unit, program, fiscal year, as required.

DO NOT use this subject for filing material relating to fiscal accounting transactions involved in the receipt, disbursement and other handling of appropriated funds - See ACCOUNTING.

APPROPRIATIONS (BUDGET)

- 1 Allotments, Apportionments, Transfers, Encumbrances
- 2 Budget Estimates  
(Exhibits - Justifications)
- 3 Hearings
- 4 Reports, Statements and Statistics
- 5 Supplemental

ARMED FORCES

This subject pertains to all segments of the Armed Forces; their relative national and international position in terms of strength, state of material and personnel, trends, commitments, general strategic plans and past development and performance which provides necessary historical perspectives.

ARMED FORCES

- 1 Air Forces
  - 1-1 Facilities
    - (Types - Size - Capabilities - Topography -  
Climatology and meteorological services -  
Utilization - Current Activity - Construction)
  - 1-2 Logistics
    - (Procurement - Centers and sources of supply -  
Shipment - Supply planning - Maintenance and  
repair - Storage and issue)
  - 1-3 Materiel
    - (Types - Utilization - Description - Evaluation)
  - 1-4 Order of Battle
    - (Strength - Disposition)
  - 1-5 Organization
    - (High and subordinate commands - Units - Districts -  
Zones - Liaison)
  - 1-6 Personalities
  - 1-7 Personnel
    - (Characteristics - Morale - Procurement - Reserve -  
Mobilization rank and pay - Uniform and insignia)
  - 1-8 Strategy and Tactics
    - (Doctrines - Problems - Plans - Operations)
  - 1-9 Training
    - (Content and quality of instruction - Organization -  
Schools and facilities)

ARMED FORCES (CONTINUED)

- 1-10 Air Defenses
- 2 Ground Forces
  - 2-1 Facilities
    - (Types - Size - Capabilities - Topography -  
Climatology and meteorological services - Utilization -  
Current activity - Construction)
  - 2-2 Logistics
    - (Procurement - Centers and sources of supply -  
Shipment - Supply planning - Maintenance and repair -  
Storage and issue)
  - 2-3 Materiel
    - (Types - Utilization - Description - Evaluation)
  - 2-4 Order of Battle
    - (Strength - Disposition)
  - 2-5 Organization
    - (High and subordinate commands - Units - Districts -  
Zones - Liaison)
  - 2-6 Personalities
  - 2-7 Personnel
    - (Characteristics - Morale - Procurement - Reserve -  
Mobilization rank and pay - Uniforms and insignia)
  - 2-8 Strategy and Tactics
    - (Doctrines - Problems - Plans - Operations)
  - 2-9 Training
    - (Content and quality of instruction - Organization -  
Schools and facilities)
  - 2-10 Ground Defenses
- 3 Naval Forces (Includes Naval Air Arm and Marines)

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ARMED FORCES (CONTINUED)

3-1 Facilities

(Types - Size - Capabilities - Topography -  
Climatology and meteorological services - Utilization -  
Current activity - Construction)

3-2 Logistics

(Procurement - Centers and sources of supply -  
Shipment - Supply planning - Maintenance and repair -  
Storage and issue)

3-3 Materiel

(Types - Utilization - Description - Evaluation)

3-4 Order of Battle

(Strength - Disposition)

3-5 Organization

(High and subordinate commands - Units - Districts -  
Zones - Liaison)

3-6 Personalities

3-7 Personnel

(Characteristics - Morale - Procurement - Reserve -  
Mobilization rank and pay - Uniforms and insignia)

3-8 Strategy and Tactics

(Doctrines - Problems - Plans - Operations)

3-9 Training

(Content and quality of instruction - Organization -  
Schools and facilities)

3-10 Naval Defenses

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AUTHORIZATIONS

This subject is for general use only. Do not use for material that can be classified under more specific subjects, such as:

See TRAVEL 2 for travel authorizations

See PERSONNEL 1 for appointment authorities

AUTHORIZATIONS

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## BUILDING AND GROUNDS

This subject pertains to the acquisition, construction, operation and disposal of office buildings and other structures and the grounds necessary to maintain such installations, except:

See SECURITY 1 for material pertaining to the protection of buildings and grounds from vandalism or possible sabotage.

### BUILDING AND GROUNDS

- 1 Acquisition (Use BUILDINGS AND GROUNDS 9 for space assignments, acquisition, use, etc.)  
(Appraisal - Deeds - Titles - Mortgages - Recordings - Easements - Rights-of-Way - Permits - Licenses - Grants - Cessions - Leases - Loans - Purchase - Surveys - Transfer)
- 2 Damage and Protection  
(Fire - Flood)
- 3 Design and Construction  
(Alterations - Additions - Construction authorization - Plans - Drawings - Specifications - Progress reports - Project proposals - Cost estimates - Sub-Projects - Work orders)
- 4 Directories, Signs and Bulletin Boards
- 5 Dispositions  
(Abandonment - Deeds - Titles - Recordings - Demolition - Dismantling - Sale - Transfer)
- 6 Grading, Landscaping and Gardening
- 7 Maintenance and Preservation  
(Painting - Repairing)
- 8 Reports and Data
- 9 Space  
(Acquisition - Assignment - Use and release, including office, storage and parking space)

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BUILDINGS AND GROUNDS (CONTINUED)

10 Utilities and Services (Except Telephones - See  
COMMUNICATIONS 6)

(Trash collection and disposal - Heating - Lighting -  
Power - Refrigeration - Air Conditioning - Water -  
Sewage)

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COLLECTION (CONTINUED)

11 Requirements

(Requests - Directives - Responsibilities)

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COMMITTEES

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

See EQUIPMENT AND SUPPLIES for Boards of Surveys.

Optional Arrangement: Case file as required.

