

SECRET

REGULATION
NO.

R -
MANAGEMENT PROGRAMS
Draft 2-7-55

25X1

RECORDS MANAGEMENT

1 Rescission: CIA Regulation No.

25X1

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3 1. GENERAL

This Regulation establishes basic policies and responsibilities for administering the Agency Records Management Program. Its requirements are in agreement with the Federal Records Act of 1950 (Public Law 754, 81st Congress) and other applicable statutes and regulations.

3A X 2. OBJECTIVE

Records Management is controlling and improving records from their creation or receipt to their disposition, with resultant economies in manpower, supplies, equipment, space, time and money.

4 3. POLICIES

The Agency Records Management Program shall be administered on a decentralized basis through area programs governed by the following policies:

- a. Uniform systems shall be developed and installed to ensure a high standard of documentation by the most efficient and economical means, and to prevent the creation of nonessential records. The techniques to be applied in this area include controlling and improving forms, reports, and correspondence.
- b. Provision shall be made for the efficient and economical maintenance and servicing of current records through continuing analysis and improvement of mail handling and routing procedures, record classification and indexing systems, and filing equipment and supplies.

(deposited according to schedule in)

- c. Vital materials shall be identified and transferred to the Agency repository.
- d. Microfilming projects shall be reviewed to ensure validity of purpose and maximum equipment utilization.

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- The Agency* *serve as the sole facility*
- e. ~~A~~ Records Center shall be maintained for ~~the~~ storing, processing, and servicing of Agency records, including Top Secret, which are no longer used or are infrequently needed in the conduct of current business. The Center will also serve as *the Agency* ~~an~~ archival facility.
- f. Records of permanent value shall be identified and preserved. Noncurrent records shall be scheduled for removal from office space and filing equipment to economical Records Center storage. Records of temporary value shall be identified and scheduled for legal destruction according to their retention values.
- g. No record shall be destroyed or removed from Agency custody except as provided for by an Agency records control schedule and/or a records disposal authority obtained from Congress. ~~upon recommendation of the Archivist of the United States.~~

4. RESPONSIBILITIES

- a. The Chief, Management Staff, is responsible for:
- (1) Directing and coordinating the Agency Records Management Program by providing basic plans, policies, and procedures, and staff guidance for their application to area programs.
 - (2) Reviewing and approving:
 - (a) Requests for microfilm equipment, supplies and services.
 - (b) Requests for nonstandard filing equipment and supplies.
 - (c) Requests for ~~nonstandard~~ *nonstocked* stenographic and typing equipment and supplies.
 - (d) Agency records control schedules.
 - (3) Providing forms analysis and design services including the approval of new or revised forms and requests for reprints.
 - (4) Serving as the Agency Records Officer and Archivist.
 - (5) Technically supervising Records Center operations.

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- (6) Maintaining Agency liaison with the National Archives and Records Service, General Services Administration, and other Federal and private organizations, on all records management matters, including obtaining Congressional authorizations for the retention and disposal of records.
- (7) Conducting operational audits of area programs to promote their effectiveness.
- b. The Deputy Director (Plans), (Intelligence), and (Support) *at this* are responsible for:
 - (1) Establishing and maintaining area programs to meet the requirements of this Regulation.
 - (2) Rendering such reports as may be required ~~to measure~~ *despite* ~~Program effectiveness.~~
 - (3)

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

DISTRIBUTION: AB

(3) Do up in writing to the Chief, Management Staff, the individuals who will be responsible for administering area records management programs.

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