

Records Control Schedule
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150005-2 74

STA

OFFICE, DIVISION, BRANCH

DDM&S/ISAS/AGENCY RECORDS CENTER

SCHEDULE NO.

CONCURRENCE

SIGNATURE

TITLE

Chief, Agency Records Center 25 March 1974

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>ADMINISTRATIVE SUBJECT FILES</p> <p>Consists of memoranda, reports and other documents pertaining to the administration and operation of the Records Center. Filed according to the Agency Subject Numeric File Manual.</p> <p>a. Policy, Plans, Programs and Reports</p> <p>b. Administrative</p>		<p>Permanent. Disposal not authorized. Retain in current files. Process documents into Agency Archives after ten years.</p> <p>Temporary. Destroy after two years. Cut off at the end of each calendar year. Retain in the current files area for two years and then destroy.</p>
2	<p>REGULATORY ISSUANCES</p> <p>Consists of Agency Headquarters Regulations, [redacted] Notices, and Handbooks maintained for reference purposes.</p>		<p>Temporary. Retain in current files. Destroy issuances when obsolete or replaced by current issuances.</p>
3	<p>REFERENCE LIBRARY</p> <p>This is a collection of unclassified publications consisting of magazines, bulletins, and other publications used for reference purposes.</p>		<p>Temporary. Destroy when obsolete or no longer needed.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150005-2


ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150005-2		
4	<p>RECORDS STATISTICAL FILE</p> <p>Consists of statistical forms used in Accessioning and Disposal functions. These files show space available in Records Center and space used by various offices of the Agency. Filed by office.</p>		Permanent. Disposal not authorized. Retain in current files area.
5	<p>SPACE LOCATOR FILE</p> <p>Consists of a 1-1/2 x 3 card stamped with a number to reflect each shelf space within the Records Center. This file is used to show, by means of colored signal tabs, which spaces are vacant on the shelves. Filed in numerical order in a tub file.</p>		Permanent. Disposal not authorized. Retain in current files area.
6	<p>RECORDS CONTROL SCHEDULE FILE</p> <p>Consists of copies of Agency components approved Records Control Schedules. These are used in checking and verifying the groups of records accessioned and destroyed by the Records Center. Filed organizationally.</p>		Temporary. Destroy after three years after a revised schedule is received.
7	<p>DISPOSAL TICKLER FILE</p> <p>Consists of copies of Form 140, Records Retirement Request, used for the systematic and orderly disposal of temporary records and for statistical purposes on permanent records. Filed chronologically by year of scheduled destruction.</p> <p>a. Temporary Records</p>		Temporary. Destroy when disposition is completed.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150005-2		
	b. Permanent Records		Permanent. Disposal not authorized. Retain in current files area.
8	DISPOSAL JOB FILE Consists of copies of Record Retirement Requests (Form 140), Shelf Lists (Form 140-A), Notification of Disposal Action (Form 141), and related memos. This file has the official signed copies and is used for the verification of the disposal of records. Filed numerically by disposal job number.		Permanent. Disposal not authorized. Cut off at end of each fiscal year.
9	RECORDS GROUP FILE Consists of Records Retirement Requests (Form 140), Shelf Lists (Form 140-A), and Notification of Disposition Action (Form 141), used by the Records Center personnel as a reference aid and a proof of action media. Filed by organization.		Permanent. Disposal not authorized. Retain in files area. When job is destroyed or transferred, insert Form 141, destroy Form 140 and incorporate Form 140-A with the Disposal Job File. Item No. 8.
10	RECORDS LOCATOR FILE Consists of the originals of Records Retirement Request (Form 140) filed in Kardex cabinets. This file is used to show retention period, classification, monthly activity, restrictions, and location of records. Filed numerically by job number.		Permanent. Disposal not authorized. When the group of records under a particular job number are destroyed, pull Form 140 and incorporate with Disposal Job File. Item No. 8.
11	SUSPENSE FILES Consists of request forms for Records Center service on permanent records, top secret		Temporary. When document is returned, the request form is removed and interfiled in
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150005-2		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150005-2		
	records, and records being furnished to offices other than the originating office. This file is used as a control on records sent out that must be returned to Records Center. Filed by month, then alphabetically by name of requester. Current.		the completed request file.
12	<p>FINISHED INTELLIGENCE LOCATOR FILE</p> <p>Consists of 5 x 8 cards, Form 325, that are used to locate records. This file indicates the office a report is received from or sent to, the number of copies in stock, and the space location on the shelf.</p>		Temporary. Destroy three years after discontinuance of item. Place in inactive file when a revised report is received or when report becomes obsolete and destroy.
13	<p>COMPLETED REQUEST FILE</p> <p>Consists of copies of Form 490, Records Center Service Request, that have been serviced. These copies indicate the document furnished, person requesting, date sent, courier receipt number, and is used in lieu of an outgoing mail log. Filed chronologically by month and then job number.</p>		Temporary. Destroy after two years. Cut off at the end of each calendar year. Retain in the current files area for two years and then destroy.
14	<p>COURIER RECEIPTS</p> <p>These are copies of receipts signed by courier upon pickup of classified material. Filed chronologically.</p>		Temporary. Destroy after three months.
15	CLASSIFIED DOCUMENT RECEIPTS (Discontinued)		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
16	<p>VITAL MATERIALS DEPOSIT SCHEDULES</p> <p>Consists of copies of Agency components approved Vital Material Schedules. This file is used by Records Center personnel to check, verify and control Vital Materials deposited in the Center. Filed by organization.</p>		<p>Permanent. Disposal not authorized. Retire to Agency Archives when superseded.</p>
17	<p>VITAL MATERIALS DEPOSIT SLIPS</p> <p>Consists of Form 620 ^{pink - formerly blue} (Blue Copy) which is retained by the Records Center to verify deposits; it is also used as a reference and finding media. Filed by organization.</p>		<p>Temporary. Destroy after five years.</p>
18	<p>CONVENIENCE FILE</p> <p>Extra copies of correspondence originated by the Office of the Chief and maintained for ready reference. Filed chronologically.</p>		<p>Temporary. Destroy after two years. Cut off at the end of each calendar year. Retain in the current files area for two years and then destroy.</p>
19	<p>IBM CARDS</p> <p>These are punched cards that reflect each job number, total footage, space location, Agency organizational component, and disposition date.</p>		<p>Temporary. Destroy cards after disposition action is completed on each retirement job.</p>
20	<p>LOGS</p> <p>Consist of logs maintained to reflect the accessioning and disposition of retirement of records by job numbers.</p>		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150005-2		
	a. Accessioning Log b. Disposition Log		Permanent. Disposal not authorized. Retain in current files area. Permanent. Disposal not authorized. Retain in current files area.
			APPROVED:
			<div style="border: 1px solid black; width: 225px; height: 63px; margin: 0 auto;"></div>
			Chief Records Administration Branch
			<i>28 Mar 74</i> Date
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150005-2		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
21.	<p>Disposal Authorizations (Standard Form 115)</p> <p>Disposal authorizations received from NARS/GSA and GAO. The Agency record copy is sent to Chief, Records Center for retention. Working copies are held in ISAS/RAB and offices concerned.</p>	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150005-2</p>	<p>PERMANENT. Disposal not authorized. Retain in current files area.</p> <div data-bbox="915 1486 1062 1507" style="text-align: right;"> <p>APPROVED:</p> </div> <div data-bbox="1068 1444 1468 1541" style="text-align: right;">  </div> <div data-bbox="1057 1541 1451 1598" style="text-align: right;"> <p>Chief Records Administration Branch</p> </div> <div data-bbox="915 1619 1208 1675" style="text-align: right;"> <p>DATE: <u>26 June 1974</u></p> </div>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150005-2