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RETURN TO

RECORDS MANAGEMENT DIVISION

1954

Existing and Proposed Regulations and Handbooks
Governing the Agency Records Management Program

Regulations

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| <input type="checkbox"/> | R | Records Management |
| <input type="checkbox"/> | R | Correspondence Management |
| <input type="checkbox"/> | R | Reports Management |
| <input type="checkbox"/> | R | Forms Management |
| <input type="checkbox"/> | R | Files Maintenance |
| <input type="checkbox"/> | R | Microphotography |
| <input type="checkbox"/> | R | Vital Materials |
| <input type="checkbox"/> | R | Records Disposition |

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300110006-9

Title	In Process	Draft Completed	To RCS	Comments Received	Final Copy to RCS	Issued
<u>Regulations</u>						
STAT Records Management R []	✓	✓				
STAT Correspondence Management R []	✓	✓				
STAT Reports Management R []	✓	✓				
STAT Forms Management R []						
STAT Files Maintenance R []						
STAT Microphotography R []						
STAT Vital Materials R []						
STAT Records Disposition R []						
<u>Handbooks</u>						
STAT Records Management Program Guide HB []	✓	✓	✓	✓	✓	✓
STAT Correspondence Handbook HB []	✓	✓	✓	75%		
STAT Forms Management HB []	✓					
STAT Handbook for the Subject Classification and Filing of Correspondence Records	✓	✓	✓	✓		
STAT Mail Control Systems HB []	✓	✓				
Microphotography HB []						
Vital Materials HB []	✓					
Records Disposition HB []	✓	✓				
STAT Records Center Operations HB []						

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REGULATION

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24 March 1954

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RECORDS MANAGEMENT

Recissions: CIA Regulation []

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1. GENERAL

a. This regulation prescribes general policies and methods for the economical and efficient management of Agency records. Its requirements are based on and are in agreement with the Federal Records Act of 1950 (Public Law 754) and other applicable Federal Statutes and regulations, and the Agency's policies.

b. The scope of records management precludes including the detailed policies, standards, and procedures for this program in a single regulation. Hence, supplemental regulations and handbooks on each major aspect of records management are provided. These are cited in paragraph 6 of this regulation.

2. PURPOSE AND POLICIES

Records management ensures control over records creation, maintenance, and disposition. These objectives are realized by the continuance of an Agency-wide Records Management Program governed by the following policies:

a. Adequate controls over the creation of records shall be instituted to ensure that important policies and decisions are adequately recorded by the most efficient and economical means, and that the creation of unnecessary records are prevented. The techniques to be applied in this area include controlling and improving correspondence, reports, and forms; and the immediate destruction of transitory material of no record value.

b. Provision shall be made for the continued analysis and improvement of mail handling and routing, record classification and indexing systems, the use of filing equipment and supplies, and the reproduction and transportation of records. Such measures will ensure that records are maintained economically and efficiently for maximum usefulness.

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c. Records of continuing value must be preserved. Records which are no longer of current use shall be promptly transferred to the Agency Records Center, microfilmed, or destroyed. Records control schedules shall be developed and maintained for these purposes.

d. No records shall be alienated or destroyed except in accordance with the Provisions of the Records Disposal Act. Sections 234 and 235 of Title 18 of the United States Code attaches severe penalties to the willful and unlawful destruction, damage or alienation of any Federal records. It reads as follows:

"234. Destroying public records. Whoever shall willfully and unlawfully conceal, remove, mutilate, obliterate or destroy, or attempt to conceal, remove, mutilate, obliterate, or destroy, or with intent to conceal, remove, mutilate, obliterate, destroy, or steal, shall take and carry away any record, proceeding, map, book, paper, document, or other thing, filed or deposited with any clerk or officer of any court of the United States, or in any public office, or with any judicial or public officer of the United States, shall be fined not more than \$2,000, or imprisoned not more than three years, or both."

"235. Destroying records by officer in charge. Whoever, having the custody of any record, proceeding, map, book, document, paper, or other thing specified in section 234 of this title, shall willfully and unlawfully conceal, remove, mutilate, obliterate, falsify, or destroy any such record, proceeding, map, book, document, paper, or thing, shall be fined not more than \$2,000, or imprisoned not more than three years, or both; and shall moreover forfeit his office and be forever afterward disqualified from holding any office under the Government of the United States."

e. A records center shall be established and maintained for the storage, processing, and servicing of Agency records, including Top Secret material.

f. Vital materials shall be identified and moved to a repository for safe keeping.

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3. DEFINITIONS

- a. "Records include all books, papers, maps, photographs, or other documentary material, regardless of physical form or characteristic, made or received by an agency of the United States Government in pursuance of Federal law in connection with transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities, or because of the informational value of data contained therein." (57 stat. 380, as amended; 44 USC 366)
- b. "Non-record Material includes library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications or processed documents." (57 stat. 380, as amended; 44 USC 366)
- c. Semi-active Records are those records which are referred to infrequently by the activity that accumulated them but which must be retained permanently or for a specified period before their disposition is authorized.
- d. Inactive Records are those records never or rarely referred to by the activity that accumulated them but which must be retained permanently or for a specified period before their disposition is authorized.
- e. Retired Records are those records that must be preserved for varying periods of time and need not be retained in the office equipment and space. They may be semi-active and inactive records.
- f. Forms are printed or reproduced documents with blank spaces for inserting specific information. Included in this definition are form letters, labels, tags, placards, and printed signs.
- g. A report is any written narrative, tabular, punch card, or graphic information transmitted from one organizational element to another. An administrative or management report is one which provides for administrative or management control over an activity or operation.
- h. Correspondence includes all memoranda, letters, and dispatches (excluding operational reports) sent or received by Agency personnel in the execution of official duties.
- i. Vital Materials are those specific items in possession of the Agency which are essential to its continuance and which if destroyed would constitute a serious or irreplaceable loss.

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j. An Area Program is one covering a major component, i.e., an Office or a Division.

4. PROGRAM SCOPE

a. A program of records management shall be established and maintained within each major Headquarters' component. Insofar as benefits can be realized without jeopardizing the security of operations, each component (area) program will cover the following aspects of records management described in the "Records Management Program Guide," HB

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(1) Records Creation

- (a) Forms Management
- (b) Reports Management
- (c) Correspondence Management

(2) Organization, Maintenance, and Use of Records

- (a) Mail Control
- (b) Reference Service
- (c) Maintenance Management
- (d) Equipment and Supplies Standards

(3) Disposition of Records

- (a) Records Control Schedules
- (b) Records Disposition Schedules

(4) Vital Materials Program

b. Exemptions from this scope will be determined jointly by the Chief of the component and the Comptroller.

