

22 MAR 1983

~~CONFIDENTIAL~~

DO FILES NOT RECOMMENDED FOR EXEMPTION

CENTRAL FILES:File CategoryDefinition

25X1

Station Files

Station reference material maintained at Headquarters. Files in this category have been subject to reviews at various times since 1959. Current review began in 1982 to deindex and destroy material that does not meet current retention criteria. Those few documents that meet current retention criteria are being reclassified to current files.

Admin Files

Material dealing with internal procedures, general administration, records management, chrono files, finance, logistics, security, personnel, travel, training, cover, operational directives, instructions/regulations, and general operational support. Current review began in 1982 to deindex and destroy material that does not meet current retention criteria. Those few documents that meet current retention criteria are being reclassified to current files.

Litigation & Investigation

DO correspondence concerning the official release of classified and unclassified information to the Department of Justice or other legal authorities in the U.S. regarding DO involvement in litigation or investigations conducted by U.S. agencies, departments, or Congress; correspondence on interviews/testimonies of DO personnel who, in their official capacities, are involved in litigation, investigation, or similar legal matters; and reporting by the DO on violations of federal law.

25X1

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

25X1

Boards & Committees	Correspondence and reports pertaining to officially established boards and committees (both inter-agency and intra-agency), their formation, charter objectives, members, agenda, minutes, decisions, and related records.
Conferences & Briefings	Records of briefings given to high-level U.S. Government officials, U.S. professional personnel, or if there is no appropriate operational file number, also to foreign nationals.
Personnel	Papers on policy of the Directorate of Operations (DO) relating to personnel management, except that papers related to individual employees are filed in personnel files.
Intelligence Information Reports & Reporting	Policy pertaining to the production, control, use, dissemination, and evaluation of the DO's intelligence information. Includes record copy of disseminated intelligence information reports, special studies or surveys concerning reports and reporting, and record copy of any altered or sanitized version of reports forwarded to or received from foreign governments.
Records Management Information Management	Policy papers and guidance on the creation, maintenance, and disposition of all DO records.
Policy Correspondence	Correspondence of the Office of the Director for Operations and Staffs and Divisions. This file will contain a copy of all correspondence on policy and management subjects bearing the signature as originating officer of any of the above officials. May also be used for chronological files at Chief and Deputy Chief, Staff and Division level.

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

25X1		Policy Directives	DO policy correspondence concerning the development of National Security Council Intelligence Directives, Director of Central Intelligence Directives, Operating Directives, and any other high level directives relating to the DDO responsibilities.
		Special Studies & Publications	
25X1		Litigation Cases	Replaced by Category

Miscellaneous Or Peripheral File Collections:

Predecessor Files	Office of Strategic Services (OSS), Strategic Services Unit (SSU) and Central Intelligence Group (CIG) Files
HTLINGUAL Files.	Correspondence collected as a result of the mail intercept program from 1955 to 1973.
MHCHAOS Files	Information collected on possible foreign involvement in American dissident activities from 1967 through early 1973.
General Administrative and Support Files	These files are maintained by every DO component. They are temporary in nature and designed to contribute to the efficiency of the immediate office. Files may or may not be related to operations. The types of documents might include regulatory issuances, administrative notices, office procedures, production records, training requests, leave records, pay scales, etc...
Disseminated Intelligence Files	Due to the extreme sensitivity of the intelligence information disseminated, some DO components are the office of record (sole repository) for such disseminations. Access to these particular records is required by law.

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