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Approved For Release 2001/04/05 : CIA-RDP83B00823R000800130015-0

17 JUN 1971

MEMORANDUM FOR: Chief, Executive and Planning Division  
THROUGH : Deputy Director of Security, Personnel Security  
SUBJECT : Office of Security Directives

1. The Security Records and Communications Division has reviewed the attached Directives as requested and we recommend that the following be rescinded:

<u>Directive No.</u>	<u>Subject</u>
64-5	Accountability of TS Material
63-3	SRD - Administrative - PSU
63-1	Designation of Restricted Data Control Officer
62-10	Telephonic Requests for Indices Requests
62-9	OS Administrative - File Charge Slips
62-7	Title Designation
59-8	Files and Correspondence
59-5	Requests for Files and Indices Searches
59-2	Indexing and Searching

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2. Although some of the Directives listed below require minor changes, we do not feel that the changes are significant enough to justify an update and reissuance of them, therefore we recommend that they be retained.

<u>Directive No.</u>	<u>Subject</u>
63-4	OS Administrative - Form 745
X 62-11	SRD - Administrative - Purging
61-7	Personal Mail
59-6	Transportation

*Covered  
by 72-3,  
23 MAR 1976*



25X1A

Chief, Security Records and  
Communications Division

Attachment:  
As Stated

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C-O-N-F-I-D-E-N-T-I-A-L

3. Additional forms may be obtained from the BSO or by contacting the Area Top Secret Control Officer, extension 7831.

 25X1A

*R. J. Bahnerman*  
Director of Security

Attachment:  
TS Posting Record Cards

C-O-N-F-I-D-E-N-T-I-A-L

82

C-O-N-F-I-D-E-N-T-I-A-L

20 March 1963

OFFICE OF SECURITY DIRECTIVE NO. 63-3

FOR : All Office of Security Personnel

SUBJECT: Security Records Division - Administrative  
(Personalized Service Unit)

1. Effective 25 March 1963, the Personalized Service Unit of the Security Records Division will be activated in Room GE-13 to handle all telephonic and personal-visit requests for indices searches, files and, where required, setting up of new file jackets.

2. The Personalized Service Unit will operate as follows:

a. Telephonic requests for files, indices searches, and/or the setting up of new file jackets should be made on extension 6755 or ~~6756~~ RL 9446. Telephonic requests should be limited to urgent matters not exceeding five names at any one time.

b. Personal-visit requests should be limited to matters of the highest urgency. These requests will be handled immediately by SRD personnel stationed at the service counter located in the reception area in Room GE-13.

3. The majority of requests are of such a nature that they should be handled by the forwarding, through the regular courier service, of Forms 745, ~~744~~, 744 and/or ~~247~~ as required. These requests will be given prompt attention, thus limiting the need for telephonic or personal-visit requests.

C-O-N-F-I-D-E-N-T-I-A-L

GROUP I  
Excluded from auto-  
matic downgrading and  
declassification

C-O-N-F-I-D-E-N-T-I-A-L

4. With the establishment of the Personalized Service Unit, the entrance to the Security Records Division will be through the reception area located in Room GE-13. The reception area will contain a ~~(microfilm reader)~~ an ~~(autostat)~~ machine where reproduction can be done by OS employees, and tables and chairs where files can be reviewed. There will also be a telephone available for the use of visitors.

25X1A



Sheffield Edwards  
Director of Security

OK

C-O-N-F-I-D-E-N-T-I-A-L  
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A & TS-OS  
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6 November 1962

OFFICE OF SECURITY DIRECTIVE NO. 62-10

FOR : All Office of Security Employees

SUBJECT: Telephonic Requests for  
Indices Searches

1. In order to correct misunderstandings arising from telephonic requests for Indices searches, effective immediately, upon the completion of the Indices search, Form No. 745 will be forwarded to the telephonic requestor. It will then be the responsibility of the requestor to ensure that the spelling of the name(s) printed on Form No. 745 coincide with the name or names which had been given over the telephone.

2. It is requested that telephonic requests be limited to urgent matters not exceeding five names at any one time and that the requestor indicate whether an all trace search or subject files only search is desired. Files Section can readily furnish overt digit file numbers; however, the covert and miscellaneous numbers must be obtained from a search of the OS Master Index by the Indices Section. The requestor should indicate whether he wants the files resulting from the search or he wishes to be advised only of the files numbers.

3. All employees are again reminded that there are nine Courier and dumb-waiter runs a day as indicated in OS Directive No. 62-9 dated 14 September and that requests for immediate delivery of files should be severely limited.