5. RESPONSIBILITIES

a. The Deputy Directors (Administration), (Intelligence), and (Plans), the Director of Training, and the Assistant Directors for (Communications) and (Personnel) shall ensure that area programs are operative within their components by 1 July 1955. In general an area program will be administered at each level where an Area Records Officer has been appointed. Programs for those elements not serviced by an Area Records Officer will be administered by a member of the Office of the Comptroller.

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b. Chiefs of components having area programs shall:

- (1) Collaborate with the Comptroller in determining program scope and timing, and the extent to which the services of the Office of the Comptroller will be used.
- (2) Ensure that a program to meet the requirements of this regulation is installed and maintained by appointing an Area Records Officer or utilizing the services of the Office of the Comptroller.
- (3) Provide required reports.

c. The Comptroller shall:

- (1) Plan, develop, install and maintain the Agency Records Management Program.
- (2) Provide regulations, handbooks, and other forms of Agency guides on records management.
- (3) Formulate the general policies, procedures, and standards for area programs.
- (4) Collaborate with operating and staff officials in planning area programs to meet specific needs of components, and provide guides and personal assistance for their installation and continuance.
- (5) Provide material and personal guidance for on-the-job training, or collaborate with the Director of Training on courses in the methods and techniques of records management.
- (6) Conduct periodic records surveys to review progress of area programs and determine conformance to Agency policies on records management.
- (7) Act as Agency liaison to the National Archives and Records Service, General Services Administration, on all matters pertaining to records.
- (8) Serve as liaison between CIA and other agencies on the transfer of records and other records management matters.
- (9) Serve as Agency Archivist in all matters pertaining to the preservation of records of continuing value.

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- (10) Establish and operate the Agency Records Center for the storage and servicing of retired records, including Top Secret material, and the repository of vital materials.
- (11) Develop standards for the microfilming of Agency records; evaluate and approve microfilming projects; and control the use and purchase of equipment and supplies. *in cooperation with the Logistics Office*
- (12) Approve requests for filing equipment.
- (13) Provide Agency-wide forms analysis and design services including the approval of new or revised forms and requests for reprints.
- (14) Furnish reports on records inventories and program activity.

d. Area Records Officers shall:

- (1) Collaborate with records analysts of the Office of the Comptroller in installing and maintaining area programs.
- (2) Assume direct responsibility for continuing the programs, including:
 - (a) Plan and conduct surveys and studies to ensure continuing program effectiveness.
 - (b) Maintain program data and compile reports thereon.
 - (c) Instruct area personnel in records management methods and techniques.
 - (d) Act as area liaison to the Office of the Comptroller on all records management matters.

6. SUPPLEMENTAL REGULATIONS AND HANDBOOKS

The following regulations and handbooks supplement this regulation:

REGULATIONS

- | | | |
|---|--|---------------------------|
| R | | Correspondence Management |
| R | | Reports Management |
| R | | Forms Management |
| R | | Files Maintenance |
| R | | Microphotography |
| R | | Vital Materials |
| R | | Records Disposition |

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HANDBOOKS

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HB	Records Management Program Guide
HB	Correspondence Handbook
HB	Forms Management
HB	Handbook for the Subject Classification and Filing of Correspondence Records
HB	Mail Control Systems
HB	Microphotography
HB	Vital Materials
HB	Records Disposition
HB	Records Center Operations

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

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24 March 1954

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REPORTS MANAGEMENT

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1. GENERAL

This regulation establishes policies, standards and procedures for the management of Agency reporting requirements. It supplements Regulation [] and Handbook HB [] which state in broad terms the policies and methods of administering the Agency-wide Records Management Program. This Program encompasses the creation of records, their maintenance and use, and their disposition. Reports management is an aspect of records creation.

2. PURPOSE AND POLICY

The goal of the CIA Reports Management Program is threefold:

- (1) Eliminate and prevent unnecessary reporting.
- (2) Insure that instructions, forms, and procedures for necessary reporting are clear and complete to provide simple, direct reporting methods.
- (3) Improve the quality of reports.

In brief, reports management means fewer reports, better reports, at less cost.

3. DEFINITIONS

a. Report - Any written narrative, tabular, punch card, or graphic information transmitted from one organizational element to another.

b. Administrative or Management Report - A report which provides for administrative or management control over an activity or operation.

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c. Recurring Report - Either a periodic report which conveys essentially the same type of information regularly at prescribed intervals, or a situation report which is prepared upon each occurrence of an event of certain prescribed characteristics.

4. PROGRAM SCOPE

a. A program for controlling and improving reports shall be established and maintained within each Headquarters' component. The scope of each component (area) program shall cover as a minimum:

All requirements for administrative or management reports placed upon, or received from:

- (1) Other Headquarters' components.
- (2) Any field activity.
- (3) Any organization, Federal or private, outside CIA.

b. This minimum places emphasis on managing recurring administrative or management reports. However, this should not preclude applying reports management principles to requirements for one-time reports or reports which provide for the collection, production and dissemination of intelligence.

5. PROGRAM ESSENTIALS

Area programs shall provide for the following essentials:

a. An analysis of each reporting requirement at the time an area program is established.

b. A review of any proposal to impose a new or revised reporting requirement upon another Agency organizational element. Such review shall be performed by either:

- (1) The Chief of the originating component.
- (2) A reports review panel composed of representatives from those offices concerned with the proposed reporting requirement.
- (3) The originating component's Area Records Officer.

c. A review of each new or revised reporting requirement within six months after its establishment.

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d. An annual review of each reporting requirement to ensure that it is economically serving the purposes for which it was established.

e. The establishment and maintenance of a central file of case folders on each reporting requirement covered by an area program.

6. RESPONSIBILITIES

a. The Deputy Directors (Administration), (Intelligence), (Plans), the Director of Training, and the Assistant Directors for (Communications) and (Personnel) shall ensure that area programs are installed and continued within their components. In general an area program will be administered at each level where an Area Records Officer has been appointed. Programs for those elements not serviced by an Area Records Officer will be administered by a member of the Office of the Comptroller.

b. Chiefs of components having area programs shall:

- (1) Determine whether program scope shall exceed that defined in this regulation.
- (2) Ensure that a program to meet the requirements of this regulation is installed and continued.
- (3) Provide program progress reports upon request.

c. The Comptroller shall:

- (1) Plan, develop, and direct the broad aspects of a continuing Agency-wide Reports Management Program.
- (2) Formulate the general policies, procedures and standards for area reports management programs.
- (3) Collaborate with operating and staff officials in planning area programs to meet the specific needs of components, and provide guides and personal assistance for installing and continuing these programs.
- (4) Provide material and personal guidance for on-the-job training, or collaborate with the Director of Training on courses in the methods and techniques of reports management.