COMMITTEES

- 1 Memberships
- 2 Reports and minutes of committee meetings
- 3- *Career Service*

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## COMMUNICATIONS

This subject pertains to material regarding all types of Agency communication facilities and services, including procedures for handling mail, telegrams and correspondence; installation of telecommunication facilities and systems.

See TELECOMMUNICATIONS for material pertaining to telecommunication facilities and systems of foreign countries.

### COMMUNICATIONS

- 1 Inter-Office and Public Address Systems
- 2 Mail and Correspondence  
(Addresses - Postage - Postal Laws and Regulations, including penalty privileges - Procedure, includes preparation of correspondence - Referred letters - Insured and special delivery)
- 3 Messenger Service (Includes U. S. Official Mail and Messenger Service)
- 4 Radio
- 5 Telegrams, Teletypes and Cablegrams
- 6 Telephones  
(Installation and use - Lists and directories, including individual telephone numbers - Toll calls)
- 7 Translations

COMMUNIST ACTIVITIES (SUBVERSIVE)

This subject pertains to definitely identified or suspected communistic activities which are aimed at intimidating, weakening or overthrowing the established government, including the Soviet and Communist espionage activities, except:

See POLITICAL for the administrative organization of the above.

COMMUNIST ACTIVITIES (SUBVERSIVE)

1 Economic Warfare

(Finance: Currency speculation - Counterfeiting  
manipulation  
Labor : Unions - Strikes  
Trade : Black market operations - preclusive  
buying - Commodity operations -  
Smuggling)

2 Guerilla Warfare

3 Political Warfare

(Defection and disposal - Support of resistance-  
Governmental penetration and infiltration -  
Diplomacy)

4 Psychological Warfare

(Propaganda - Demonstrations - Violence -  
Intimidation)

5 Sabotage

(Industrial - Communications - Military - Maritime)

6 Espionage

(Surveillance - Information collection)

CONTRACTS

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

See EQUIPMENT AND SUPPLIES 4 for material pertaining to contracts for the procurement of equipment and supplies.

CONTRACTS

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DISSEMINATION

This subject pertains to the requests for, and/or distribution of, intelligence information by the Agency.

DISSEMINATION

- 1 Distribution and mailing lists
- 2 Materials (Media)  
(Reports and surveys - Exhibits - Graphics -  
Recordings - Newspapers and periodicals - Maps -  
Charts - Speeches and lectures - Books - Press  
and radio releases)
- 3 Planning and Coordination
- 4 Requests
- 5 Restrictions  
(Censorship - Quantity Control)

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SECRET

ECONOMIC

This subject pertains to the basic materials, energy resources, industries, trade and finance as they affect the economic structure, potential and development of an area, except:

See PETROLEUM for the economic aspects of petroleum.

ECONOMIC

1 Over-all Aspects

(Structure - Dynamics - Planning - Potential)

2 Agriculture and Food

2-1 Agriculture

(Areas - Crop yield - Farming practices, equipment and supplies - Ownership - Institutional and governmental factors - Soils)

2-2 Fisheries

(Catches - Fishing areas and operations - Utilization of catch - Ownership and control - Government and industry policies)

2-3 Food Balance Sheet

2-4 Forests and Forest Products

(Resources - Industries - Policies and programs)

3 Fuels and Power

3-1 Solid Fuels

(Production - Consumption - Deposits)

3-2 Electric Power

(Role in national economy - Production and capacity - Sources of energy - Transmission system - Coordination of interconnected systems - Consumption - Industrial organization - Developments)

SECRET

ECONOMIC (CONTINUED)

- 4 Minerals and Metals
  - 4-1 Ferrous Ores, Metals and Alloys
  - 4-2 Iron, Steel, and Mill Production
  - 4-3 Nonferrous Ores, Metals and Alloys
  - 4-4 Nonmetallic Minerals
  - 4-5 Construction Materials
- 5 Manufacturing and Industry
  - 5-1 Industrial Machinery and Equipment
  - 5-2 Motor Vehicles
  - 5-3 Aircraft
  - 5-4 Ships
  - 5-5 Explosives
    - (Industrial and military)
  - 5-6 Guns, Explosive Devices and Ammunition
  - 5-7 Other Military Equipment and Supplies
    - (War gases and smoke preparations)
  - 5-8 Telecommunications and Signal Equipment
  - 5-9 Chemical
    - (Industrial chemicals - Chemical fertilizers)
  - 5-10 Agricultural Processed Products
  - 5-11 Fibers, Fabrics and Rubber
  - 5-12 Construction Industries
  - 5-13 Other Industries
- 6 Trade and Finance
  - 6-1 Business Organization

ECONOMICS (CONTINUED)

6-2 Domestic

(Pattern and trends of trade - Financial institutions - Government finance and fiscal policy)

6-3 International

(Balance of payments position - Foreign assets and liabilities - Government policies, practices and institutions - Foreign trade organizations)

6-4 Government Wartime Financing

EMPLOYMENT

This subject pertains to the employment of Non-Federal personnel only.

See PERSONNEL for matters pertaining to Federal employees.

EMPLOYMENT

- 1 Labor  
(Laws. - Strikes)
- 2 Positions (Includes endorsement by Government Officials)
- 3 Unemployment
- 4 Wages, Wage Rates

## EQUIPMENT AND SUPPLIES

This subject pertains to procurement, utilization, management and disposition of equipment, supplies and materials, except:

See BUILDINGS AND GROUNDS for material pertaining to acquisition, management or disposition of buildings and grounds.

See VEHICLES for all matters pertaining to vehicles.