*7/20/62*  
*Ed*  
[Redacted]  
Sheffield Edwards  
Director of Security

25X1A

Group 1  
Excluded from automatic  
downgrading and  
declassification



14 September 1962

OS DIRECTIVE No. 62-9

FOR: : All Office of Security Employees

SUBJECT: OS - Administrative  
(Revised File Charge-Out Slip)

1. Effective this date, revised file Charge-Out Slip, Form No. 744, will be used to request and/or recharge files. This new form will require the same information as before and the requestor will designate in the appropriate space, below the file number, the type of file desired.

2. Requests for files must be submitted in duplicate. The original will be used as a charge-out slip, while the copy will be utilized as a routing device to forward the file to the requestor. Should the file be charged out, the requestor's copy will reflect the name of the person to whom charged and the date when charged. When there are two Subject files, an overt and a covert, bearing the same file number, and one file is charged out while the other is on the shelf, the requestor will be charged with the available file which is being forwarded to him and will be advised of the location of the other file which is already charged out. It must be remembered that the Files Section can readily furnish overt digit file number; however, the covert and miscellaneous numbers must be obtained from a search of the OS Master Index by the Indices Section. Whenever the file number is available, it should always be furnished in order to preclude unnecessary searching and to permit prompter service.

3. This new form will also serve as a recharge slip when appropriately marked by an X in the recharge block. It will remain the responsibility of the requestor to furnish a recharge slip to the Security Records Division when the file goes outside of normal processing procedures. The prompt submittal of recharge slips will greatly assist in the location of files when they are not in the custody of the individual shown on the Charge-Out Slip.


4. It has become increasingly difficult to handle the numerous requests for immediate delivery of files to the various sections within the Office. It should be noted that the Security Records Division has 5 internal

courier runs at 9:00 A.M., <sup>11:00</sup> 10:45 A.M., 12:45 P.M., <sup>2:30</sup> 2:45 P.M. and 4:30 P.M. as well as ~~(A Dumb-Waiter runs at 10:00 A.M., 11:30 A.M., 1:30 P.M., and 3:30 P.M.~~ <sup>As Required</sup> Unless there is an emergency situation requiring immediate delivery of a file via the Dumb-Waiter, requests for files will be serviced in accordance with the schedule set forth above. In view of the fact that over 1,000 files have to be pulled each work day, emergency requests should be kept to a minimum in order that the Security Records Division may continue to render the best service possible.

5. Only personnel assigned to the Security Records Division are permitted to pull or file case folders and correspondence. Any exception must be approved in advance by the Deputy Director of Security (Investigations and Operational Support). When SRD personnel are not on duty, the Night Security Officer on duty may pull case folders, whenever required for official purposes. In such cases, he will prepare and file an appropriate Charge-Out Slip, Form No. 744. If he transmits the file to a second person, a recharge slip will be prepared by him and forwarded to SRD to replace the original Charge-Out Slip. It is recognized that during non-duty hours Senior Office of Security Officials may require direct access to SRD records. In such cases, the Night Security Officer on duty will permit such access and assist the official as required.

6. ~~Records~~ pertaining to the File Retirement Program within the Security Records Division have been transferred to the Files Section. Requests for retired files and related information can be obtained by calling extensions 7238 and 7239.

*6287 and 9076.*

  
Sheffield Edwards  
Director of Security

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14 August 1962

OFFICE OF SECURITY DIRECTIVE NO. 62-7

FOR : All Office of Security Personnel

SUBJECT: Title Designation

Effective immediately, the title of the Security Records  
Division Official responsible for the Outside Agency Name Check  
Program is "SECURITY RECORDS LIAISON OFFICER." [REDACTED]

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[REDACTED] is the incumbent in this position.

25X1A

[REDACTED]  
Sheffield Edwards  
Director of Security

*No layman*

*This should not  
have been a directive*

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

12 October 1959

OFFICE OF SECURITY DIRECTIVE #59-8

SUBJECT: Files and Correspondence

A. Files


1. In order to account periodically for outstanding overt and covert security files, all such outstanding files will be recharged to the holder approximately every ninety days. The Security Records Division will notify all Divisions and Staffs approximately one week in advance of the date set for returning or recharging the files. Holders of files which have been "permanently" or indefinitely charged out should assess their needs to determine whether "permanent" or indefinite holding is necessary. Those files which are not needed by the holders thereof should be returned promptly to the File Room. Recharge slips (Form 744 or 744a) must be submitted for all files which are retained.