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- (5) Collaborate with Area Records Officers and other operating personnel in conducting studies, developing and implementing reporting systems, and writing report directives, or coordinate these activities when reporting requirements of Agency-wide significance are involved.
 - (6) Evaluate area programs and recommend methods to increase their effectiveness.
 - (7) Apprise higher authority of over-all program progress and benefits.
- d. Area Records Officers shall:
- (1) Collaborate with Records Analysts of the Office of the Comptroller in installing and maintaining the program.
 - (2) Assume direct responsibility for the program's continuance upon its installation.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

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24 March 1954

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CORRESPONDENCE MANAGEMENT

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1. GENERAL

This regulation establishes policies, standards and procedures for the management of Agency correspondence. It supplements Regulation [Redacted] and Handbook [Redacted] which state in broad terms the policies and methods of administering the Agency-wide Records Management Program. This Program encompasses the creation of records, their maintenance and use, and their disposition. Correspondence management is an aspect of records creation.

2. PURPOSE AND POLICIES

The goal of the Agency's Correspondence Management Program is to produce high quality essential correspondence promptly by the simplest and least expensive means. To that end Agency personnel shall:

- a. Answer or acknowledge correspondence within five working days from its receipt.
- b. Adhere to the approved procedures and format standards prescribed in the Agency Correspondence Handbook, HB [Redacted]
- c. Strive for a streamlined effective writing style.
- d. Substitute costly written or dictated correspondence with less expensive alternatives whenever possible.
- e. Prevent the preparation of unnecessary copies.

3. DEFINITIONS

a. Correspondence includes all memoranda, letters, and dispatches (excluding operational reports) sent or received by Agency personnel in the execution of their official duties.

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- b. Form letters are printed or reproduced letters, usually stocked in advance, for mailing repetitive information to numerous destinations.
- c. Pattern letters are sample letters used as models for correspondence prepared to appear as if individually dictated or drafted.
- d. Pattern paragraphs are sample paragraphs used as models in typing other paragraphs of the same nature.
- e. A correspondex is a visible index to form letters, pattern letters and pattern paragraphs.

4. PROGRAM SCOPE AND ESSENTIALS

a. A program for reducing correspondence costs and improving the quality of essential correspondence shall be established and maintained within each major Headquarters' component. Each component (area) program shall provide measures to:

- (1) Ensure that area personnel adhere to the approved procedures and format standards of the Agency Correspondence Handbook, HB
- (2) Develop form letters, pattern letters, and pattern paragraphs as substitutes for written or dictated correspondence.
- (3) Determine whether informal substitutes such as handwritten notes or telephone conversations can supplant certain forms of correspondence.
- (4) Eliminate the preparation of correspondence transmitting forms, reports, or publications that are self-explanatory, or recommend revisions to these documents so that transmittal correspondence is unnecessary.
- (5) Ensure that every copy prepared is essential.
- (6) Determine individual writing weaknesses and provide standards for their correction.

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b. The minimum measures for conducting an area program are:

- (1) An initial component-wide correspondence survey incident to installing the program.

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- (2) A periodic component-wide correspondence survey at least annually thereafter.

5. RESPONSIBILITIES

- a. The Deputy Directors (Administration), (Intelligence), (Plans), the Director of Training, and the Assistant Directors for (Communications) and (Personnel) shall ensure that area programs are installed and continued within their components. In general an area program will be administered at each level where an Area Records Officer has been appointed. Programs for those elements not serviced by an Area Records Officer will be administered by a member of the Office of the Comptroller.
- b. Chiefs of components having area programs shall:
 - (1) Determine whether program scope shall exceed that defined in this regulation.
 - (2) Ensure that a program to meet the requirements of this regulation is installed and continued.
 - (3) Provide program progress reports upon request.
- c. The Comptroller shall:
 - (1) Plan, develop, and direct the broad aspects of a continuing Agency-wide Correspondence Management Program.
 - (2) Formulate the general policies, procedures and standards for area correspondence management programs.
 - (3) Collaborate with operating and staff officials in planning area programs to meet the specific needs of components, and provide guides and personal assistance for installing and continuing these programs.
 - (4) Provide material and personal guidance for on-the-job training, or collaborate with the Director of Training on courses in the methods and techniques of correspondence management.
 - (5) In cooperation with Area Records Officers and other operating personnel, conduct correspondence studies leading to the development and use of correspondence standards and techniques having Agency-wide application.

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- (6) Formulate procedure and style standards for the preparation and handling of Agency correspondence and develop written guides for their Agency-wide use.
 - (7) Provide standards for improving the writing ability of Agency personnel.
 - (8) Evaluate area programs and recommend methods to increase their effectiveness.
 - (9) Apprise higher authority of over-all program progress and benefits.
- d. Area Records Officers shall:
- (1) Collaborate with Records Analysts of the Office of the Comptroller in installing and maintaining the program.
 - (2) Assume direct responsibility for the program's continuance upon its installation.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

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Regulations -

1. Present Record Holdings.
2. Reports at end of each FY -

REGULATION

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6 May 1954

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REPORTS MANAGEMENT

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1. GENERAL

This regulation establishes policies, standards, procedures, and responsibilities for the management of Agency reporting requirements. It supplements Regulation [redacted] and Handbook HB [redacted] which state in broad terms the policies and methods for administering the Agency-wide Records Management Program.

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2. OBJECTIVES

The CIA Reports Management Program is designed to:

- a. Eliminate and prevent unnecessary reporting.
- b. Insure that instructions, forms, and procedures for necessary reporting are clear and complete to provide simple, direct reporting methods.
- c. Improve the quality of reports.
- d. Provide central reference points for information on reports.

In brief, reports management means fewer reports, better reports, at less cost.

3. DEFINITIONS

- a. A report is an account or statement of information prepared in written narrative, tabular, punch card, or graphic form, and transmitted from one organizational element to another in conformance with an established requirement.
- b. An administrative or management report, as distinguished from an operational report, provides for administrative or management control over an activity or operation.

c. A recurring report is either a periodic report which conveys essentially the same type of information regularly at prescribed intervals (daily, weekly, monthly, etc.), or a situation report which is prepared on each occurrence of an event of certain prescribed characteristics.

d. An Area Reports Management Program is one covering a major component (Deputy Directors (Administration), (Intelligence), and (Plans), the Director of Training, and the Assistant Directors for Communication and Personnel, or an Operating Office (Office, Division or Staff subordinate to a major component).

4. PROGRAM SCOPE

a. Area programs shall be established and maintained throughout Headquarters to provide every organizational element with reports management services. Insofar as benefits can be realized without jeopardizing the security of operations, each area program will cover as a minimum all requirements for recurring administrative or management reports placed upon, or received from:

- (1) Other Headquarters' components.
- (2) Any field activity.
- (3) Any organization, Federal or private, outside CIA.

b. This minimum scope is descriptive, not restrictive. It does not preclude applying reports management principles to requirements for one-time reports or reports which provide for the collection, production, and dissemination of intelligence.

