

RECORDS CONTROL SCHEDULE

SCHEDULE NO.

7342-61

CONCURRENCE

(b)(3)

OFFICE, DIVISION, BRANCH

TSD/Research & Development/Research Branch

SIGNATURE

TITLE

DATE

C/TSD/RB

5/17/61

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p><b>BRANCH ADMIN FILE</b></p> <p>Consists of correspondence and memoranda pertaining to the administration of the Research Branch. Included in this file are such subjects as security, office procedure, requisitions, duty rosters, T&amp;As, and chrono files.</p>	2.0	<p>Temporary. Destroy after two years except for files needed for current operation.</p> <p>ALL FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/17/99 BY 60267 NLS/CLL/gsk 446625 + 446354</p>
2.	<p><b>CURRENT WORKING FILES</b></p> <p>Consists of correspondence, memoranda and interrogation studies all used in the current operation of RB. These files include briefings, debriefings, consultant reports, etc.</p>	17.0	<p>Temporary. Screen periodically. Destroy materials no longer needed. Transfer to appropriate file materials that must be retained. Consultant reports should be held indefinitely.</p>
3.	<p><b>RESEARCH STUDIES</b></p> <p>Consists of completed studies prepared by Research Branch and external cover organizations.</p>	4.0	<p>Temporary. Disposal not authorized. When no longer needed for current reference transfer to Records Center.</p>
4.	<p><b>PROJECT FILE</b></p> <p>Consists of varied correspondence, memoranda and financial accountings, etc. concerned with the MKULTRA Project. (1952-Current)</p>	10.0	<p>Temporary. Disposal not authorized at this time. (A review of this file will be made at time of next audit - July 1961)</p>

APPROVED FOR  
RELEASE DATE:

09-Mar-2010

52-40-101074 -11 attachment (g)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p><b>R&amp;D CONTRACTS</b></p> <p>Contains correspondence, proposals, contracts, and supporting data concerning RB contracts.</p>	3.0	<p>Temporary. Destroy six months after completion of contract.</p>
6.	<p><b>PERSONNEL AND TRAVEL FOLDERS</b></p> <p>Consists of case files for employees of RB. These files include pertinent personnel and travel information.</p>	1.5	<p>Temporary. Screen files periodically to remove papers no longer necessary. Upon separation or transfer of employee, forward to TSD/Personnel.</p>
7.	<p><b>REFERENCE</b></p> <p>Consists of materials and films used for background and reference purposes. These include library books, brochures, technical manuals from this Agency and other Government agencies as well as commercial sources.</p>	52.5	<p>Temporary. Destroy when revised, superseded or no longer needed except for library books obtained from Agency library which should be returned to OCR Library when no longer needed.</p>
		90.0	

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OFFICE, DIVISION, BRANCH

SIGNATURE

TSD/Research & Development/Biological Branch

TITLE  
C/TSD/BB

DATE: 7 FEB 1963

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p><b>BRANCH ADMIN. FILE</b></p> <p>Consists of materials used in administering the Biological Branch, such as briefings, travel, personnel, requisitions, chronos, training, dispatches, security clearances, etc.</p>	2.0	<p>Temporary. Destroy after two years except for policy materials or those material needed for current operation.</p>
2.	<p><b>PROJECT FILES</b></p> <p>Consists of correspondence, working papers, specifications, status reports and final reports on BB projects.</p> <p style="text-align: center;"> <b>ALL FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/17/99 BY 60267 NLS/ECG/9-L 446625 + 446354</b> </p>	6.0	<p>Temporary. Disposal not authorized at this time. Transfer to Records Center one year after completion of project unless required for reference in office area and hold for ten years. At the end of this period, projects will be reviewed for destruction. If it is felt that they should not be destroyed, projects will be resubmitted to Records Center.</p>
3.	<p><b>CONTRACT FILES</b></p> <p>Consists of administrative materials dealing with projects presently being conducted for BB by private contractors.</p>		<p>Temporary. Hold in office area for three years after completion of contract and destroy.</p>

SERIES	SERIES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	INSTRUCTIONAL AIDS  Consists of instruction sheets pertaining to BB items.	1.5	Temporary. Screen periodically and destroy when no longer of use.
5.	BACKGROUND AND REFERENCE  Consists of background and reference such as brochures, catalogs, technical manuals and other material. Also included are books obtained through the Agency library.	71.5	Temporary. Screen periodically. Destroy when revised, superseded or no longer needed. Library books should be returned to OCR Library when no longer needed.
		81.0	

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APPROVED

[Redacted Signature]

CRM Records Administration Officer

19 Feb 1963  
Date

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