

SECRET

ANNEX III TAB H

## CIA RECORDS CENTER

## OPERATING PROCEDURES

Accessioning - This procedure implies the retirement of non-current records from an operating activity to the Center, thus releasing much needed filing equipment and occasionally valuable space for further use. The physical transfer is initiated by the area records officer who prepares Form 60-52, "Records Retirement Request," in quadruplicate. He then packages and labels the records storage boxes, assigns box numbers, and compiles the list of records being retired.

The Center supplies boxes and labels, provides the vehicle and personnel for transportation and renders other assistance upon request. The accessioning section of the Center assigns a job number. When retirement has been effected, a receipted copy of Form 60-52 is returned to the Area Records Officer for subsequent reference.

Storage - Upon receipt of records in the Center, the shelf location is noted by area and ~~room~~<sup>row</sup> number in the space provided on the reverse side of Form 60-52. One copy of the form is filed numerically by job number and another copy by the office of primary interest. Thus a two-fold reference source is provided. The fourth copy is used to support the Disposal Schedule Tickler File (See TAB J)

Servicing - A reference service to meet the needs of offices of interest is provided because availability of stored records for subsequent reference is essential. Servicing includes extracting information upon request, loaning records, and transferring records back to the office of origin. Reference servicing is more efficient when the job number can be furnished.

Information from the records is sometimes furnished via telephone. The courier force is used to deliver records called for by an office of origin. Normally, a request for the loan of records is processed within eight working hours. Thus a set of records requested in the morning will be delivered in the afternoon. In exceptional cases where time is a matter of importance a record may be obtained on a priority basis through the medium of a special courier.

A reference search area equipped with microfilm readers is provided in the Center where files or film are made available to the searcher.

Screening - Screening of records is the detailed process of examining, analyzing, and evaluating non-current records for subsequent retention or disposal as appropriate. While the records analysts and area records officers collaborate in establishing disposition schedules, it is sometimes necessary

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to perform the actual screening in the Center. To date, screening has been held in abeyance due to several factors such as the selection and training of area records officers and center personnel for the immediate work, insufficient space in the former interim center to accept records from office of origin, the completion of a physical move to a larger interim center and incompleteness of inventory, appraisal and preparation of control and disposition schedules in various offices. In this respect, experience to date has required the installation of new filing systems in some offices before proper scheduling could be accomplished.

Disposal - Similarly, disposal procedure has been held to a minimum for the reasons cited above. The Center is prepared, however, to implement the records program by physical destruction of files for which disposal action has been authorized.

Records will at no time be destroyed without the concurrence of the area records officer concerned. To effect disposal, Form 36-145, "Notification of Disposal Action" is prepared. The records authorized for disposal and the authority for the destruction thereof are reflected on this form. When prepared, the form is forwarded to the area records officer for final review and approval.

#### Supplemental Distribution

Published Reports - Requests for published reports are received at the Center via telephone or memoranda and referred to the Reference Service Section. Intra-agency requests are received directly from various offices. Inter-agency requests are received through LD/CD. The operations in the unit include searching for the requested material, packaging it properly and dispatching it to the requestor with courier receipt.

Information Reports - Requests for information reports are received at the center via telephone or memoranda and referred to the Reference Service Section. The operations in the unit include pulling the "Master Copy" of the requested report from file, determining the type of master, i.e. ozalid, photocopy or ditto, selecting and starting the duplicating equipment required for the type of master, running the necessary quantity (Average is four items per request), stopping equipment, enclosing information report copies in envelope, dispatching sealed envelope with courier receipt and refileing "Master copy."

Six employees, in all, have received on-the-job training in operating the duplicating equipment. Thus, ample provisions have been made for substitution of operators.

Responsibility for security of the reproduced report copies rests with the receiving office.

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Initial Distribution - Initial distribution of regulations, notices and other issuances begins with the receipt of a distribution control list from MIS. The material is received directly from the Reproduction Plant. Operations include addressing envelopes, sorting, counting and enveloping the material according to the control list, and dispatching the sealed envelopes with courier receipt.

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