### EQUIPMENT AND SUPPLIES

- 1 Classification
- 2 Distribution  
(Allocation - Assignment - Rationing)
- 3 Installation, Maintenance and Preservation  
(Repair - Painting)
- 4 Procurement  
(Authorization and justification - Bid and performance bonds - Catalogs, price lists and schedules - Discounts - Inspection and testing - Open market - Priorities and expediting - Purchase orders - Rental of equipment - Requisitions - Specifications, bids and contracts - Tax exemptions)
- 5 Property Accountability  
(Inventories and identification - Loans and exchanges - Loss and theft - Property passes - Receiving Documents)
- 6 Storage
- 7 Surplus, Salvage and Conservation  
(Acquisition - Boards of Survey - Declarations - Disposals - Excess lists - Sales authorization - Transfer)
- 8 Utilization

EXPLOITATION

This subject pertains to the methods and procedures for the evaluation and utilization of intelligence information collected by the Agency.

See COLLECTION for material pertaining to the collection of information.

See DISSEMINATION for material pertaining to the distribution of information.

EXPLOITATION

- 1 Analyze
- 2 Correlate and Evaluate
- 3 Describe and Portray
- 4 Edit
- 5 Estimate
- 6 Incorporate
- 7 Plan and Coordinate  
(Policies - Responsibilities - Participants)
- 8 Translate

FORMS

This subject pertains to forms design, standardization, revision, clearance, control, supply and issuance.

FORMS

1 Control or Management

(Design - Standardization - Revision - Clearance)

INVENTIONS

This subject pertains to discoveries and inventions; copyrights of articles or publications; applications for patents and trademarks for devices or materials developed by Agency employees and associates.

Also include agreements permitting use of patents.

Case files may be established, as required. Classify by name of senior author or other appropriate classification.

INVENTIONS

- 1 Patents, Copyrights and Trademarks  
(Applications - Permission to use)



INVESTIGATIONS

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

See PERSONNEL 15 for personnel investigations.

INVESTIGATIONS

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LEGAL

This subject pertains to legislative proposals, copies of bills and resolutions, committee reports, hearings, etc.

LEGAL

- 1 Claims and Litigations
- 2 Decisions, Opinions and Interpretations  
(Attorney General - Comptroller General -  
General Counsel)
- 3 Executive Orders
- 4 Laws and Regulations  
(Code of Federal Regulations - Federal Register -  
Foreign)
- 5 Legislation  
(Federal, file by House or Senate Bill or Resolution  
Number - State and Territorial)
- 6 Notaries

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LIAISON

This subject pertains to policies, procedures and agreements concerning liaison with Individuals, States, Foreign Governments, Federal Agencies or Organizations. This subject is for general use only, do not use for material that can be classified under more specific subjects, such as:

See COLLECTION 9 for liaison regarding collection of intelligence information.

See EXPLOITATION for liaison regarding evaluation and utilization of intelligence information.

See DISSEMINATION for liaison regarding the dissemination of intelligence information.

LIAISON (Includes Agreements and Memoranda of Understanding)

- 1 IAC Agencies
- 2 International
- 3 Intra-Agency
- 4 Other Federal Agencies
- 5 State Agencies or Institutions

MEDICAL

This subject pertains to the development, preparation and execution of the Agency medical program and with providing required medical service and support to Agency activities.

DO NOT use for any papers involving status or health record of an employee. Such papers should be included in the designated "Health Record Case Files". File alphabetically by name.

MEDICAL

- 1 Dentistry  
(Dental treatment - Dental equipment and supplies -  
Prosthetic dentistry)
- 2 General Medicine  
(Diseases and injuries - Treatment - Rehabilitation)
- 3 Medical Equipment and Supplies  
(Drugs - Hospital and medical laboratory equipment -  
Medicines - Surgical instruments - X-ray medical  
equipment and films)
- 4 Medical Specialties  
(Dermatology - Gynecology - Neurology - Orthopedics -  
Ophthalmology - Psychiatry - Radiology - Urology)
- 5 Physical Examinations  
(Autopsies - Cultures - Medical surveys - Physical  
standards and tests - Specimens - Temperature - X-ray  
examinations)
- 6 Preventative Medicine
- 7 Surgery  
(Surgical operations - Prosthetic devices)

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MEETINGS

This subject pertains to meetings, conferences, congresses, conventions, etc.  
Do not use for material that can be filed under more specific subjects.

See COMMITTEES for material pertaining to committee meetings.

MEETINGS

- 1 Engagements, Invitations
- 2 Inter-Agency
- 3 Intra-Agency (File by Area, Organizational Unit, etc., as required)
- 4 International
- 5 Reports and minutes of meetings

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## MILITARY GEOGRAPHY

This subject pertains to the aspects of location, size and shape, surface configuration, drainage pattern and characteristics, soil trafficability, vegetable cover, coastal conditions, man made features and general climatic conditions, as these effect the area's strategic potential, both offensive and defensive.

### MILITARY GEOGRAPHY

- 1 Coasts and Landing Beaches  
(Sea approach - Coastal terrain - Major beach areas)
- 2 Dominant Geographic Elements
- 3 Oceanographic  
(Tides and currents - Sea and swell - Sea water characteristics)
- 4 Topography  
(Shapes, heights and trends of mountains, plateaus, hills and plains - Soils - Vegetation)
- 5 Urban Areas  
(Distribution - Population - Functions - Types)
- 6 Waters  
(Lakes - Bays - Rivers - Marshes - Streams)
- 7 Weather and Climate  
(Moisture - Temperature - Pressure - Winds)

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NATIONAL DEFENSE

This subject pertains to the Agency's activities and contributions to the National Defense Program, except Intelligence Operations.