5. POLICIES AND PROGRAM ESSENTIALS

a. Requirements for reports shall be established in writing rather than verbally.

b. Adequate controls over the ^{creation}~~establishment~~ of new or revised reporting requirements shall be established and maintained at originating levels. Such controls shall include:

- (1) The review and approval of proposed requirements by appropriate authority.
- (2) The reappraisal of each new or revised requirement within six months after its establishment.
- (3) The assignment of a reports control symbol to each new or revised requirement for a recurring administrative or management report instituted after 1 August 1954. Such a symbol will identify the requirement and indicate to the activity which is to prepare the report that the requirement has been approved by appropriate authority. Reports

control symbols shall be cited in directives requiring reports, and in the reports submitted accordingly. Components receiving a report directive dated later than 1 August 1954 which does not cite a reports control symbol shall refer the matter to appropriate administrative level of the originating component.

c. Each requirement for a recurring administrative or management report shall be reviewed at least annually to ensure that its continuance is justified. These reviews shall be conducted at both levels; i.e., where the requirement originated and where the reports are prepared. Such an annual review will be adequate only if conditions remain stable. Programs on which information is reported may accelerate or decelerate rapidly. Changes in organization and functions take place. New forces or trends come into bearing. Under these conditions reports should be continually appraised to assure that they are serving by the most efficient means the purposes for which they were established.

d. Case files on each reporting requirement covered by an area program shall be maintained centrally at the program administrative level.

6. RESPONSIBILITIES

a. The Chief, Management Staff shall:

- (1) Plan, develop, and direct the broad aspects of a continuing Agency-wide Reports Management Program.
- (2) Formulate the general policies, procedures and standards for area reports management programs.
- (3) Collaborate with operating and staff officials in planning area programs to meet the specific needs of components, and provide guides and personal assistance for installing and continuing these programs.
- (4) Provide material and personal guidance for on-the-job training, or collaborate with the Director of Training on courses in the methods and techniques of reports management.
- (5) Collaborate with Area Records Officers and other operating personnel in conducting studies, developing and implementing reporting systems, and writing report directives, or coordinate these activities when reporting requirements of Agency-wide significance are involved.
- (6) Evaluate area programs and recommend methods to increase their effectiveness.

(7) Apprise higher authority of over-all program progress and benefits.

b. The Deputy Directors (Administration), (Intelligence), and (Plans), the Director of Training, and the Assistant Directors for Communications and Personnel shall determine the administrative level and sphere of area programs and direct that they be installed and continued.

c. Chiefs of components responsible for area programs shall:

- (1) Collaborate with the Chief, Management Staff, in determining program scope, timing, implementing procedures, and the extent to which the services of the Management Staff will be used.
- (2) Ensure that the program is installed and maintained to meet the requirements of this regulation.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

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Approved For Release 2005/11/21 : CIA-RDP70-00211R000300110006-9

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CORRESPONDENCE MANAGEMENT

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1. GENERAL

This regulation establishes policies, standards, procedures and responsibilities for the management of Agency correspondence. It supplements Regulation [] and Handbook [] which state in broad terms the policies and methods of administering the Agency-wide Records Management Program.

2. OBJECTIVE AND POLICIES

The goal of the Agency's Correspondence Management Program is to produce high quality essential correspondence promptly by the simplest and least expensive means. To that end Agency personnel shall:

- a. Answer or acknowledge correspondence within five working days from its receipt.
- b. Adhere to the approved procedures and format standards prescribed in the Agency Correspondence Handbook, HB []
- c. Strive for an effective writing style.
- d. Substitute costly written or dictated correspondence with less expensive alternatives whenever possible.
- e. Prevent the preparation of unnecessary copies.

3. DEFINITIONS

- a. Correspondence includes all memoranda, letters, and dispatches (excluding operational reports) sent or received by Agency personnel in the execution of their official duties.
- b. Form letters are printed or reproduced letters, usually stocked in advance, for mailing repetitive information to numerous destinations.
- c. Pattern letters are sample letters used as models for correspondence prepared to appear as if individually dictated or drafted.
- d. Pattern paragraphs are sample paragraphs used as models in typing other paragraphs of the same nature.

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e. A correspondex is a visible index to form letters, pattern letters and pattern paragraphs.

f. An Area Program is one covering a major component (Deputy Directors (Administration), (Intelligence), and (Plans), the Director of Security, and the Assistant Directors for Communications and Personnel, or an Operating Office (Office, Division, or Staff subordinate to a major component).

4. PROGRAM SCOPE AND ESSENTIALS

a. Area programs shall be established and maintained throughout Headquarters to provide every organizational element with correspondence management services. Each area program will provide measures to:

- (1) Ensure that area personnel adhere to the approved procedures and format standards of the Agency Correspondence Handbook, HB
- (2) Develop form letters, pattern letters, and pattern paragraphs as substitutes for written or dictated correspondence.
- (3) Determine whether informal substitutes such as handwritten notes or telephone conversations can supplant certain forms of correspondence.
- (4) Eliminate the preparation of correspondence transmitting forms, reports, or publications that are self-explanatory, or recommend revisions to these documents so that transmittal correspondence is unnecessary.
- (5) Ensure that every copy prepared is essential.
- (6) Determine individual writing weaknesses and provide standards for their correction.

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b. The minimum measures for conducting an area program are:

- (1) An initial component-wide correspondence survey incident to installing the program.
- (2) A periodic component-wide correspondence survey at least annually thereafter.

5. RESPONSIBILITIES

a. The Chief, Management Staff, shall:

- (1) Plan, develop, and direct the broad aspects of a continuing Agency-wide Correspondence Management Program.
- (2) Formulate the general policies, procedures and standards for area correspondence management programs.

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- (3) Collaborate with operating and staff officials in planning area programs to meet the specific needs of components, and provide guides and personal assistance for installing and continuing these programs.
- (4) Provide material and personal guidance for on-the-job training, or collaborate with the Director of Training on courses in the methods and techniques of correspondence management.
- (5) In cooperation with Area Records Officers and other operating personnel, conduct correspondence studies leading to the development and use of correspondence standards and techniques having Agency-wide application.
- (6) Formulate procedure and style standards for the preparation and handling of Agency correspondence and develop written guides for their Agency-wide use.
- (7) Provide standards for improving the writing ability of Agency personnel.
- (8) Evaluate area programs and recommend methods to increase their effectiveness.
- (9) Apprise higher authority of over-all program progress and benefits.

b. The Deputy Directors (Administration), (Intelligence), and (Plans), the Director of Training, and the Assistant Directors for Communications and Personnel shall determine the administrative level and sphere of area programs and direct that they be installed and continued.

c. Chiefs of components responsible for area programs shall:

- (1) Collaborate with the Chief, Management Staff, in determining program scope, timing, implementing procedures, and the extent to which the services of the Management Staff will be used.
- (2) Ensure that the program is installed and maintained to meet the requirements of this regulation.

