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11 August 1970

MEMORANDUM FOR: Chief, EPD

FROM : Records Administration Officer/OS

SUBJECT : Records - Preliminary Planning for ADP  
Oriented System of Records Control

1. As the Agency Records Administration Program moves nearer each fiscal year to a planned machine system of records control, it is imperative that the Office of Security maintain its status as a contributing charter member to records systems. In this respect, it has been brought to my attention that an automated system of records control, possibly on an Agency-wide basis, is in the future. Naturally, such a system will require a great deal of planning, coordination, cooperation and contribution from all the various Agency components. Accordingly, in order to prepare the Office of Security in advance for whatever requirements may be levied upon us in the future in relation to an Agency oriented ADP records control system, there are certain measures that can and should be undertaken during this fiscal year. Such measures would include:

a. The replacement of our present decentralized Records Control Schedule with an OS General Records Schedule;

*There are several successful ones in the Agency - It is worth trying.*

b. The drafting and acceptance of a <sup>General</sup> ~~Subject~~ Records Series that will meet the requirements of all the Office of Security components ~~and parallel our General Schedule;~~

*Similar*

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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- c. A listing of our various records media;
- d. A listing of the various type retention classes that would ensure both the life and death of our records;
- e. A listing of all the various type equipment utilized by the Office of Security for the storage of records;
- f. An inventory heading index that would meet the requirements levied upon us in the area of records inventories.

*The inventory and schedules require this today*

*Today's schedules have this, I hope*

*The 1970 inventory was supposed to have this*

2. Of the above, a, b and d would be the areas of our most concentrated efforts since coordination and agreement throughout all the offices of Security is necessary prior to the final preparation and adoption of the program. Accordingly, I have attached to this memorandum a proposed Machine Run Heading Index, a Subject Records Series, a listing of the various type records media, a Records Retention Class listing and a listing of equipment types. I have not attached a proposed General Records Schedule since this will be largely based on the acceptance, additions, deletions, etc., of the various attached listings.

3. The above is put forth for your review and consideration by the various Office of Security officials. Should it meet with approval, I will begin the preliminary implementation of the plan which I believe I may be able to complete by January 1971.



25X1A

Attachments:  
As Stated

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MACHINE RUN HEADING

INDEX

|    |   |                     |
|----|---|---------------------|
| O  | - | OFFICE              |
| FI | - | FILE IDENTIFICATION |
| L  | - | LOCATION            |
| C  | - | CUSTODIAN           |
| SN | - | SCHEDULE NO.        |
| I  | - | ITEM NO.            |
| M  | - | MEDIA               |
| RC | - | RETENTION CLASS     |
| FA | - | FILE ARRANGEMENT    |
| ID | - | INCLUSIVE DATES     |
| SR | - | SIZE OF RECORDS     |
| SE | - | STORAGE EQUIPMENT   |
| EO | - | EQUIPMENT OCCUPIED  |
| RV | - | RECORDS VOLUME      |
| RD | - | RECORDS DESTROYED   |

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SUBJECT OF RECORDS SERIES

(Cols. 25-27)

1. ADMINISTRATIVE
2. AUDIT
3. AUTOMATIC DATA PROCESSING
- 4. BRIEFING
5. BUDGET
- 6. CABLES
- ? - 7. CHRONOLOGICAL FILES
8. COMMUNICATIONS
9. COMMITTEE
- 10. CONTRACT
- 11. COUNTRY
- x 12. DIRECTIVES, NOTICES, REGULATIONS
- c 13. DOCUMENT CONTROL
14. FINANCE
15. HISTORY
16. INDEXES AND LISTINGS
17. LEGAL
18. LIAISON
19. LOGS
20. OPERATIONAL
21. PERSONNEL
22. POLICY AND PLANS FILES
23. PROCUREMENT
24. PROGRAM
25. PROJECT
26. PUBLIC
27. REAL ESTATE AND PROPERTY
28. RECORDS MANAGEMENT
29. REPORTS
30. RESEARCH AND DEVELOPMENT (Inc. Ext)
31. SECURITY
32. SPECIAL ACTIVITIES
33. STATISTICAL
34. SUPPLY
35. TRAINING
36. TRAVEL
37. WORKING PAPERS