2. The cooperation of all components is necessary to insure the success of the recharge program. In preparing a recharge slip, the requestor must indicate his component and room number thereon.

B. Correspondence

1. In order to insure that correspondence or other material has been reviewed by an official before it is filed, each document designated for filing should be appropriately marked and initialed by the official who has reviewed it.

STATINTL

  
Shepherd Edwards  
Director of Security

Distribution:  
All OS Personnel

*Retained  
by 59-8,  
11/19/63*

16 September 1959

OFFICE OF SECURITY DIRECTIVE NO. 59-5

FOR: All Office of Security Employees

SUBJECT: Requests for Files and Indices Searches

1. The Security Records Division receives more than 200 telephone calls each day asking for expedite indices searches or the pulling and handcarrying of files. It is recognized that in some instances there is need for immediate information or records from the Security Records Division, and telephonic requests in such instances are justified.

2. Because the processing of the current large daily volume of telephone requests retards the normal work in SRD connected with clearance actions, all personnel are advised that telephonic requests for files or indices searches must be limited only to those instances where expedite handling is absolutely necessary. All other requests should be submitted to SRD on appropriate forms as described below for routine processing. SRD will be expected to process such requests and serve the requestor normally within 24 hours.


3. On routine requests, when it is known that a subject file exists, requests should be made on forms ~~as follows:~~ 744A.

~~a. For Covert files - Use Form 744 (White Charge-out Slip)~~

~~b. For Overt files - Use Form 744a (Blue Charge-out Slip)~~

4. When a subject file is not known to exist, Form 745 (Indices Search Request) should be used in routine cases. If a record is found, the file will be delivered to the requestor.

STATINTL

  
Sheffield Edwards  
Director of Security

12 March 1959

OFFICE OF SECURITY DIRECTIVE NO. 59-2

FOR: All Office of Security Employees

SUBJECT: Indexing and Searching

1. The consolidation of our Office of Security indices holdings into a uniform master index is being initiated at this time in the interest of increased efficiency of operation. In order to achieve uniformity, all index cards will be standardized with regard to size, texture, information to be included thereon and the purpose for which they are used.

2. Effective 1 APRIL 1959, information to be indexed will be placed on 3" x 5" hardback cards. A card which is used to index the name of the subject of the security file will be known as a Primary Index Card (formerly Subject index card). A card which is used to index any name or data other than the subject of the security file will be called a Secondary Index Card (formerly Reference or Asterisk index card). In order to distinguish a primary index card from a secondary index card and also to distinguish whether information has been indexed to an overt or covert security file, a color system of index cards will be used as follows:

a. Primary Index Cards:

- (1) Blue - to index the subject of any overt security file.
- (2) White - to index the subject of any covert security file.

b. Secondary Index Cards:

- (1) Salmon - any indexing to an overt security file or record other than the subject of a file.
- (2) Yellow - any indexing to a covert security file or record other than the subject of a file.

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*Fill*

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identifying data described above, a brief descriptive phrase may be placed on a secondary index card, when appropriate. For instance, Illustration "B" indicates that William M. SMITH was a member of the Institute of Pacific Relations in 1946. Other examples of descriptive data might be the following: "Friend of Alger Hiss", "CP Nominating Petition Signer", or "Dismissed from Commerce Department - Morals". This information will then be included on the search sheet denoting the results of the indices search and it can be used by requestors for identification or elimination purposes if they so desire.

8. In order that index cards may be searched more readily and may be uniform in appearance, it is requested that information on the cards be located and spaced according to the illustrations. The subject's name should appear approximately one-quarter inch from the top of the card and one-quarter inch in from the left-hand side. His last name, which should be in solid caps, should be listed first, then his first name, the middle name or initial. The first and middle names should be typed in initial caps. The file number should appear in the right-hand corner opposite the subject's name. Identifying information should appear on the top half of the index card. The placing of an asterisk in front of the file number on a secondary index card indicates in Illustrations "B" and "C" that John J. DOE is the subject of that file number.

