

6 January 1961

MEMORANDUM FOR: Chief, Records Management Staff
VIA : DDP/Records Management Officer
SUBJECT : Disposition of OSS Records

1. We have reviewed the Preliminary Inventory of OSS Records prepared by your office and the resulting disposition schedule is submitted for your approval. Retention periods have been established for those items indicated to be of temporary administrative value with the exception of Item 45, which is a part of the X-2 records and therefore of permanent value.

2. Since the functions of the organizations that originally had custody of the records have been published in unclassified form, there is no objection to forwarding the Inventory to the National Archives if necessary.

3. The established retention periods have been coordinated with Agency components concerned and the pertinent memoranda are attached for your files. It is requested that the memoranda not be released by your office without the permission of this office.



Executive Officer, SSU

for

25X1

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Proposed Disposition of OSS Records

(These records are identified by the item number assigned in the inventory of OSS records completed August 1959)

<u>Office of Interest</u>	<u>Item No.</u>	<u>Disposition</u>
SSU	6	Destroy 75 years after cutoff
Personnel	10	Destroy 75 years after cutoff
SSU	12	Destroy 75 years after cutoff
Medical	22	Destroy 75 years after cutoff
Security	24	Destroy 75 years after cutoff
Logistics	25	Destroy at once
Training	31	a. Retain schedules of instruction and classes permanently. b. Destroy all other records 24 years after cutoff.
Comptroller	32	a. Retain correspondence files reflecting OSS policy and procedures covering budget administration, and reflecting policy decisions affecting expenditures for OSS Programs permanently. b. Destroy 75 years after cutoff
Communications	35	Destroy 75 years after cutoff
Personnel	37	Destroy 75 years after cutoff
Personnel	38	Destroy 75 years after cutoff
Personnel	39	Destroy 75 years after cutoff
Personnel	40	Destroy 24 years after cutoff

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Personnel	41	Destroy 75 years after cutoff
Personnel	42	Destroy 75 years after cutoff
Personnel	43	Destroy 75 years after cutoff
Personnel	44	Destroy 19 years after cutoff
Logistics	50	Destroy at once
Logistics	51	Destroy at once
Logistics	52	a. Destroy contracts 24 years after cutoff. b. Destroy all other records at once.
Comptroller	53	a. Retain permanently, correspondence files reflecting OSS policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for OSS Programs. b. Destroy Payroll records 75 years after cutoff. c. Destroy all other records at once.
Logistics	58	Destroy at once.
DDP/CI	65	Destroy 24 years after cutoff, subject to review by CI Staff prior to destruction.
Personnel	67	Destroy 24 years after cutoff

APPROVED:

25X1 [Redacted Signature]

5 January 1961
Date

DD/P Records Management Officer

25X1 [Redacted Signature]

Date

Chief, Records Management Staff

10 February 1961
Date

SECRET

UNCLASSIFIED

INTERNAL

CONFIDENTIAL

SECRET

Approved For Release 2009/01/16 : CIA-RDP70-00211R000800300093-7

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EO/SSU

1601 L Bldg

NO.

DATE

6 January 1961

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DDE/RMO
2010 L Building

9 Jan. E.M.

2.

3.

4.

5. Chief, Records Mgmt Staff
604 1016 - 16th Street

10 Feb '61

10 Jan '61

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14.

15.

5. to 1.:-

I've approved this disposal list although the long retention periods assigned to some items appear questionable. Perhaps there will be a reappraisal in the future?

Authority to destroy items 25, 50, 51, 52, 53 and 58 will be requested from National Archives. You will be notified upon receipt of this approval.



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