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OFFICE OF COMMUNICATIONS
FUNCTIONAL FILES SYSTEM
& DISPOSITION SCHEDULE

SHORT TITLE - [REDACTED]

25X1A2d1

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27 December 1960

HOW TO INSTALL THE FUNCTIONAL FILES AND DISPOSITION SYSTEM
25X1A2d1 [REDACTED]

1. The first step in functional records evaluation is to make a list of all files, and separate the "Records Material" from the "Information" or "Work Material". If the information or work material has no real value after it has served its immediate use it may be discarded without further consideration (Transitory Records). The remaining "Record Material" is carefully evaluated to determine the appropriate retention periods. In this evaluation, two types of records are dealt with:

- (1) Records of temporary value.
- (2) Records of continuing value.

2. Records of temporary value are those for which definite retention periods can be established, either thru reference value based on experience, by statutes of limitations, or other regulations. Records of continuing value are usually records documenting policies, legal decisions, long term commitments, agreements or obligations, formalized research and development records, and records having historical value. Such records may be retained indefinitely (with periodic review) or at least for the foreseeable future.

3. Three categories of records are now apparent:

- (1) Short-time material that has only active use and is discarded (referred to as Transitory Records).
- (2) Records of temporary value to be retained for specific time periods after active use.
- (3) Records of continuing value.

4. Percentages of file material in these categories will probably vary from area to area depending upon the nature of the activities. They may also change from year to year as greater efficiencies are developed in records control. Present experience indicates that approximately 50% or more of the paper work created will be found to have active use only. (Transitory), approximately 40% or less has temporary retention value, and 10% or less has continuing value.

5. Inasmuch as the Agency already has a set of regulations dealing with specific subjects in a numerical series, it was determined that the same primary numerical categories could be used most effectively as a basis for the KUCLUB index, thereby making it unnecessary for personnel to become familiar with still another series of subjects and numbers.

(1)

27 December 1960

HOW TO INSTALL THE FUNCTIONAL FILES AND DISPOSITION SYSTEM

25X1A2d1

25X1A2d1 6. Select and use only the categories required. (Do not make files for all [REDACTED] categories unless needed.)

1st cut (left) - is the primary breakdown. (Tab should have file no. and title.)

2nd cut (center) - is the secondary breakdown. (Tab should have file no. and title.)

3rd cut (right) - is the tertiary breakdown. (Tab should have file no. and title.)

Case Files - Any subdivision beyond tertiary is a case file. In a case file all closely related papers on a given subject, project or item are placed together, so as to present eventually the complete story of a transaction from its inception to its close. The Category No. is placed after the title to show that they are Case Files. The label may be placed in any cut.

7. The person making the records evaluation should have a broad knowledge of the records of the entire operation per se, and must and should work with the responsible officers of each of the various functional organizational components for assistance in determining the value of the records.

8. The major advantage of the functional method of records evaluation is that related records and reports of a single functional subject are brought together into a single analysis which emphasizes the informational requirements rather than the individual records.

25X1A2d1 9. The Disposition Schedule for KUCLUB was developed simultaneously with the file system and the resultant [REDACTED] is a combination of both in one document. Preprinted pressure sensitive labels (sample attached) for each disposition category are available from KUCLUB Headquarters and may be obtained by requesting the number required of each category from KUCLUB Records Control at Headquarters.

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34 All Funds	15
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6 June 1960

FOREWORD

It is the intent of this document, ^{25X1A2d1} [redacted] to establish a uniform record filing, distribution and disposal system within the Office of Communications. The importance of records to any large organization cannot be overestimated. The paper flowing through official channels represents the sinews of that organization. But this paperwork must be controlled lest it become an end in itself. Hence, it is essential to have a means of ensuring document control and flow as well as efficient document retrieval and disposal.

But to be truly useful a records plan must be sufficiently flexible to be adjustable to the requirements of differing components with differing aims. Every effort has been made to provide this flexibility in [redacted] by establishing a functional basis for document control - a functional basis in accordance with the document's use. We believe [redacted] to be a really useful tool. The final degree of success, however, can only be measured by you - the user.