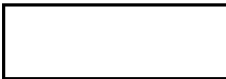
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

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a. Disposition of Records

- (1) Records Control and Disposition Schedules
- (2) Records Center Operations

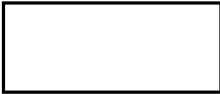
3. POLICIES

Adherence to the following policies are essential to the conduct of an effective Records Management Program:

- a. Adequate controls over the creation of records shall be instituted and maintained to ensure that important policies and decisions are adequately documented by the most efficient and economical means and that the creation of unnecessary records is prevented. The control, engineering and management of forms, reports and correspondence and the immediate destruction of transitory material no longer of record value are essential program elements.
- b. To ensure the efficient and economical maintenance of current records for their maximum usefulness, provision shall be made for continuing analysis and improvement of mail handling and routing, record classification indexing and systems, utilization of office equipment and filing supplies, and the reproduction, transportation, storage and issuance of records.
- c. A Records Center shall be established and maintained for the storage, processing and servicing of Agency records, including Top Secret material.
- d. Records of continuing value must be preserved. All non-current records shall be promptly transferred to the Agency Records Center, micro-filmed, or destroyed. Records control schedules shall be developed and maintained for these purposes.
- e. Records shall not be alienated or destroyed except in accordance with provisions of the Records Disposal Act. Sections 234 and 235 of Title 18 of the United States Code attaches severe penalties to the willful and unlawful destruction, damage or alienation of any Federal records. It reads as follows:

"234. Destroying public records. Whoever shall willfully and unlawfully conceal, remove, mutilate, obliterate or destroy, or attempt to conceal, remove, mutilate, obliterate, or destroy, or with intent to conceal, remove, mutilate, obliterate, destroy, or steal, shall take and carry away any record, proceeding, map, book, paper, document, or other thing, filed or deposited with any clerk or officer of any court of the United States, or in any public office, or with any judicial or public officer of the United States, shall be fined not more than \$2,000, or imprisoned not more than three years, or both."

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RECORDS MANAGEMENT

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OBJECTIVE AND SCOPE		METHOD OF ESTABLISHMENT	
POLICIES		SUPPLEMENTAL ISSUANCES	
DEFINITIONS			

1. GENERAL

This Regulation establishes the Agency-wide Records Management Program and prescribes general policies and methods for its administration. Its requirements are based on, and in agreement with, the Federal Records Act of 1950 (Public Law 754) other applicable Federal Statutes and regulations and existing Agency policies.

2. OBJECTIVE AND SCOPE

The objective of this program is the economical and efficient management of Agency records. Attainment of this objective with resultant economies in manpower, supplies, equipment, space, time and money will be realized by a continuing application of the following major program elements.

a. Records Creation

- (1) Forms Engineering and Management
- (2) Reports Management
- (3) Correspondence Management

b. Organization, Maintenance and Use of Active Records

- (1) Mail Control
- (2) Reference Service
- (3) Maintenance Management
- (4) Equipment and Supplies Standards
- (5) Microphotography
- (6) Visual Materials

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"235. Destroying records by officer in charge. Who-
ever, having the custody of any record, proceeding,
map, book, document, paper, or other thing specified
in section 234 of this title, shall willfully and un-
lawfully conceal, remove, mutilate, obliterate, fal-
sify, or destroy any such record, proceeding, map,
book, document, paper, or thing, shall be fined not
more than \$2,000, or imprisoned not more than three
years, or both; and shall moreover forfeit his office
and be forever afterward disqualified from holding
any office under the Government of the United States."

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- f. Vital materials shall be identified and removed to a repository for safe keeping.

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4. DEFINITIONS

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- a. "Records include all books, papers, maps, photographs, or other docu-
mentary material, regardless of physical form or characteristic, made
or received by an agency of the United States Government in pursuance
of Federal law in connection with transaction of public business and
preserved or appropriate for preservation by that agency or its legiti-
mate successor as evidence of the organization, functions, policies,
decisions, procedures, operations or other activities, or because of
the informational value of data contained therein." (57 stat. 380,
as amended; 44 USC 366)
- b. "Non-record Material includes library and museum material made or ac-
quired and preserved solely for reference or exhibition purposes,
extra copies of documents preserved only for convenience of reference,
and stocks of publications or processed documents." (57 stat. 380,
as amended; 44 USC 366)
- c. Semi-active Records are those records which are referred to infre-
quently by the activity that accumulated them but which must be re-
tained permanently or for a specified period before their disposition
is authorized.
- d. Inactive Records are those records never or rarely referred to by the
activity that accumulated them but which must be retained permanently
or for a specified period before their disposition is authorized.
- e. Retired Records are those records that must be preserved for varying
periods of time and need not be retained in the office equipment and
space. They may be semi-active and inactive records.
- f. Forms are the devices by which management seeks uniformity and sim-
plicity in the recording, transmitting, reporting and data processing
of vital information. They are preprinted, containing predetermined
spaces for inserting specific information. Items such as certificates,
labels, stickers, tags, placards, cover sheets and form letters are
included in this definition.

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- e. Reports are accounts or statements of information prepared in written narrative, tabular, punch card or graphic media and transmitted by one organizational element to another in conformance with an established requirement. An administrative or management report is distinguished from an operational report provides for administrative or management control over an activity or operation.
- h. Correspondence includes all memoranda, letters, and dispatches (excluding operational reports) sent or received by Agency personnel in the execution of official duties.
- i. Vital Materials are those specific items in possession of the Agency which are essential to its continuance and which if destroyed would constitute a serious or irreplaceable loss.
- j. An Area Program is one covering a Major Component (Deputy Directors (Administration), (Intelligence), and (Plans), the Director of Training and the Assistant Directors for (Communications) and (Personnel)) or an Operating Office (Office, Division or Staff subordinate to a Major Component).

5. RESPONSIBILITIES

- a. Decentralized Concept. Management of Central Intelligence Agency records will be accomplished on a decentralized basis. Under this plan the Chief of the Management Staff will be responsible for conducting the management policy and program planning functions of the Agency-wide program while Chiefs of Major Components and Chiefs of Operating Offices will be responsible for local application of the program within their sphere of authority.
- b. Management Staff. The Chief, Management Staff, shall
 - (1) Plan, direct and coordinate a continuing Agency-wide records management program embracing all elements of Records Creation, Maintenance and Disposition including the Vital Materials Program; its extension to and installation by all components of the Agency.
 - (2) Develop, formulate and issue all basic program plans, policies and procedures, establish and define professional standards, methods and techniques of records management.
 - (3) Represent the Agency to the National Archives and Records Service, GSA, on all matters pertaining to records; maintain Agency liaison with Federal and private organizations on all Records Management matters.
 - (4) Develop, prepare and disseminate instructional and training media. Provide (either separately or in collaboration with the Director of Training) facilities for the guidance, indoctrination, and technical training of program participants.