DISPATCHES

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RECORDS MEDIA

(Cols. 33-34)

- 1. CARDS - 3x5
- 2. CARDS - 4x6
- 3. CARDS - 5x8
- 4. CARDS - ~~IBM~~ TAB
- 5. FILM - MICRO
- 6. FILM - MOTION PICTURE
- 7. FILM - NEGATIVES
- 8. PAPER - *a*
- 9. TAPES - MAGNETIC
- 10. TAPES - SOUND

*Reels 16-35 -*  
*Microfiche*  
*Aperture Cards*  
*Chips*  
*Super Fiches*  
*neg., fine grain positives, work print*  
*Positives*  
*Computer*  
*Recorder*  
*Punched*  
*TV*

*2*  
*7*

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RECORDS RETENTION CLASS  
(Cols. 35-37)

CODE

- 01 PERMANENT - Hold indefinitely in Office of Record on a current basis. When no longer needed for reference, research, or operational purposes, screen and retire to the A&RC.
- 02 PERMANENT - Cut off at end of 1 year, hold 1 year, and retire to the Archives and Records Center.
- 03 PERMANENT - Cut off at end of 1 year, hold 2 years, and retire to the Archives and Records Center.
- 04 PERMANENT - Hold indefinitely in the Office of Record until termination of active status plus 6 months, and retire to the Archives and Records Center.
- 05 TEMPORARY - Destroy when superseded, documents destroyed, or transferred, or no longer needed for reference.
- 06 TEMPORARY - Cut off at end of 1 year, hold for 1 year and destroy, or transfer to Office of Record for action.
- 07 TEMPORARY - Hold indefinitely in Office of Record until termination of active status plus 6 months. Screen and destroy; or transfer records to other files, offices, or A&RC as appropriate. Archives and Records Center destroy after number of specified years.\*
- 08 TEMPORARY - Cut off at end of 1 year, hold for 6 months to 1 year, and retire to the Archives and Records Center. Archives and Records Center destroy after number of years specified.\*

\* 1 - 99 TEMPORARY - Number of years to be retained in the Archives and Records Center.

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CODE

- 09            TEMPORARY - Cut off at end of 1 year, hold for 2 years and destroy.
- 10            TEMPORARY - Retain 3 months and destroy.
- 11            TEMPORARY - Cut off at end of 1 year, retain additional 3 years and destroy.

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TYPE OF EQUIPMENT  
(Cols. 44-46)

CODE

- 01 Book Cases
- 02 Book Shelves
- 03 Cabinets - 4-Drawer File
- 04 Cabinets - 5-Drawer File - Letter
- 05 Cabinets - 5-Drawer File - Legal
- 06 Cabinets - 10-Drawer (3x5)
- 07 Cabinets - 10-Drawer (Tab Card)
- 08 Cabinets - Over Safe Storage
- 09 Conserva File - Full Space
- 10 Kardex - 5x8
- 11 Magnetic Tape Racks
- 12 Map Cases - Pigeon Hole
- 13 Map Cases - 10-Drawer
- 14 Open Shelf
- 15 Open Storage (Not 09, 14)
- 16 Power File
- 17 Safes - 2-Drawer (Include Desk)

*2 Drive - 7 Drawer Type*

*4 1/2" x 11" x 11"*

*not 2.?*

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CODE

- 18 Safes - 4-Drawer - Letter
- 19 Safes - 4-Drawer - Legal
- 20 Safes - 5-Drawer - Letter
- 21 Safes - 5-Drawer - Legal
- 22 Safes - 5-Drawer - Card
- 23 Tub Trays

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