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25X1A2d1

25X1A9a

[redacted]
Deputy Director of Communications

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1 April 1960

LEGEND FOR OFFICE OF COMMUNICATIONS
DISPOSITION SCHEDULE

- A Destroy as rescinded or when obsolete
 - B Ninety day retention then destroy
 - C Retain 1 year then destroy
 - D Retain 2 years then destroy
 - E Retain 5 years then destroy
 - F Retain 7 years then destroy
 - G Retain at Headquarters while active
 - H Retire 1 year after termination to Archives for review every 5 years (Projects)
 - I Retain 3 years and retire to Archives for review every 5 years
 - J Retain 6 months after obsolete or rescinded. Then retire to Archives, and review every 5 years
- TR Transitory/Reference

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1 April 1960

OFFICE OF COMMUNICATIONS FUNCTIONAL FILES SYSTEM
AND DISPOSITION SCHEDULE

DISPOSITION
CATEGORY

1 ORGANIZATION

	.1 Table of Organization Office of Communications (OC)	A
<i>Part of reference</i>	.1 Office of the Director (OC)	A
	Director of Communications (D/CO)	A
	Deputy Director of Communications (DD/CO)	A
	Executive Officer (EO)	A
	Plans Staff (OC-P)	A
	Records Control (OC-RC)	A
	.2 Chief of Operations (OC-O)	A
	Americas Division (OC-AD)	A
	Asia Division (OC-ASD)	A
	Europe Division (OC-ED)	A
	Middle East-Africa Division (OC-MD)	A
	.3 Administration Staff (OC-A)	A
	.4 Engineering Staff (OC-E)	A
	.5 Security Staff (OC-S)	A
	.6 Signal Center (OC-Sig/C)	A
	.7 Special Programs Staff (OC-SP)	A
	.8 Telecommunications, Training and Techniques Staff (OC-T)	A
	.9 OC Overseas	OC-P - G; Others -A
	.2 Agency Components	A
	.3 U. S. Agencies	A

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1 April 1960

DISPOSITION
CATEGORY

5 REGULATORY ISSUANCES

.1	Agency Regulations	A
	.1 Distribution	A
.2	CIA Notices	A
.3	OC Orders	A
.4	OC Memorandums	A
.5	OC Notices	A
.6	OC Division or Staff Regulatory Issuances	A
.7	Non-CIA Regulatory Issuances	A
.8	Regulatory Manuals	A
.9	Drafts of Regulatory Issuances	A
.10	DDP Issuances	A
.11	DDS Issuances	A

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		<u>DISPOSITION CATEGORY</u>	
7	MANAGEMENT		
	.1 CIA Management	G	
	.1 Management Staff	G	
	.2 Division and Staff	G	
	.1 TOP SECRET	G	25X1A2d1
	.2 [REDACTED]	G	
	.3 Teletape Program Test	G	
	.4 [REDACTED] Dispatch and Pouch	G	25X1A2d1
	.5 Pouchgram Procedure and Test	G	
	.6 Memorandum	G	
	.7 Cable	G	
	.8 Archiving Procedure	A	
	.9 Cryptographic Documents	A	
	.3 Staff Meetings		D/CO - D; Others - B
	.1 Staff Instructions		
	.4 Position Control Register	A	
	.5 Position Establishment and Abolishment		OC-A - E; OC-P - I; Others - A
	.6 Position Descriptions		OC-A - G; OC-P - I; Others - A
	.7 General Council Opinions	G	

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	<u>DISPOSITION CATEGORY</u>	
10 SECURITY		
.1 Clearances	A	
.1 Cryptographic	A	
.2 SI	A	
.3 Other Projects (e.g. ██████████)	A	25X1A2d1
.4 Non-Agency Personnel (e.g. Contractors, Consultants, Indigenous)	A	
.5 Outside Activities	C	
.2 Physical Security and Safety	A	
.1 Buildings	A	
.2 Code Rooms	A	
.3 Equipment	A	
.3 Violations and Compromises	D	
.1 Physical	D	
.2 Crypto		
Procedural Discrepancies	D	
Violations and Discrepancy Reports	D	
.3 Personnel	D	
.4 Radio	D	
.4 Protective Devices and Techniques	A	
.1 Alarm Systems	A	
.2 Destruction Devices	A	
.3 Locks, Safes, Etc.	A	