NATIONAL DEFENSE

- 1 Civil
- 2 Conservation of Resources  
(Essential or Raw Materials)
- 3 Construction and Housing
- 4 Foreign Economic Cooperation
- 5 Industrial Mobilization
- 6 Manpower
- 7 Military
- 8 Price Control
- 9 Production
- 10 Wage Stabilization
- 11 Reports

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## ORGANIZATION AND MANAGEMENT

This subject pertains to the executive or administrative structure of the Agency; distribution or delegation of duties and functions; establishment or discontinuance of offices or organizational units; emergency planning ; management policies; procedures; and all administrative or authoritative issuances of the Agency, except processed copies of Agency manuals which should be maintained separately.

### ORGANIZATION AND MANAGEMENT

- 1 Administrative Issuances (Policy and Procedural Orders, Notices and Memoranda)
- 2 Improvement Program  
(Suggestions and Honor Awards - Surveys and Studies)
- 3 Inspections (Field)
- 4 Emergency Planning  
(Decentralization and Dispersal)
- 5 Establishment, Reorganization and Liquidation  
(Authority, Delegation of - Functions, Delegations and Statements of - Internal, file by name of organizational unit, as required - Other Federal Agencies - Organizational charts - Tables of organization)
- 6 Programs and Plans (General Only. Do not use this subject for material that can be classified under more specific subjects)
- 7 Procedures and Methods

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PERSONNEL

This subject pertains to all phases of personnel administration, including policies, programs, procedures, regulations, etc. Do not use for any papers involving status or service record of an employee. Such papers should be included in the designated "Official Personnel Folder". See Civil Service Handbook S812, "Basic Personnel Records and Files Systems for Federal Agencies".

PERSONNEL

- 1 Appointing Authority
- 2 Citizenship
- 3 Classification, Duties and Salaries
- 3-1 *Superseded*  
(Job Description - Standards - Wage Rates - Salaries)
- 4 Conduct  
(Commendations - Complaints, Charges, Debts -  
Disciplinary Actions)
- 5 Contributions (Solicitation of Funds) File by title of  
campaign or organization, as required)
- 6 Court Attendance - Jury Duty
- 7 Detail, Assignment and Reassignment
- 8 Evaluation (Performance Ratings)  
(Appeals - Instructions - Reports)
- 9 Employee Relations and Activities  
(Awards and Citations, other than those based on work  
improvement projects - Blood donors - Clubs and societies -  
Counseling - Credit Union - Grievances - Health -  
Political activities - Recreation and welfare - Unions)
- 10 Identification Cards (Do not use for building passes or security  
identification - See SECURITY)

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PERSONNEL (CONTINUED)

- 11 Military  
(Assignment to CIA - Selective Service and Training)
- 12 Policies and Procedures  
(Agency - Dismissal on account of heat, etc. - Fair Employment Practices - Hours of duty - Leave - Holidays - Outside work - Overtime, to include authority to approve - Personnel ceilings)
- 13 Promotions and Demotions
- 14 Records and Reports
- 15 Recruitment  
(Applications and endorsements - Certification - Examinations and tests - Investigations, non-Security - Qualifications - Reemployment - Reinstatement - Schools and colleges)
- 16 Safety  
(Accidents - First aid - Inspections and instructions)
- 17 Separations  
(Exit interviews - Reduction-in-force - Removal for cause - Resignations - Retirements)
- 18 Transfers
- 19 Consultants (File here all papers pertaining to the employment of consultants by the Agency)

PETROLEUM

This subject pertains to the exploration and development, reserves, production, refining and processing, transportation, equipment and materials, requirement and supply, economic and political aspects of petroleum and petroleum products, including natural gas.

PETROLEUM

- 1 Exploration and Development
  - 1-1 Geology and Exploration  
(Geological and geophysical exploratory activities -  
Exploratory drilling - Evaluation of exploratory  
development and research methods - Significant  
factors affecting exploration - Concessions data)
  - 1-2 Reserves  
(Crude - Natural gas liquids - Ownership)
- 2 Production
  - 2-1 Historical Background
  - 2-2 Crude Production  
(Output and disposition by fields and by  
companies - Productive capacity - Maintenance  
and repair - Vulnerability of facilities)
- 3 Refining and Processing
  - 3-1 Crude Refineries  
(History - Crude or charge stock - Processing  
pattern - Storage for crude and refined products -  
Sources, quantities and supplies of power, fuel,  
water, chemicals - Refinery statistics - Plans  
for capacity - Vulnerability of facilities)
- 4 Transportation
  - 4-1 Transport Facilities  
(Pipeline systems - Railway - Inland waterways -  
Tankers)

PETROLEUM (CONTINUED)

- 4-2 Terminal Facilities
  - (Storage facilities - Loading and handling facilities - Administration and operation)
- 4-3 Vulnerability of Facilities
- 5 Equipment and Materials
  - 5-1 Requirements
    - (Exploration - Production - Refining and processing - Transportation, storage and terminals)
  - 5-2 Availability
    - (Local - Imported)
- 6 Requirements and Supply
  - 6-1 Petroleum Supply and Demand Balance
  - 6-2 Crude Requirements
    - (For refineries - For export)
  - 6-3 Production Requirements
    - (Domestic civilian - Military - Export)
  - 6-4 Supply
    - (Crude - Products)
  - 6-5 Factors Affecting Requirements and Supply
    - (Geographic - Economic and political)
- 7 Economic and Political
  - 7-1 Economic
    - (Labor force - Ownership and finance)
  - 7-2 Laws and Regulations
  - 7-3 Evaluations of Programs, Policies, Attitudes
    - (Governmental - Corporate)

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PETROLEUM (CONTINUED)

8 Natural Gas

8-1 Importance to Domestic Economy

8-2 Sources

8-3 Resources

(Location - Reserves)

8-4 Production

(By field and company - Drilling and production problems - Gathering, field storage and power facilities - Geographic factors affecting production - Evaluation of field development, technology and research - Productive capacity of the fields)

8-5 Utilization and Consumption

(Industrial and commercial - Residential - Repressuring of oil fields - As fuel in oil and gas fields - For production of natural gas liquids)

8-6 Transportation

SECRET

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POLITICAL

This subject pertains to the over-all significance of the political aspects of the constitution, structure of the Government, locus of power, political dynamics, public order and safety, national policies, intelligence and security, subversion, propaganda and public opinion, and key personalities of the country except:

See COMMUNIST ACTIVITIES (SUBVERSIVE) for Soviet and Communist subversive and intelligence operations.