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- (5) Develop and install systems for measuring, collecting and reporting savings accruing from the program.
- (6) Serve as Agency archivist in all matters pertaining to the preservation of records of continuing value.

c. Major Components. Chiefs of Major Components shall

- (1) Install, direct and maintain a continuing records management program within their component.
- (2) Extend this program to all operating offices within their sphere of authority in accordance with the basic concept, policies, methods, techniques and procedures prescribed by the Chief, Management Staff.

d. Mutual Responsibility. The entire burden of this program cannot be carried by either the Management Staff or the area alone. The Agency has long stressed the value of teamwork and cooperation. The cooperation and active participation in the program by all operating components are essential to a comprehensive and effective program. In addition to the spirit of teamwork and mutual cooperation between the Management Staff and all major components and operating offices, the ultimate success of the program will in a large measure depend upon the cooperation given to and received from the rank and file of Agency personnel. Successful results can only be achieved through a mutual appreciation of all concerned of both the "customer's" record problem and the objective of the program.

omit

e. METHOD OF ESTABLISHMENT

a. Establish the Program. If not already accomplished, a records management program will be established by Chiefs of Major Components who will disseminate to their operating offices instructions for its administration. Major Component programs may be decentralized to operating offices if desired. The Chief, Management Staff, will assist Chiefs of Major Components in determining program scope and timing, and the extent to which the services of the Management Staff will be used.

b. Program Staffing. Upon establishment of the Area Program, or as soon thereafter as practicable, if not already done, an Area Records Officer, GS-11 or above, will be designated by the Chief of the Major Component or operating office to direct the conduct of the program. An adequate staff will be provided to insure accomplishment of program objectives.

c. Appointment of Area Records Management Committees. If Chiefs of Major Components or Operating Offices consider such action desirable, they may establish Records Management Committees to assist the Area Records Officer in any or all phases of Records Management. These committees should be comprised of the Area Records Officer as Chairman or recorder and qualified representatives of the principle organizational segments of the area who are conversant with the records problems of their organizations.

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7. SUPPLEMENTAL ISSUANCES

The following issuances now supplement this Regulation. Subsequent regulatory material will be developed and issued on all phases of the Records Management Program.

a. Regulations

- (1) R [] - Forms Control and Standardization.
- (2) R [] - Requesting Forms

No. These should be rescinded by this Regulation

b. Notices

- (1) N [] - Handling Classified Forms
- (2) N [] - Standardization of Filing Supplies
- (3) N [] - Procurement of Letter and Legal Size Filing Cabinets

No. Rescinded by this regulation

c. Handbooks

- (1) HB [] - Records Management Program Guide
- (2) HB [] - Handbook for the Subject Classification and Filing of Correspondence Records
- (3) HB [] - Correspondence Handbook

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RECORDS MANAGEMENT

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GENERAL
OBJECTIVE AND SCOPE.....
POLICIES
DEFINITIONS.....

RESPONSIBILITIES.....
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1. GENERAL

a. This regulation prescribes general policies and methods for the economical and efficient management of Agency records based on, and in agreement with, the Federal Records Act of 1950 (Public Law 754), other applicable Federal Statutes and regulations and existing Agency policies.

b. The scope of records management precludes inclusion of detailed policies, standards and procedures in a single issuance. Hence, supplemental issuances pertinent to each major functional area of the program are provided as cited in paragraph 7 of this regulation.

2. OBJECTIVE AND SCOPE

"More efficient operations at less cost" is the basic objective of the CIA Records Management Program. Attainment of this objective with resultant economies in manpower, supplies, equipment, space, time and money can best be realized by vigorous, aggressive, agency-wide application of the following major program aspects as described in the "Records Management Program Guide," HE

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a. Records Creation

- (1) Forms Engineering and Management
- (2) Reports Management
- (3) Correspondence Management

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TRANSMITTAL SLIP

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[Redacted]	NO.

REMARKS:

*my version
of R [Redacted]
as per our
discussion of last
week*

FROM:	[Redacted]	[Redacted]
BUILDING	ROOM NO.	EXTENSION

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b. Organization, Maintenance and Use of Records

- (1) Mail Control
- (2) Reference Service
- (3) Maintenance Management
- (4) Equipment and Supplies Standards

c. Disposition of Records

- (1) Records Control Schedules
- (2) Records Disposition Schedules

d. Vital Materials Program

3. POLICIES

Adherence to the following policies are essential to the conduct of an effective Records Management Program:

a. Adequate controls over the creation of records shall be instituted and maintained to ensure that important policies and decisions are adequately documented by the most efficient and economical means and that the creation of unnecessary records are prevented. The control, engineering and management of forms, reports and correspondence and the immediate destruction of transitory material no longer of record value are essential program elements.

b. To ensure the efficient and economical maintenance of records *and* to obtain maximum usefulness, provision shall be made for the continuing analysis and improvement of mail handling and routing, record classification and indexing, utilization of filing equipment and supplies and the reproduction, transportation, storage and issuance of records.

c. Preservation of records of continuing value is vital to the proper functioning of the Agency. Such records cannot be economically stored in office-type files or space. A Records Center shall therefore be established and maintained for the storage, processing and servicing of Agency records, including Top Secret material. All non-current records shall be promptly transferred to the Agency Records Center, microfilmed, or destroyed. Records control schedules shall be developed and maintained for these purposes.

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d. No record shall be alienated or destroyed unless it be done in accordance with provisions of the Records Disposal Act. All personnel are warned that willful and unlawful destruction, damage or alienation of any Federal record may result in invocation of the following severe penalties ordered by Sections 234 and 235, Title 18, U S Code:

"234. Destroying public records. Whoever shall willfully and unlawfully conceal, remove, mutilate, obliterate or destroy, or attempt to conceal, remove, mutilate, obliterate, or destroy, or with intent to conceal, remove, mutilate, obliterate, destroy, or steal, shall take and carry away any record, proceeding, map, book, paper, document, or other thing, filed or deposited with any clerk or officer of any court of the United States, or in any public office, or with any judicial or public officer of the United States, shall be fined not more than \$2,000, or imprisoned not more than three years, or both."