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DISPOSITION
CATEGORY

25X1A13c

10 SECURITY (Continued)

- | | | |
|----|---|-----------------------|
| .4 | Emergency Destruction Plans | A |
| .5 | Telephone | A |
| .6 | [REDACTED] | A |
| .7 | Pseudonyms | A |
| .8 | Cryptonyms | A |
| .5 | Physical Security Equipment Standards | |
| .1 | Crypto | A |
| .2 | Other Communications Equipment | A |
| .3 | Radiation U.S. Equipment | A |
| .6 | Briefings (e.g. Cross Ref. with 20) | A |
| .7 | Safety Program - Evacuation | OC-A - A; Others - TR |
| .8 | Credentials | A |
| .9 | Defense Classification (e.g. Executive Order - 10501 Downgrading of Classification) | C |
| .1 | Classification Control | G |
| .2 | Regrading of CIA Documents | C |
| .3 | Regrading of Non-CIA Documents | C |
| .4 | Registered Documents Certification, Destruction, and Transfer | I |
| .5 | Registered TOP SECRET Certification, Destruction, and Transfer | I |
| .6 | TOP SECRET Destruction Certification | G |

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DISPOSITION
CATEGORY

10 SECURITY (Continued)

.10 Amateur Radio Operations

I

.11 Deception Techniques

E

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DISPOSITION
CATEGORY

15 MEDICAL

- .1 Preventive Medicine
 - .1 Immunization
 - .2 Environmental Sanitation
- .2 Physical Examination
- .3 Medicine Facilities
 - .1 Rest and Rehabilitation
 - .2 Treatment Facilities

A

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	<u>DISPOSITION CATEGORY</u>
20 PERSONNEL	
.1 Recruitment	G
.1 Selection Requirements	G
.2 Sources	D
.3 Applicants Files	C
.4 Interview Reports	C
.5 Consultants and Contract Personnel	G
.2 Personnel Actions	DD/CO - D; Others - G
.1 Appointments, Assignments and Certifications	G
.2 Transfers and Reassignments	G
.3 Promotions	G
.4 Separations	G
.5 Supergrades	G
.6 Military Program (e.g. Draft Deferments)	G
.3 Time-Attendance-Overtime (see Category 34 for Overtime)	G
.4 Career Service	DD/CO - I; Others - G
.1 Applications and Actions	G
.2 Boards and Panels	DD/CO - I; Others - G
.3 Awards and Commendations	G
.4 Suggestions and Ideas	G

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		<u>DISPOSITION CATEGORY</u>
20	PERSONNEL (Continued)	
	.5 CIA Career Council	G
	.6 Future of Career Council	G
	.5 Personnel Benefits	A
	.1 Federal	A
	Compensation Dept. of Labor	A
	Death Benefits	A
	FEGLI (Federal Employees Government Life Insurance)	A
	Retirement	A
	Social Security	A
	.2 CIA	A
	Insurance Programs	A
	PSAS (Public Services Aid Society)	A
	Red Cross, Charity Drives, etc.	A
	Blood Donors	A
	.6 Personal Conduct	G 25X1A2d1
	.1 ████████	OC-A - G; Others - TR
	.2 Policies re Personal Conduct	DD/CO - G; Others - A
	.3 Disciplinary Actions	OC-A - G; Others - TR
	.7 Personnel Procedures	DD/CO - I
	.1 Promotion	A
	.2 Rotation	A

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DISPOSITION
CATEGORY

20 PERSONNEL (Continued)

.3 Evaluation

A

CEL

Chairman of Panels - I;
Others - D

Certification of Engineers

G

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DISPOSITION
CATEGORY

22	TRAVEL	
.1	Policies and Procedures	A
.2	Travel Request (Travel Advances Cross Ref.- ALL FUNDS)	C
.3	Travel Clearances (SI - et al)	C
.4	Travel Orders	C
	.1 Foreign	C
	.2 Domestic	C
	Blanket	C
	Invitee Travel	C
.5	Travel Voucher (Cross Ref.-ALL FUNDS)	C
.6	Travel Standby (TDY)	C

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DISPOSITION
CATEGORY

25	TRAINING	
.1	Agency	
.1	Internal	OC-T - A; Others - B
.2	External	OC-T - A; Others - B
.2	OC	
.1	Internal	OC-T - A; Others - B
.2	External	OC-T - A; Others - B
.3	Training Publications	
.1	OC	OC-T - A; Others - B
.2	Agency and other Government Agencies	OC-T - A; Others - B

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DISPOSITION
CATEGORY

30 CONFIDENTIAL FUNDS

.1 Agency Imprest Funds

- .1 Administration Staff A
- .2 Engineering Staff A
- .3 Engineering - Lab A
- .4 SP/SA - [REDACTED] A
- .5 SP/EA - [REDACTED] A

25X1A2d1

.2 Special Claims ?