POLITICAL

- 1 Personalities  
(Career - Character - Personal History - Political potentialities)
- 2 Constitution  
(Origin and development - Ideologies - Laws)
- 3 Intelligence and Security  
(Domestic and foreign intelligence)
- 4 National Policies  
(Domestic - Foreign - Military)
- 5 Political Dynamics  
(Parties - Pressure groups - Planning)
- 6 Propaganda and Public Opinion  
(Domestic and foreign consumption - Organization - Functions - Aims - Control - Medium and form)
- 7 Public Order and Safety  
(Penal and police systems)
- 8 Structure of Government  
(Central - Regional - Local - Locus of power)
- 9 Subversion  
(Covert and overt acts and activities)

SECRET

Security Information

PRINTING AND REPRODUCTION

This subject pertains to printing and reproduction services.

PRINTING AND REPRODUCTION

- 1 Policies and Procedures
- 2 Programs
- 3 Reports

SECRET

Security Information



SECRET

Security Information

PUBLIC RELATIONS

This subject pertains to general phases of public relations only.

See LIAISON for material involving relationships with organizations on a formal basis.

PUBLIC RELATIONS

- 1 Commendations, Congratulations and Greetings
- 2 Criticisms and Complaints (General only. Do not use for material that can be classified under more specific subjects.)
- 3 Petitions and Resolutions
- 4 Introductions
- 5 Representatives and Visitors

SECRET

Security Information

RECORDS

This subject pertains to policies, procedures and systems for handling, filing and disposing of records.

See SECURITY 2 for the security of records and communications.

RECORDS

1 Certified Copies

2 Disposition

(Disposal, by destruction, sale or transfer - Inventories - Reports - Transfer to Federal Records Center - Transfer to National Archives - Transfer between Federal Agencies - Inter-Agency loans, temporary transfer, etc.)

3 Filing Systems and Procedures Manuals

4 Management

(Surveys)

5 Microfilming

6 Vital Materials

(Inventories - Procedures and policies - Progress and status reports)

REFERENCE LIBRARY

This subject is to provide for the filing of non-Record, REFERENCE material when such material is maintained in filing equipment. Library and museum material made or acquired and preserved solely for reference or exhibition purposes; extra copies of reports and documents preserved solely for convenience of reference; and stocks of publications and of processed documents fall into this category.

REFERENCE LIBRARY

REPORTS

This subject is for use in filing recurring reports such as weekly and monthly activity or progress reports. Nonrecurring reports should be filed by subject matter.

Optional Arrangement: Case file as required.

REPORTS

SCIENTIFIC

This subject pertains to the fundamental aspects of scientific research and development and, in substance, includes Air, Ground and Naval weapons, Atomic Energy, Biology, Chemistry, Electronics, Medicine and Physics.

SCIENTIFIC

- 1 Air, Ground and Naval Weapons
  - 1-1 Aircraft and Aircraft Armament  
(Airframes - Aircraft propulsion - Aircraft ordnance - Other equipment)
  - 1-2 Guided Missiles  
(Guidance and control - Propulsion aerodynamics and structure - Warheads and fusing - Research and development organizations - Installations)
  - 1-3 Antiaircraft Weapons and Equipment  
(Guns and ammunition - Unguided rockets - Fire control equipment)
  - 1-4 Ground Weapons and Equipment  
(Combat vehicles - General purpose vehicles - Artillery - Infantry weapons - Mines and mine clearance equipment - Stream crossing equipment - Special arctic equipment)
  - 1-5 Naval Weapons  
(Hull designs - Ship propulsion - Underwater ordnance - Surface ordnance)
- 2 Atomic Energy  
(Governmental organizations for development and control - Appropriations for research and production - Government and privately sponsored programs to develop technically trained personnel - Research facilities and development - Supporting industrial firms - Sources and production of basic materials - Production of reactive materials - Application of knowledge to produce weapons, power, isotopes, etc.)

SECRET

SCIENTIFIC (CONTINUED)

- 3 Biology  
(Research - Development - Testing - Biological Warfare)
- 4 Chemistry  
(Research - Development - Testing - Chemical Warfare)
- 5 Electronics  
(Radio communications - Navigation aids - Radar - Infrared - Acoustics - Vacuum tubes - Components and special devices - Electron countermeasures)
- 6 Medicine
- 7 Physics (except Atomic Energy - See SCIENTIFIC 2)

SECURITY

This subject pertains to the safeguarding of information and material, which, in the best interests of National Defense and safety should not be disclosed to unauthorized persons.

SECURITY

- 1 Buildings and Equipment (Protection)
- 2 Communications and Records  
(Classification and reclassification - Cryptography -  
Disposal - Filing and storage - Transmission and  
receipt - Use and release of)
- 3 General Policy, Regulations and Procedure
- 4 Information and Publications  
(Censorship - Classification and reclassification -  
Use and release of)
- 5 Personnel  
(Identification badges - Investigation and clearance -  
Loyalty and review - Orientation)
- 6 Reports and Data
- 7 Violations

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SHIPMENT

This subject pertains to the shipment and routing of equipment, materials and supplies.