"235. Destroying records by officer in charge. Whoever, having the custody of any record, proceeding, map, book, document, paper, or other thing specified in section 234 of this title, shall willfully and unlawfully conceal, remove, mutilate, obliterate, falsify, or destroy any such record, proceeding, map, book, document, paper, or thing, shall be fined not more than \$2,000, or imprisoned not more than three years, or both; and shall moreover forfeit his office and be forever afterward disqualified from holding any office under the Government of the United States."

e. Vital materials shall be identified and removed to a repository for safe keeping.

4. DEFINITIONS

a. "Records include all books, papers, maps, photographs, or other documentary material, regardless of physical form or characteristic, made or received by an agency of the United States Government in pursuance of Federal law in connection with transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities, or because of the informational value of data contained therein." (57 stat. 380, as amended; 14 USC 366)

b. "Non-record Material includes library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience

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of reference, and stocks of publications or processed documents." (57 stat. 380, as amended; 44 USC 366)

c. Semi-active Records are those records which are referred to infrequently by the activity that accumulated them but which must be retained permanently or for a specified period before their disposition is authorized.

d. Inactive Records are those records never or rarely referred to by the activity that accumulated them but which must be retained permanently or for a specified period before their disposition is authorized.

e. Retired Records are those records that must be preserved for varying periods of time and need not be retained in the office equipment and space. They may be semi-active and inactive records.

f. Forms are the devices by which management seeks uniformity and simplicity in the recording, transmitting, reporting and data processing of vital information. They are preprinted, containing predetermined spaces for inserting specific information. Items such as certificates, labels, stickers, tags, placards, posters, cover sheets and form letters are included in this definition.

g. Reports are accounts or statements of information prepared in written narrative, tabular, punch card or graphic media and transmitted by one organizational element to another in conformance with an established requirement. An administrative or management report as distinguished from an operational report provides for administrative or management control over an activity or operation.

h. Correspondence includes all memoranda, letters, and dispatches (excluding operational reports) sent or received by Agency personnel in the execution of official duties.

i. Vital Materials are those specific items in possession of the Agency which are essential to its continuance and which if destroyed would constitute a serious or irreplaceable loss.

j. An Area Program is one covering a Major Component ((Deputy Directors (Administration), (Intelligence), and (Plans), the Director of Training and the Assistant Directors for (Communications) and (Personnel)) or an Operating Office (Office, Division or Staff subordinate to a Major Component).

5. RESPONSIBILITIES

a. Decentralized Concept. Management of Central Intelligence Agency records will be accomplished on a decentralized basis. Under

this plan the Chief of the Management Staff will be responsible for conducting the management policy and program planning functions of the Agency-wide program while Chiefs of Major Components and Chiefs of Operating Offices will be responsible for local application of the program within their sphere of authority.

b. Management Staff. Responsibility for the management policy and program planning functions of the Agency-wide Records Management Program is vested in the Chief, Management Staff. This includes --

- (1) Staff planning, direction and coordination of a continuing Agency-wide records management program embracing all aspects of Records Creation, Records Maintenance and Records Disposition including the Vital Materials Program; its extension to and installation by all components of the Agency.
- (2) Development, formulation and issuance of all basic plans, policies and procedures governing the conduct of the program together with the development, establishment and definition of professional standards, methods and techniques of records management.
- (3) Representation of the Agency in the maintenance of liaison and the coordination of pertinent aspects of records management plans, policies, procedures, program standards and techniques with all affected or interested Agency components, or other Government agencies, departments, establishments, or activities, civilian concerns, and institutions.
- (4) Development, preparation and dissemination of directives, instructional and training media and provision for (either separately or in collaboration with the Director of Training) facilities for the guidance, indoctrination, and technical training of program participants.
- (5) Development and installation of systems for measuring, collecting and reporting savings accruing from the program.

c. Major Components. Responsibility for local application of the CIA Records Management Program is delegated to Chiefs of Major Components who will --

- (1) Develop, install, direct, conduct and maintain a continuing records management program within their component.
- (2) Extend this program to all operating offices within their sphere of authority in accordance with the basic concept, policies, methods, techniques and procedures prescribed by

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the Chief, Management Staff.

d. Mutual Responsibility. The entire burden of this program cannot be carried by either the Management Staff or the area alone. The Agency has long stressed the value of teamwork and cooperation. The cooperation and active participation in the program by all operating components are essential to a comprehensive and effective program. In addition to the spirit of teamwork and mutual cooperation between the Management Staff and all major components and operating offices the ultimate success of the program will in a large measure depend upon the cooperation given to and received from the rank and file of Agency personnel. Successful results can only be achieved through a mutual appreciation of all concerned of both the "customer's" record problem and the objective of the program.

6. METHOD OF ESTABLISHMENT

a. Establish the Program. If not already accomplished, a records management program will be established by each major component, which will disseminate to all operating offices instructions concerning establishment of the program and procedures to be employed in its operation. This program may be decentralized to operating offices, if desired.

b. Establish an Area Records Management Office. At the time of establishment of the program, an Area Records Management Office will also be established.

c. Appoint an Area Records Manager. Upon establishment of the Area Records Management Office or as soon thereafter as practicable, if not already done, an Area Records Manager, GS-11 or above, will be designated by the Chief of the Major Component or operating office to direct the conduct of the program.

d. Manning the Office. The ultimate strength of the office and the grades and qualifications of personnel required to man it necessarily must depend upon area program requirements such as the size and scope of the program, the mission of the major component or operating office and so forth. Offices may thus be manned by one or more individuals on either a part-time or full-time basis.

e. Decentralization to Operating Offices. Establishment of area records management offices and designation of area records managers by operating offices may be authorized at the discretion of the Chiefs of Major Components.

f. Appointment of Area Records Management Committees. If Chiefs of Major Components or Operating Offices consider such action desirable

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they may establish Records Management Committees to assist the Area Records Manager (who should be a member of the committee and may serve as chairman) in any or all phases of Records Management. These committees should consist of qualified representatives of the principle organizational segments of the Area who are conversant with the forms, correspondence, reports, and systems of their organizations.

7. SUPPLEMENTAL ISSUANCES

The following issuances now supplement this regulation. Subsequent additional items will be developed and issued on all phases of the Records Management Program.

a. Regulations

25X1 (1) R- - Forms Control and Standardization.

25X1 (2) R- - Requesting Forms

b. Notices

25X1 N- - Handling Classified Forms

c. Handbooks

25X1 (1) HB Records Management Program Guide

(2) HB Correspondence Handbook

(3) HB Handbook for the Subject Classification and Filing of Correspondence Records

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RECORDS MANAGEMENT

Rescission: CIA Regulation No. []

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DEFINITIONS.....		METHOD OF ESTABLISHMENT...	
		SUPPLEMENTAL ISSUANCES....	