- .1 Privately Owned Property A
- .2 Medical Claims A
- .3 Special Travel Claims A
- .4 Hardship Claims A
- .5 Other Special Claims A

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DISPOSITION
CATEGORY

34	ALL FUNDS	
.1	Overtime Requests and Approvals	C
.2	Reimbursable Cable Costs (e.g. Cable Traffic Costs)	CC-A - A; CC-S - E; CC-P - E
.3	Allowances	
.1	Differential	D
.2	Representational	D
.4	Travel Advances	
.5	Travel Vouchers	
.6	Approving Officers	A
.7	Authorizing Officials	A
.8	Collection of Employee-Indebtedness	A

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DISPOSITION
CATEGORY

35 BUDGET

.1	Budget Instructions	
.1	Budget Manual	A
.2	Budget Calls	A
.3	Allotment and Cost Accounts	A
.4	Printing Codes	A
.5	Publication Codes	A
.6	Station Codes	A
.7	Other Codes	A
.8	Other Budget Instructions	A
.2	Allotments and Cost Limitations - Received	I
.3	Allotments and Cost Limitations - Issued	I
.4	Obligations - CY	I
.5	Obligations - FY	I
.6	Obligations - Two Years Past	I
.7	Obligations - More Than Two Years Old	I
.8	Estimates - From OC Components	I
.9	Preliminary Estimates	I
.10	Office Estimates	I
.11	Congressional Budget	I
.12	Financial Policies and Procedures	G
.13	Justifications	G
.14	Overtime	G

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DISPOSITION
CATEGORY

40 SERVICES

- .1 Administrative Supplies OC-A - A; OC-S/C - TR;
Others - D
- .2 Library Service OC-S/C - TR; Others - D
- .3 Reproduction Requests OC-S/C - TR; Others - D
- .4 Telephone Service OC-A - E; OC-S/C - TR;
Others - D
- .5 Teletype Service OC-A - E; Others - D
- .6 GSA
 - .1 Class A Furniture OC-A - E; Others - D
 - .2 Class B Furniture OC-A - E; Others - D
- .7 PBA
 - .1 Property Passes OC-A - E; OC-S/C - TR;
Others - D
 - .2 Space Maintenance and Facilities OC-A - E; OC-S/C - TR;
Others - D
 - .3 Work Orders OC-A - A
- .8 Mail
 - .1 Messenger Service OC-A - E; Others - D
- .9 Parking Spaces OC-A - A; OC-S/C - TR;
Others - D

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DISPOSITION
CATEGORY

42 CORRESPONDENCE

.1 Procedures

A

.2 Chronos

OC-O - E

.1 Dispatch

OC-RC and OC-S - H; D/CO - I;
Others - D

.2 Memorandum

I

.3 Memorandums for the Record

D/CO - G; Others - H

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DISPOSITION
CATEGORY

45 LOGISTICS

- .1 Interagency Support Agreements H
- .2 Requisitions CC-S/C - TR; Others - D
 - .1 Headquarters
 - .2 Field
- .3 Procurement CC-E - D; Others - A
 - .1 Office Equipment
- .4 Contracts I
- .5 Inventory I
- .6 Financial Property Accounting (FPA) D
- .7 Supply Information CC-S/C - TR; Others - A
 - .1 CC A
 - .2 Logistics A
- .8 Patents
- .9 Supply Accounts (e.g. Crypto Accounting) I
- .10 Real Estate and Construction CC-E - H; CC-S - E
(e.g. ██████████ Receiver Site)
- ?/.11 Shipping Documents OL 291 D
- /.12 Property Turn In's (PTI's) D
- .13 Household Effects (HHE)
 - .1 Storage
 - .2 Shipment

25X1A6a

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DISPOSITION
CATEGORY

45 LOGISTICS (Continued)

.14 Vehicles

A

.1 POV

.2 QP

.3 TVA

A

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Revised 21 Nov 1960

50 OPERATIONS

DISPOSITION
CATEGORY

- .1 Clandestine Services Projects H
 - .1 Outline
 - .2 Annex
 - .3 Correspondence
- .2 Broadcast Activities OC-T/OR - A; OC-T/FP -D; OC -T/PS - I
(e.g. O.W.V. Broadcast)
- .3 Covert Collection Activities
(e.g. Proposed Intercept Stations)
 - .1 Space Vehicle Detection OC-T - J; OC-E -TR;
OC-ED - A
- .4 Signal Plans J
 - .1 Types J
 - .2 Construction J
- .5 Communications Procedures
 - .1 Allied A
 - .2 Commercial A
 - .3 Clandestine J
 - .4 Staff OC-T/OR - A; OC-T/PS and
SPU - J
 - .5 Broadcast J