SHIPMENT

1 Freight and Express

(Bills of Lading - Rates and traffic - Claims -  
Personal effects)

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SOCIOLOGICAL

This subject pertains to the general character, patterns and trends of the human society and civilization on the social level.

SOCIOLOGICAL

- 1 Characteristics of the People  
(Cultural and physical traits - Minorities)
- 2 Education  
(Organization - Literacy - Content and quality of instruction)
- 3 Health and Sanitation  
(Nutrition - Environment - Water supply - Waste disposal - Diseases - Medical care - Hygiene)
- 4 Manpower  
(Labor market - Labor force - Mobility - Legislation - Unions and management)
- 5 Population  
(Vital statistics - Distribution - Migration - Social structure - Problems)
- 6 Public Opinion  
(Morale - Social values - Antagonisms - Traditions - Movements)
- 7 Public Welfare  
(Social Security - Standard of living - Social problems - Recreation)
- 8 Religion and other Ideologies  
(Organization - Aims - Personalities)

TELECOMMUNICATIONS

This subject pertains to the development, operation and maintenance of communications systems of foreign countries including telephone, telegraph, radio and submarine cables.

See COMMUNICATIONS for material pertaining to Agency activities and facilities.

TELECOMMUNICATIONS

- 1 Radio  
(Communications - Broadcasting)
- 2 Telephone and Telegraph  
(International facilities - Domestic facilities -  
Repair facilities)
- 3 Submarine Cables  
(Facilities - Repair facilities)
- 4 Television

TRAINING

This subject pertains to the development and direction of all Agency training programs.

TRAINING

1 Policies and Procedures

2 Facilities

3 Programs

(In service - Orientation - ~~Career Service~~) *See Committee*

4 Reports

5 Outside Training (Colleges, Schools)

SECRET

SECRET

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## TRANSPORTATION

This subject pertains to the construction, maintenance and operation of transportation facilities of foreign countries including railway, highway, waterway, port and marine facilities, merchant marine and civil air.

See TRAVEL for material pertaining to travel of Agency personnel.

See SHIPMENT for material pertaining to the shipment and routing of Agency equipment and supplies.

## TRANSPORTATION

### 1 Civil Air

(Government control and policy - International relations - Enterprises - Training - Services and supplies - Facilities - Military potential - Means of identification)

### 2 Highway

(Network characteristics - Government control and policy - Operations - Equipment - Principle highways)

### 3 Inland Waterway

(Characteristics - Government control and policy - Operations - Equipment - Principle inland waterways)

### 4 Merchant Marine

(Organization - Shipping program - Routes and ports of call - Operations)

### 5 Ports and Marine Facilities

(Classification - Berthing estimates - Military potential)

### 6 Railway

(Network characteristics - Organization - Operations - Equipment - Principle railways)

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TRAVEL

This subject pertains to the travel of employees or others on official business, including policies, procedures and regulations. Case files by name of traveler may be established as required and may be accomplished by writing the name of the traveler as part of the file designation, thus: TRAVEL (Brown, Harry)

TRAVEL

- 1 Advance of Funds
- 2 Authorizations
- 3 Entry (Custom courtesies, etc.)
- 4 Foreign (Includes passports, visas, etc.)
- 5 Itineraries and Reservations
- 6 Policies and Regulations
- 7 Privately Owned Vehicles
- 8 Transportation Requests

## VEHICLES

This subject pertains to acquisition, utilization and disposition of automobiles, trucks and other vehicles, including policies, procedures and authorities for their use. Include also material regarding the procurement, accountability, use and disposal of tires and tubes.

### VEHICLES

- 1 Accidents (Except claims of injured employees - See PERSONNEL 16)
- 2 Assignment and Use  
(Policies and regulations - Authority to use)
- 3 Credit Cards
- 4 Inspection
- 5 License Plates (Auto tags)
- 6 Loss, Damage and Theft (Except accident)
- 7 Maintenance and Repair
- 8 Marking and Identification
- 9 Permits to Operate
- 10 Procurement
- 11 Reports
- 12 Storage (Authority to store at private residence)
- 13 Surplus or unserviceable  
(Disposal by sale, transfer or loan)
- 14 Tires and Tubes
- 15 Titles

SUBJECT INDEX

The word "See" indicates that the subject category is further subdivided or that there are special instructions pertaining to its use. In such cases the SUBJECT LIST should be consulted to obtain the appropriate file designation.

<u>Reference</u>	<u>File Designation</u>
Abandonment, Buildings & Grounds.....	BUILDINGS & GROUNDS 5-1
Accidents	
Employees' Compensation Cases.....	PERSONNEL 16-1
Vehicles.....	See VEHICLES 1
Accounting.....	See ACCOUNTING
Accounts Current.....	See ACCOUNTING 1
Acquisition	
Buildings & Grounds.....	See BUILDINGS & GROUNDS 1
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 7-1
Additions to Buildings & Grounds.....	BUILDINGS & GROUNDS 3-1
Addresses, Mailing.....	COMMUNICATIONS 2-1
Adjustments in	
Disbursements.....	ACCOUNTING 8-1
Receipts.....	ACCOUNTING 6-1
Administrative Issuances.....	ORGANIZATION & MANAGEMENT 1
Advance of Funds for Travel.....	TRAVEL 1
Advices, Disbursement.....	ACCOUNTING 8-2
Agency Policies & Procedures on Personnel.....	PERSONNEL 12-1
Agent Cashiers.....	ACCOUNTING 5
Air Conditioning, Buildings.....	BUILDINGS & GROUNDS 10-3