1. GENERAL

- a. This Regulation establishes the Agency-wide Records Management Program and prescribes general policies and methods for its administration. Its requirements are based on, and in agreement with, the Federal Records Act of 1950 (Public Law 754) and other applicable Federal Statutes and regulations, and existing Agency policies.
- b. The scope of records management precludes including the detailed policies, standards, and procedures for this program in a single regulation. Hence, supplemental regulations or handbooks on each major aspect of records management are provided. These are cited in paragraph 6 of this regulation.

2. OBJECTIVE AND POLICIES

The objective of this program is the economical and efficient management of Agency records. Attainment of this objective with resultant economies in manpower, supplies, equipment, space, time and money will be realized by the continuance of an Agency-wide Records Management Program governed by the following policies:

- a. Adequate controls over the creation of records shall be instituted to ensure that important policies and decisions are adequately recorded by the most efficient and economical means, and that the creation of unnecessary records is prevented. The techniques to be applied in this area include controlling and improving correspondence, reports, and forms; and the immediate destruction of transitory material of no record value.
- b. To ensure the efficient and economical maintenance of current records for their maximum usefulness, provision shall be made for continuing analysis and improvement of mail handling and routing, record classification, indexing and systems, utilization of office equipment and filing supplies, and the reproduction, transportation, storage and issuance of records.

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*infrequently needed or
non-current*

- c. A Records Center shall be established and maintained for the storage, processing and servicing of Agency records, including Top Secret material.
- d. Records of continuing value must be preserved. All non-current records shall be promptly transferred to the Agency Records Center, microfilmed, or destroyed. Records control schedules shall be developed and maintained for these purposes. *Review 1961*
- e. Records shall not be alienated or destroyed except in accordance with provisions of the Records Disposal Act. Sections 234 and 235 of Title 18 of the United States Code attaches severe penalties to the willful and unlawful destruction, damage or alienation of any Federal records. It reads as follows:

*Section
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"234. Destroying public records. Whoever shall willfully and unlawfully conceal, remove, mutilate, obliterate or destroy, or attempt to conceal, remove, mutilate, obliterate, or destroy, or with intent to conceal, remove, mutilate, obliterate, destroy, or steal, shall take and carry away any record, proceeding, map, book, paper, document, or other thing, filed or deposited with any clerk or officer of any court of the United States, or in any public office, or with any judicial or public officer of the United States, shall be fined not more than \$2,000, or imprisoned not more than three years, or both."

"235. Destroying records by officer in charge. Whoever, having the custody of any record, proceeding, map, book, document, paper, or other thing specified in section 234 of this title, shall willfully and unlawfully conceal, remove, mutilate, obliterate, falsify, or destroy any such record, proceeding, map, book, document, paper, or thing, shall be fined not more than \$2,000, or imprisoned not more than three years, or both; and shall moreover forfeit his office and be forever afterward disqualified from holding any office under the Government of the United States."

- f. Vital materials shall be identified and removed to a repository for safe keeping.

3. DEFINITIONS

- a. "Records include all books, papers, maps, photographs, or other documentary material, regardless of physical form or characteristic, made or received by an agency of the United States Government in pursuance of Federal law in connection with transaction of public

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business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities, or because of the informational value of data contained therein." (57 stat. 380, as amended; 44 USC 366)

- b. "Non-record Material includes library and museum material made of acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications or processed documents." (57 stat. 380, as amended; 44 USC 366)
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 - h. Correspondence includes all memoranda, letters and dispatches (excluding operational reports) sent or received by Agency personnel in the execution of official duties.
 - i. Vital Materials are those specific items in possession of the Agency which are essential to its continuance and which if destroyed would constitute a serious or irreplaceable loss.
 - j. An Area Program is one established at any level where maximum benefits from records management can be realized.
4. PROGRAM SCOPE
- a. Area programs shall be established and maintained throughout Headquarters to provide every component with records management services. Insofar as benefits can be realized without jeopardizing the security of operations, each area program will cover the following elements of records management:
 - (1) Records Creation
 - (a) Forms Management
 - (b) Reports Management
 - (c) Correspondence Management
 - (2) Organization, Maintenance, and Use of Active Records
 - (a) Mail Control
 - (b) Reference Service
 - (c) Maintenance Management
 - (d) Equipment and Supplies
 - (e) Micro photography
 - (f) Vital Materials
 - (3) Disposition of Records
 - (a) Records Control and Disposition Schedules
 - (b) Records Center Operations
 - b. Exemptions from this scope will be determined jointly by the Chief of the component and the Chief, Management Staff.'

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5. RESPONSIBILITIES

a. The Chief, Management Staff, shall:

- (1) Plan, direct and coordinate a continuing Agency-wide records management program embracing all elements of Records Creation, Maintenance and Disposition including the Vital Materials Program; its extension to and installation by all components of the Agency.
- (2) Develop, formulate and issue all basic program plans, policies and procedures; establish and define professional standards, methods and techniques of records management.
- (3) Maintain Agency liaison with the National Archives and Records Service, General Services Administration; and other Federal and private organizations on all records management matters.
- (4) Develop, prepare and disseminate instructional and training media. Provide (either separately or in collaboration with the Director of Training) facilities for the guidance, indoctrination, and technical training of program participants.
- (5) Develop and install systems for measuring, collecting and reporting savings accruing from the program.
- (6) Serve as Agency archivist in all matters pertaining to the preservation of records of continuing value.

b. The Deputy Directors (Administration), (Intelligence), and (Plans), the Director of Training, and the Assistant Directors for Communications and Personnel shall:

- (1) Determine the administrative level and sphere of area programs.
- (2) Direct that Area Records Officer positions be established and staffed at program administrative levels.
- (3) Ensure that area programs covering the scope defined in this regulation are ~~operative by 1 July 1955~~ *put into effect*.

c. Chiefs of components ^{responsible for} ~~having~~ area programs shall:

- (1) Collaborate with the Chief, Management Staff in determining program scope and timing, and the extent to which the services of the Management Staff will be used.
- (2) Ensure that the program is installed and maintained in accordance with the basic concepts, policies, methods and procedures prescribed by the Chief, Management Staff.

REGULATION
NO. []

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6 May 1954

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6. SUPPLEMENTAL ISSUANCES

The following issuances now supplement this Regulation. Subsequent regulatory material will be developed and issued on all phases of the Records Management Program.

a. Regulations

(1) R [] - Forms Control and Standardization

(2) R [] - Requesting Forms

25X1

25X1

b. Notices

(1) N [] - Handling Classified Forms

(2) N [] - Standardization of Filing Supplies

(3) N [] - Procurement of Letter and Legal Size Filing Cabinets

25X1

c. Handbooks

(1) HB [] - Records Management Program Guide

(2) HB [] - Handbook for the Subject Classification and Filing of Correspondence Records

(3) HB [] - Correspondence Handbook

25X1