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DISPOSITION
CATEGORY

51 DISSEMINATION OF INFORMATION AND INTELLIGENCE

.1 Requirements

G

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90 COMMUNICATIONS

DISPOSITION
CATEGORY

.1 Office of Communications

- | | | |
|-----|--|---|
| .1 | Office of Communications -
Americas Division (OC-AD) | OC-S/C - TR;
Others - C |
| .2 | Office of Communications -
Asia Division (OC-ASD) | OC-S/C - TR;
Others - C |
| .3 | Office of Communications -
Europe Division (OC-ED) | OC-S/C - TR;
Others - C |
| .4 | Office of Communications - Middle
East and Africa Division (OC-MD) | OC-S/C - TR;
Others - C |
| .5 | Office of Communications -
Administration Staff (OC-A) | OC-S/C - TR;
Others - C |
| .6 | Office of Communications -
Engineering Staff (OC-E) | OC-S/C - TR;
Others - C |
| .7 | Office of Communications -
Plans Staff (OC-P) | OC-S/C - TR;
Others - C |
| .8 | Office of Communications -
Security Staff (OC-S) | OC-S/C - TR;
Others - C |
| .9 | Office of Communications - Special
Programs Staff (OC-SP) | OC-S/C - TR;
Others - C |
| .10 | Office of Communications -
Signal Center (OC-S/C) | OC-S/C - TR;
Others - C |
| .11 | Office of Communications -
Telecommunications, Training and
Techniques Staff (OC-TTT) | OC-S/C - TR;
Others - C |
| .12 | <div style="background-color: black; width: 300px; height: 1.2em; display: inline-block;"></div> | D/CO - G; OC-S/C-TR
OC-P - G; Others-C |
| .13 | Office of Communications -
Operations (OC-O) | OC-S/C - TR;
Others - C |

25X1A6a

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		<u>DISPOSITION CATEGORY</u>
90 COMMUNICATIONS (Continued)		
	.14 Office of Communications - Records Control Branch (OC-RC)	OC-S/C - TR; Others - C
	.2 Domestic	OC-S/C - TR; Others - C
	.1 Director of Central Intelligence (DCI)	C
	.2 Deputy Director of Central Intelligence (DD/CI)	C
	.3 Deputy Director for Intelligence (DD/I)	OC-P - G; Others -
	.4 Deputy Director for Plans (DD/P)	OC-P - G; Others - C
	.5 Deputy Director for Support (DD/S)	OC-P - G; Others - C
25X1X7	.6 [REDACTED]	OC-P - G; Others - C
	.7 Other U.S. Agencies	C
	.3 Overseas Areas	
25X1A6b	.1 [REDACTED]	OC-P - G; Others - C
25X1A6b	.2 [REDACTED]	OC-P - G; Others - C
	.3 [REDACTED]	OC-S/C - TR; Others - C
25X1A6b	.4 [REDACTED]	OC-P - G; Others - C
	.5 [REDACTED]	OC-P - G; Others - C
	.6 [REDACTED]	OC-S/C - TR; Others - C
25X1A6b	.7 [REDACTED]	D/CO, OC-P - G Others - C

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Revised 21 Nov 1960

90 COMMUNICATIONS (Continued)

DISPOSITION
CATEGORY

25X1A6b	.8	[REDACTED]	OC-P - G; Others - C	
	.9	[REDACTED]	D/CO - G; Others C	25X1A6b
25X1A6b	.10	[REDACTED]	CC-P - G; OC-S/C - TR; Others C	
25X1A6b	.11	[REDACTED]	OC-P - G; Others - C	
	.12	[REDACTED]		C 25X1A6a
25X1A6b	.13	[REDACTED]	OC-T - C; OC-S - C; OC-ED - A	
	.14	[REDACTED]	OC-T - D; OC-S - C; OC-ED - A	25X1A2d1
	.4	Telecommunications	OC-T/SCE - I; Others - C	
	.5	Research and Development	D/CO - G; DD/CO - I; OC-E/R&D - G; Others - C	
	.6	Intra and Inter Agency Boards and Panels		
	.1	Equipment Board	OC-T/CR - I; Others - C	
	.2	Technical Requirements Board	D/CO - G; OC-E/R&D - D; OC-O - D; Others - C	
	.3	Operations Coordinating Board	OC-AD - E	
	.4	TAB	D/CO - G	
	.5	USIB	D/CO - G	
	.6	IRAC		
	.7	CCC		
FOIAb3b	.8	[REDACTED]		