9. If an individual other than the reviewer of the document is going to prepare the index card, the reviewer should use the following procedure in marking the document for indexing: The name of the individual, company, organization or other data to be indexed should be circled. The use of ink or colored pencil for the circling of a name is optional. In the lower right-hand corner of the first page of the document, the reviewer should place an "X" or an "Asterisk" stamp. He should also similarly mark the lower right-hand corner of each page of the document which contains names to be indexed. In the event that the document is already filed, the reviewer should attach a buck slip to the top of the file indicating that there is indexing to be done in the file. He should then attach a 3"x5" slip of paper to the right side of the first page of the document which has been marked for indexing and he should place an "X" or an asterisk on the slip of paper. This slip of paper should protrude about 2" from the side of the file in order that it will serve as a flag for the location of the names to be indexed. The individual who prepares the index cards will then remove the slip of paper and will cross through the circled names as the index cards are prepared. He will also initial the "X" or "Asterisk" stamp



at the bottom of the page to indicate that index cards have been prepared on names listed for indexing on that page. In the event that an individual's name appears several times in a document, it will only be necessary to circle his name the first time it appears. A notation should be made on that page, however, that the individual's name also appears on other pages (listing page numbers) in the document. The index card will then indicate all of the pages on which information appears concerning that individual. If the reviewer of the document is going to prepare his own index cards, it will only be necessary for him to circle and cross through the indexed names and to initial the bottom of the page signifying that he has prepared the cards.

10. The question often arises as to whether a certain name or item of information should be indexed. Basically, the determination as to whether certain information should be indexed rests largely in the discretion of the professional individual reviewing the material; however, certain guide lines are set forth in assisting the individual in making his determination:


- a. Security Records Division automatically prepares all primary index cards since all files are established in the Security Records Division. When a document is sent to the Security Records Division with a request that a file be established and the subject of the document is not clearly evident, the requestor should advise SRD the name of the subject under which the file is to be set up. Since the great majority of our files are established under the proper name of an individual, this procedure should be followed wherever possible.
- b. In considering the preparation of secondary index cards, the determination should be made as to whether the information is or might be of current or future intelligence, investigative or security value. In other words, is it of sufficient importance to warrant subsequent retrieval?
- c. In the event that prior information already exists and has been indexed in our files, the determination should be made as to whether the current information adds something new and different to that which is already indexed.

- d. Under the new uniform system for the operation of the indices, copies of index cards will not be disseminated. An index card becomes a permanent integral part of the master indices to be used only to locate information contained in some security file or record. Therefore, no information other than identifying information described above should be included on an index card.

11. It might be beneficial at this time also to draw a distinction between searching and indexing. A search of the indices is generally performed to ascertain and obtain information with regard to a particular case, or situation of current interest. If "on the head" search for subject files only is all that is desired, the search request form should so indicate. If, on the other hand, all available information is desired, a complete search of both primary and secondary index cards will be conducted. When information exists which is not only pertinent to the instant case but which also has an actual or potential future intelligence or investigative value, that information should be indexed. Selective indexing of information, as opposed to indiscriminate indexing of all information, will increase the potential of the indices to direct us to pertinent information rapidly and efficiently, thereby enabling us to obtain maximum use and benefit from our resources of security information.

12. The Security Records Division, upon request, will index any name or other data which is marked for indexing. However, the project of consolidating and unifying the indices in the Security Records Division has placed a tremendous workload on that Division. It is suggested, therefore, that wherever possible index cards be prepared in the office of the individual who reviewed the document using the uniform system as set forth above. This will be extremely helpful in enabling the Security Records Division to cope with the current workload since the complete consolidation of the indices will extend over a period of several months. Any particular problems encountered with respect to indexing material should be referred to the Security Records Division for assistance, advice or guidance.

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Director of Security

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<del>SA/DDS/PS</del>		
2	<del>-ADDS/PS</del>	6/17	
3	DDS/PS	6/17	W
4	C/EPD 506 Mag. Bldg.		
5			
6			
<input type="checkbox"/>	<b>ACTION</b>	<input type="checkbox"/>	<b>DIRECT REPLY</b>
<input type="checkbox"/>	<b>APPROVAL</b>	<input type="checkbox"/>	<b>DISPATCH</b>
<input type="checkbox"/>	<b>COMMENT</b>	<input type="checkbox"/>	<b>FILE</b>
<input type="checkbox"/>	<b>CONCURRENCE</b>	<input type="checkbox"/>	<b>INFORMATION</b>
<input type="checkbox"/>		<input type="checkbox"/>	<b>PREPARE REPLY</b>
<input type="checkbox"/>		<input type="checkbox"/>	<b>RECOMMENDATION</b>
<input type="checkbox"/>		<input type="checkbox"/>	<b>RETURN</b>
<input type="checkbox"/>		<input type="checkbox"/>	<b>SIGNATURE</b>
<b>Remarks:</b>			
FOLD HERE TO RETURN TO SENDER			
[REDACTED] AND PHONE NO.			DATE
[REDACTED]			6/17/71
UNCLASSIFIED	CONFIDENTIAL	SECRET	

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