Approved For Release 1999/09/27 : CIA-RDP88-00374R000100240001-3

[redacted]

[redacted]

OSS ARCHIVES
Washington, D.C.

WASHINGTON - CIA-OP-500

FORM TO BE ATTACHED TO FILES SUBMITTED TO ARCHIVES
(For instructions, see reverse)

Theater (where applicable): _____ Prepared by: 25X1A9a [redacted]
Location of Office: [redacted] At: 25X1A9a
Branch (where applicable): [redacted] Approved by: [redacted]
Section or Unit (where applicable): _____ Date: [redacted]

1. Category of file attached (check only one):

[ ]	Administrative	[X]	Operational	[ ]	Radio & Cable
[ ]	Equipment	[ ]	Personalities	[ ]	Research
[ ]	Financial	[ ]	Personnel	[ ]	Maps
[ ]	Intelligence	[ ]	Project	[ ]	Photographs & Motion Pictures
[x]	Other (specify) [redacted] DDP- PPC				

2. What is the arrangement of the file?

[redacted]

Is file indexed? [ ] Yes [ ] No
[ ] Index applies to this file only [ ] To a series of files
If index applies to a series, identify series:

What disposition has been made of index? (transmit with file if possible);

3. Dates covered: [redacted]

4. Country involved (limit to one where possible): [redacted]

5. Quantity: [redacted] 9 folders

6. Description of contents of file (if necessary, complete on extra sheet and attach):

[redacted]

Hoover Committee - Complete file of the Hoover Committee investigation of CIA under General Mark W. CLARK, including Department of Defense views on recommendations of Clark Committee - 1954-1956

7. Appraisal of file:
[x] Records have permanent value. [ ] Historical [ ] Research or [ ] _____
Do they include routine or valueless papers? [ ] Yes [ ] No
If yes, specify which portions of file have value:

[ ] Records have transitory or temporary value only.
[ ] Records are unessential.

8. Are records duplicated elsewhere in organization? [x] Yes [ ] No
If yes, specify where: Individual copies of individual documents held in offices concerned. This is the only complete file in DD/P.

9. Are records supplemented elsewhere in organization? [ ] Yes [ ] No
If yes, specify where:

10. Classification of documents must be reviewed and, where possible, reduced in the light of present conditions. Check to indicate that this has been done: [X] Fill in classification of form to conform with highest classification of contents of file.

OSS Form 4055 Classification: [redacted] (22)

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The orderly retirement of inactive records of OSS Washington and overseas offices, and the establishment of permanent archives of material suitable for preservation, can be accomplished only with the cooperation of those who have been associated with the records and are familiar with their contents. The form on the reverse is designed to provide a simple means of describing each batch of related material. Filled out and attached in duplicate, it must accompany each such batch of related material which is submitted to archives. It should be executed by a person familiar with the material and approved by an officer of the organization who has been associated with the activity of which the file is a record.

To each batch of related material the transmitting office will assign a file category (see Item 1 on the reverse and below) in which the material will be premanently maintained. Material assigned to a file category must be of the same kind, relating to the same activity, and filed as a unit, regardless of the space it may occupy. Such a collection of material will constitute one file. It is understood that each file will be a complete record only insofar as possible. Moreover, no attempt should be made to destroy the continuity of files which in themselves form a logical entity. If such files appear to fall into more than one file category, they should be maintained as a whole and assigned to the most generally applicable category, with a full description of their contents under Item 6 of the form.

Detailed instructions follow:

Item 1. Definitions of file categories:

Administrative File. Material pertaining to the management of the office, such as internal policy and procedure, orders and instructions, organization charts.

Equipment File. Material relating to equipment of all types.

Financial File. Budgets, ledgers, payrolls, expense accounts, etc.

Intelligence File. Intelligence reports from agents in the field and disseminations of intelligence reports.

Operational File. Records of work done by OSS in the course of performing its specific functions, such as formal progress reports or other field reports, or documents concerning activities which cannot be classified as specific projects (see Project File below).

Personalities File. Material on individuals who are of interest to the organization either as friendly contacts or because of suspicious or subversive activities.

Personnel File. Interviews, personal history statements, orders, or any other material pertaining exclusively to prospective or incumbent employees.

Project File. Material dealing exclusively with specific missions, operations, projects or teams.

Radio and Cable File. Exchanges of messages which in themselves constitute a logical whole.

Research File. Material, other than intelligence reports, giving economic, geographic, statistical or other background information, including publications such as newspapers, time tables, telephone books, etc.

Item 2. Describe by what system the file is organized, such as alphabetic, alphabetic location, alphabetic subject, numeric subject, straight numeric, chronological, decimal, etc.

Item 3. Give by month and year period of time covered by file.

Item 4. State foreign country with which file is concerned (not necessarily country of origin of file).

Item 5. Estimate space occupied by file in terms of file drawers or linear feet or, with small files, state number of pages.

Item 6. The description of the file by the transmitting office will be the basis for all future recording, cataloguing and indexing of the file. It is therefore the responsibility of the transmitting office to describe the contents in terms which are clear and concise and at the same time sufficiently full to cover all aspects of the material. The word "miscellaneous" should be avoided.

Item 7. Appraisal of the file should be made in the light of whether it (1) has permanent historical or other value and so would ultimately be acceptable to National Archives, or (2) is of temporary value as evidence of OSS activities, or (3) is suitable for disposal.

Items 8 & 9. Where duplicates of or supplements to the file are known or believed to exist, information on their location should be given.

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RECORDS SHELF LIST

NOTE: *Prepare in duplicate and submit original to Records Center*

WASH/CIA/OPS 500

TOTAL NO. OF CONTAINERS 1

OFFICE	DIVISION	BRANCH	SECTION
OPSER	PPC	Office of the Chief	

CONTAINER NO.	DESCRIPTION AND DATES
	1954 - 1956
1.	File I: Hoover Committee (Clark) Briefing; Administrative Memoranda.
	File II: Hoover Committee (Clark) Briefing; DD/I Memoranda re.
	File III: Hoover Committee (Clark) Briefing; DD/P Memoranda re.
	File III a: Hoover Committee (Clark) Briefing; DD/P Memoranda re.
	File III b: Hoover Committee (Clark) Briefing; DD/P-WPD Memoranda re.
	File IV: Hoover Committee (Clark) Briefing: Briefing by DD/P and DDCI.
	File V: Hoover Committee (Clark) Briefing; Questions and Answers for (Clandestine Services Only).
	File VI: Hoover Committee (Clark) Briefing; Clark Task Force Report on the Clandestine Services (CIA).
	File VII: Hoover Committee (Clark) Briefing; Department of Defense views on Recommendations of Clark Committee.

FORM NO. 140a
1 NOV 54

RELEASES FORM 50-524 WHICH MAY BE USED.

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