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DISPOSITION
CATEGORY

90 COMMUNICATIONS (Continued)

.9	ICTAC	
.10	IPC	
.7	Liaison	OC-P - G; Others - A
.8	Emergency Relocation	A
.1	Agency Planning and Requirements	A
.2	Interagency Planning	A
.3	Interagency Circuits	A
.4	Agency Installations	A
.5	Agency Nets	OC-AD - A; OC-E - G
.6	Agency Facilities Information	OC-AD - A; OC-E - G
.7	Interagency Exercises	OC-AD - D; OC-E - G
.8	Manuals and Instructions	D/CO - G; OC-AD - A; OC-E - G
.9	Releasing Authorization	OC-RC - A
.10	Cables	A
.1	Cable Secretariat Standing Operating Procedures	OC-RC - A
.2	Change of Service	OC-RC - G
.3	Activation of Stations and Indicators	OC-RC - G
.11	Duty Officer Records, Logs and Reports	DD/CO - C

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		<u>DISPOSITION CATEGORY</u>	
110	DISPATCHES AND POUCHES (PROCEDURE)		
	.1 CC Dispatch Procedure and Pending Amendments	A	
	.1 Incoming	A	
	.2 Outgoing	A	25X1A2d1
	.2 [REDACTED] Pouch Channel	A	
	.1 Authorization for [REDACTED] Pouch Channel	A	25X1A2d1
	.2 Area Requirements	A	
	.3 Fictitious Name List	A	
	.4 Station Addresses	A	
	.5 Pouch Facilities	A	
	.6 Lateral Pouch Channels	A	
	.7 Plane Crashes, Damaged or Compromised Pouches	A	
	.8 Special Channels	A	
	.3 RI Pouch Channel	A	
	.4 [REDACTED] Pouch Channel	A	25X1A2d1
25X1X7	.5 [REDACTED] (Mailing Instructions, Weight Limitations and Pouch Schedules)	A	
	.6 DD/S Dispatch and Pouch Procedure (Proposed)	A	
	.7 Office of Logistics (LOG)	A	
	.8 Medical (MED)	A	

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DISPOSITION
CATEGORY

110	DISPATCHES AND POUCHES (PROCEDURE) (Continued)	
	.9 OP/Benefits and Services Division	A
	.10 Office of Security (SEC)	A
25X1A7b	.11 [REDACTED]	A
	.12 Finance (FIN)	A
	.13 OO/Contacts	A
	.14 OC Official Record Copies (Incoming and Outgoing)	I
	.15 Teletape	A

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DISPOSITION
CATEGORY

120 COMINT

OC-SP - TR

~~SECRET~~

~~SECRET~~

1 April 1960

DISPOSITION
CATEGORY

130 ELINT

.1	Panels and Boards	OC-E/R&D - D; CC-SP-G
.2	Requirements	OC-SP - G
.3	Reports	OC-E/R&D - G; OC-SP - TR
.4	Equipment (e.g. Modifications, Information)	OC-SP - TR
.5	Research Programs	OC-SP - TR
.6	ELINT - Bible/History	D/CO - G

25X1A3c

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Next 4 Page(s) In Document Exempt

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1 April 1960

DISPOSITION
CATEGORY

240 COVER

- | | | | |
|----|---------------------|--|---|
| .1 | Cover Establishment | | A |
| .2 | Official |  | A |
| | | 25X1C4a | |
| .3 | Non-Official | | |

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1 April 1960

DISPOSITION
CATEGORY

250 REPORTS AND SURVEYS

.1 Periodic (e.g. Monthly Reports Quarterly Reports, etc.)

.1 Monthly Reports OC-RC - I;
Others - A

.2 Quarterly Reports OC-RC - I;
Others - A

.3 Traffic Volume A

.4 Strength Reports A

25X1A2d1

.5 ~~██████████~~ I

.6 OC Record Volume and Record Equipment Report OC-RC - G

.7 Weekly Suspense Report A

.8 System and Design Project Reports H

.2 Special

.1 Survey OC Reproduction Equipment A

.2 OC D&P Time Study (Incoming) A

.3 OC ~~██████████~~ Pouch Transit Time A

25X1A6b .4 DD/P Survey of ~~██████████~~ Pouch Channel 1954 A

25X1A2d1

25X1A2d1

.5 OC Document Volume Survey - 1956 A

.6 Survey of Reports Required A

.3 Newsletters D/CO - D; Others - A

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