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-NO. 70-2  
Records and Correspondence  
19 February 1964

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File System

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1. A file system has been established for  and while a lot of work is yet to be done on the individual files progress is being made in the direction.

2. Procedures:

a. The system is divided into four parts:

(1) The Log: The log is maintained by the Admin Section and is a written record of all correspondence (both incoming and outgoing) and shows internal distribution of the documents.

(2) Chrono Files: A copy of all correspondence entering or leaving  is filed in chronological order by point of origination in the chrono files.

(3) Subject Files: The subject files are the working files of the Division which show the posture of the subject being considered.

(4) The Index: The index shows the location and titles of all subject files. One copy of the index is provided for each officer.

b. Routing: When a document arrives in the Admin Section, it is recorded in the log and routed, one copy going to the chrono file for a reference copy, the action copy, after appropriate action has been taken by the Action Officer, to the subject file as a working copy and a temporary copy put on the reading board. These reading board copies are extra and their absence from the filing system will create no void.

c. Charge out of Files: If a file is to be removed from the safe, a charge-out sheet, placed on each safe, must be filled out and put in place of the file. If a document is removed from the file itself, for any reason whatsoever, other than for purposes of refiling, a document sign-out sheet must be filled out and put in place of the document. The latter action should occur only in the case of non-reproducible papers. Otherwise, Thermofax copies must be made to avoid having an incomplete file. Any deviation whatsoever, to any degree, for any reason, from the procedures listed will completely invalidate the whole file system.

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d. Paper and documents may be refiled at any time as long as the action is coordinated with the Admin Section. This coordination is imperative since the location of the document is carefully cross-referenced. Furthermore, new files may be created at any time; files may be changed by location, title, or number, since the system has unlimited flexibility built-in; but again this action must be coordinated with Admin. The Master File Index, which can be found in drawer 2 of safe 47, must be posted and kept current at all times. Each person is encouraged to check his index against this Master. When changes become too numerous and complicated, new pages will be published individually, reflecting the new order.

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3. Responsibilities: The  File System is the ultimate responsibility of the Admin Section, but completely dependent upon the cooperation and discipline of the entire Division.

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