SECRET

Reference

File Designation

-B-

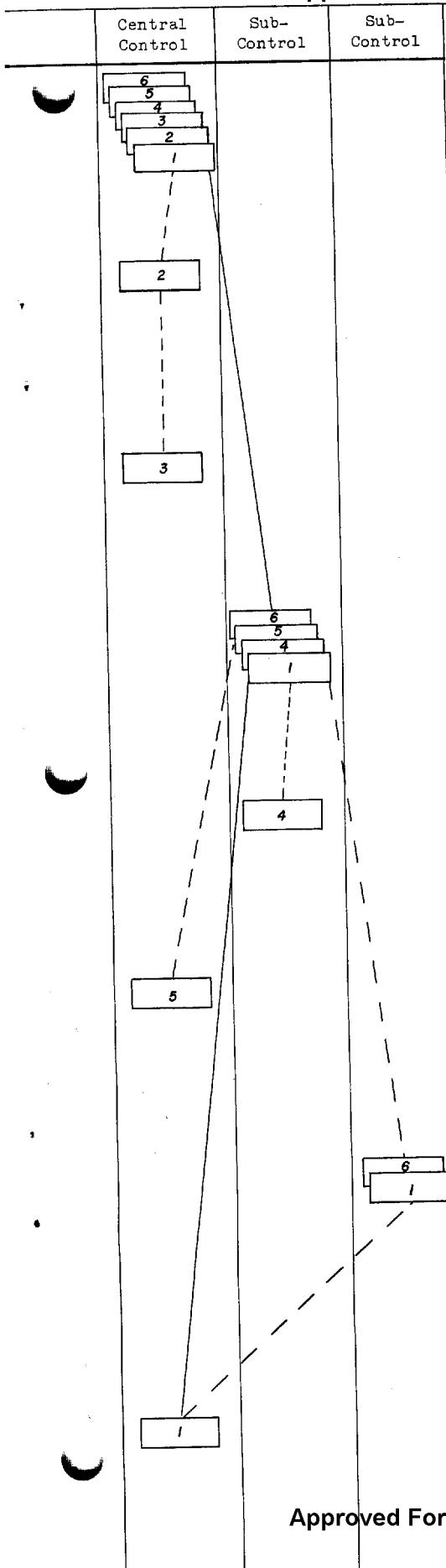
Bids for Supplies & Equipment.....	EQUIPMENT & SUPPLIES 4-11
Bills & Invoices.....	ACCOUNTING 9-6
Bills of Lading.....	See SHIPMENT 1
Blood Donors.....	PERSONNEL 9-2
Boards	
Review, Efficiency Rating.....	PERSONNEL 8-1
Survey, Surplus Property.....	EQUIPMENT & SUPPLIES 7-2
Bonds	
Bid or Performance.....	EQUIPMENT & SUPPLIES 4-2
Bonding of Employees.....	ACCOUNTING 4
Certifying Officer & Agent Cashiers.....	ACCOUNTING 5
Savings (Defense) Deductions.....	ACCOUNTING 9-1
Budget Estimates.....	See APPROPRIATIONS 2
Building Passes.....	SECURITY 5-1
Buildings.....	See BUILDINGS & GROUNDS
Security Protection of.....	SECURITY 1
Bulletin Boards, Building.....	BUILDINGS & GROUNDS 4

SECRET



TAB

CORRESPONDENCE CONTROL PROCEDURE



- A. Prepare Form 35-1, a six-part snap out form and forward copies, 1, 4, 5, 6 with the communication.
- B. File copy #2 alphabetically by source. This file serves as a finding media for all recorded incoming communications. Copy #2 is replaced by copy #1 when action has been completed (paragraph H).
- C. File copy #3 by the date on which action is due to be completed. Upon expiration of time allotted for action, contact by telephone the Subsidiary Mail Control to whom the communication was referred and establish new due date. Withdraw copy #3 and file by control number when action has been completed (paragraph H).
- D. Copies 1, 4, 5 and 6 received with the communication at the Subsidiary Mail Control point.
- E. Detach and file copy #4 in the same manner as copy #3.
- F. When it is necessary to refer the communication to a second Subsidiary Mail Control, note the referral on copies 1, 4, 5 and 6. Detach copy #5 and forward to the Central Mail Control where it will be destroyed after the information relative to the transfer is transcribed to copy #2.
- G. In case of a second referral, copies 1 and 6 are received with the communication. Detach copy #6 and file in the same manner as copy #3.
- H. Copy #1 received with correspondence when all necessary action has been taken. The correspondence will be classified by subject, filed, and the reply dispatched. If correspondence is retained for filing and dispatch of the reply by the Subsidiary Mail Control, copy #1 is received without attachments and bears notations as to subject classification, action taken and "Retained by \_\_\_\_\_." In both instances, copy #1 replaces copy #2 which is to be destroyed. If a second referral was referred, copies 5 and 6 are received with copy #1 and are destroyed.

EXHIBIT C

CORRESPONDENCE CONTROL PROCEDURE

- I The purpose of this instruction is to provide a basic procedure which can be adapted to the needs of the Office. The control system will be handled by a Central Mail Control for the Office.
- II All incoming communications will be received and controlled by a Central Mail Control. Upon receipt, incoming communications will be recorded on Form 35-1, "File and Routing Slip" as follows:
- A. Assign a control number to each piece of correspondence to be recorded by stamping the number in the lower right corner of the incoming communication and typing it in "Control No." block of Form 35-1.
  - B. Prepare the 35-1, a six-part snap out form interleaved with one-time carbon as follows:
    - 1. Security classification of the document will be typed in the space designated "Sec. Class".
    - 2. The name of the individual, business firm or organization from whom the correspondence was received, will be placed in the block designated "Origin".
    - 3. The date of the correspondence will be typed in the space designated "Date of Mat".
    - 4. The date the communication was received will be typed in block designated "Date Rec'd".
    - 5. The date action is due to be completed will be typed in space designated "Date Out".
    - 6. A brief digest of the subject matter involved in the incoming correspondence will be included in the space designated "Subject" and the number of enclosures also indicated. If an incoming communication is a telegram, registered letter, or other special type communication, an appropriate notation of this will also be reflected.
    - 7. The Subsidiary Mail Control to whom the correspondence is forwarded for handling and the date forwarded is noted in the first "Routing-Time Out" column.

EXHIBIT C (CONTINUED)

- C. The following disposition will be made of the six part form:
1. Copies numbered 2 and 3 will be detached immediately and filed in the Central Mail Control.
    - a. The number 2 copy should be filed alphabetically by the name of the individual, firm or organization, from whom the communication was received. This file will constitute an alphabetical index and serve as the finding media of all recorded incoming communications.
    - b. The number 3 copy is filed by the date on which action is due to be completed (see paragraph E) to act as a suspense copy and serve as a log. This file will be in two parts "Action Completed" and "Incompleted". The suspense copy will be placed in the "Incompleted" file and will be used to follow up communications on which action has not been completed within the allotted time. When action has been completed the suspense copy will be withdrawn from the "Incompleted" file and placed in the "Action Completed" file by control number.
  2. Copies numbered 1, 4, 5 and 6 will be securely fastened to the upper left corner of the correspondence and forwarded to the Subsidiary Mail Control shown in the routing column.
  3. When received by the Subsidiary Mail Control clerk, the communication will be referred to the proper action desk and the referral noted in the "Routing-Time Out" column. At the time of referral the number 4 copy will be detached and filed in the same manner as prescribed for copy number 3. Any later referrals will be noted on this copy so that it will provide information as to the location of the communication when action has not been completed within the allotted time.
  4. Copy number 5 is used when the correspondence is further referred (to another Subsidiary Mail Control within the Office), at which time it will be detached from the correspondence. Referral reference will be placed in the "Routing-Time Out" column, and the slip returned to the Central Mail Control. The information relative to the transfer of the correspondence is transcribed to the number 3 copy by the Central Mail Control and copy number 5 is then destroyed. The second Subsidiary Mail Control point to which the correspondence is referred will remove copy number 6 and file it as its control copy. If additional referrals are necessary another set of copies 4, 5 and 6 of Form 35-1 will be prepared.

EXHIBIT C (CONTINUED)

5. Copy number 1 shall remain at all times with the communication until all necessary action has been taken and the correspondence returned to the Central Mail Control for classifying by subject, filing, and dispatch of the reply. The number 1 copy will replace copy number 2 which will be destroyed. If the file is retained for filing and dispatch of the reply by the Subsidiary Mail Control, copy number 1 should be detached from the correspondence, the subject classification placed in the block designated "File No.", action taken noted in the proper block and the following notation made on the 35-1, "Retained by \_\_\_\_\_". Copy number 1 is then forwarded to the Central Mail Control for filing.
- D. For intra-office correspondence initiated within the Office, which must be controlled, the following procedure will apply:
1. The originator will prepare Form 35-1 as follows:
    - a. Security classification of the document will be typed in the space designated "Sec. Class."
    - b. The Division preparing the communication will be placed in the space designated "Origin".
    - c. The date of the correspondence will be typed in the block designated "Date of Mat."
    - d. A brief digest of the subject matter involved in the communication will be included in the space designated "Subject".
    - e. The initial referral (to the Central Mail Control) will be noted in the "Routing-Time Out" column.
  2. The Subsidiary Mail Control will detach and file copy number 4 chronologically, attaching copies 1, 2, 3, 5 and 6 to the communication and forward to the Central Mail Control.
  3. Upon receipt the Central Mail Control will:
    - a. Assign a control number to the communication and the 35-1.
    - b. Note the date received in the space designated "Date Rec'd".

EXHIBIT C (CONTINUED)

- c. Type the date action is due to be completed in the space designated "Date Out".
  - d. Detach and file copies 2 and 3 as explained in paragraph C-1.
  - e. Forward communication with copies 1, 5 and 6 attached to Subsidiary Mail Control point noted in "Routing-Time Out" column.
- E. All Congressional mail requiring an answer must be answered or acknowledged within two work days, with certain exceptions all other communications within five work days. The suspense file in the Central Mail Control will be checked daily. Upon expiration of time allotted for action, the Subsidiary Mail Control to whom the communication was referred will be contacted by telephone to ascertain the reason for the delay. If additional time is needed the new date due, as indicated by the action desk, will be noted on the suspense copy (number 3 of 35-1).
- F. To insure successful operation of this procedure it is essential that persons assigned mail control duties be instructed that this is a priority function. More than one person should be available for this duty at each control point to insure immediate handling.

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MEMORANDUM FOR:

SUBJECT: Revision of Mail Control and Filing Procedures

1. The recommendations contained in the Records Management Survey of the Office of the Director have been approved. The effective date of the recommendations will be 4 May 1953, however, some time will be required to complete the transition from the present to the proposed system.

2. Records Analysts from the Records Management and Distribution Branch of Office of General Services will furnish the supplies and the technical and clerical assistance required for conversion to the new systems. They will also periodically review the system with responsible officials to assist with any current problems and to assure the continuance of the program.

3. A tentative schedule is shown below for Records Analysts to assist the various offices in disposing of present accumulations of records and to set up files listed as the exceptions in recommendation one:

Director of Central Intelligence	4 May 1953
Dep. Director of Central Intelligence	6 May 1953
Dep. Director (Administration)	11 May 1953
Dep. Director (Intelligence)	13 May 1953
Dep. Director (Plans)	18 May 1953
Inspector General	20 May 1953

4. The adoption of these recommendations is a necessary step in establishing an adequate records management program for the Agency. Your full cooperation in making the change effective will be appreciated.

ALLEN DULLES  
Director of Central Intelligence

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