

SECRET

OC/SP/SEOB

The Special Programs Staff is the former ^{Sigint} Sigint Programs Staff.

It is responsible for directing the [redacted]

25X

[redacted]

At present [redacted]

25X

operation. Tapes are collected and sent to [redacted]

25X

for analysis and preparation of a report (see item 5.C.2). The report is the end product of this Staffs activities and record copies are retained at SP/CEN.

The 50 year retention of Project, Station and R&D files is a "holding" operation pending a more thorough evaluation.

[redacted]

25X

7/1/65

Date

Schedule No. 50-65-02/2

SECRET

Transferred to
(not schedule; is using these outschedule)

11-7-73
[Signature]

25X

25X

SECRET

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

Office of Communications,
Special Programs Staff

TITLE

DATE 12 May 1966

OC-Records Administration Officer

ITEM NO.

FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

(CUBIC FT.)

1.

REPORTS

These files are maintained under a numeric system and consist of information as to policy, liaison, problems, actions, requirements, and other data pertinent to the operations of the OC, Special Programs Staff. (1954 to Present)

a. Monthly Reports

(1) Staff

(2) Branch

b. Annual Program Review - Annual forecast requirements of personnel, equipment, and facilities and the preliminary estimates, office estimates, operating budget, narrative, and statistical statements of requirements and related work papers. These files are used in the preparation of the OC-SPS forecast and budget.

(1) Staff

(2) Branch

APPROVED

CIA Records Administration Officer

Date

2.0 Permanent. Disposal not authorized. Cut-off at end of 2 years, then transfer to the Records Center.

3.5 Temporary. Retain 1 year, then destroy.

0.1 Temporary. Retain 3 years, then destroy.

0.2 Temporary. Retain 1 year, then destroy.

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

FILES IDENTIFICATION

VOLUME

DISPOSITION INSTRUCTIONS

Approved For Release 2005/11/21 : CIA-RDP76-00467A000100190014-8

SECRET

c. Accomplishments and Objectives - Annual report on the accomplishments and objectives of the Staff and Branches.

(1) Staff

0.1

Temporary. Destroy after 20 years. Retain 5 years, then transfer to the Records Center.

(2) Branch

0.1

Temporary. Destroy after 5 years. Retain 3 years, then transfer to the Records Center.

d. Analysis Reports - A complete resume of tapes received for signal analysis. Also included are NSA Analysis Reports.

10.0

Temporary. Destroy after 50 years. Cut-off at end of 3 calendar years; then transfer to the Records Center.

e. Research and Development Reports - Correspondence, specifications, contracts, drawings, and related papers pertaining to the development of equipments used in support of the Agency communications systems.

2.0

Temporary. Destroy 50 years after receipt in the Records Center. Review each year, destroy non-record material, retain material needed for current operations and transfer inactive material to the Records Center.

f. Engineering Control Reports - Information memoranda for the record from DDS&T on trip reports of contracts with various commercial research laboratories. Memoranda contains information regarding meetings, performance, and project status.

0.4

Temporary. Retain 3 years, then destroy.

g. Special Activities - Information summaries, trip reports, and survey reports. These are considered to be historical documents and should be retained permanently.

0.1

Permanent. Disposal not authorized. Cut-off at end of 5 years, then transfer to the Records Center.

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* Amendment #1. dtd 20 March 1967

Approved For Release 2005/11/21 : CIA-RDP76-00467A000100190014-8

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190014-8</p> <p>h. <u>Semi-Annual Operational - Reports</u> on operational projects and administration of field activities. These are considered to be historical documents and should be retained permanently.</p>	0.2	Permanent. Disposal not authorized. Cut-off at end of 5 years, then transfer to the Records Center.
	i. <u>On-Site Field Survey - Copies</u> of trip reports, survey inspection reports, and other data pertaining to subject surveys.	0.6	Temporary. Retain on a current basis. Destroy when new report prepared.
	j. <u>Special Project Reports - Analysis</u> reports on special projects requested by agency and non-agency components.	0.8	Temporary. Retain microfilm reels for 50 years, then destroy. Destroy paper copy when recorded on microfilm.
	k. <u>Top Secret Inventory - An inventory</u> of all Top Secret documents assigned.	0.1	Temporary. Retain current and superseded copy. Destroy previous inventories.
	l. <u>Special Reports - Special reports</u> and historical documentation prepared for a special event or crisis. Reports cover the range of OC-SPS activities.	0.3	Permanent. Disposal not authorized. Retain 3 years, then transfer to the Records Center.
2.	<u>SUBJECT FILES</u>		
	<p>These files are maintained under a numeric system and consist of cables, dispatches, reports, memoranda, and other correspondence reflecting the activities and administration of the Staff.</p>		
	<p>a. <u>Organization - Memoranda, reports,</u> and correspondence reflecting the history of the Staff. These files are considered to be historical documents and should be retained permanently. (1961 to Present)</p>	1.6	Permanent. Disposal not authorized. Cut-off at end of 5 years, then transfer to the Records Center.

ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190014-8		
	<p>b. Policy, Plans, and Programs Correspondence, memoranda, reports, and related records pertaining to the plans, policy, and programs of the Staff. (1956 to Present)</p>	SECRET 0.4	Temporary. Destroy 10 years after receipt in the Records Center. Destroy non-record material, retain material needed for current operations, and transfer inactive material to the Records Center.
	<p>c. Administration - Cables, dispatches, memoranda, reports and other correspondence reflecting the overall housekeeping activities of the Staff. (1959 to Present)</p>		
	(1) Requisitions	1.0	Temporary. Retain 2 years, then destroy.
	(2) Request for Supplies	0.3	Temporary. Retain 1 year, then destroy.
	(3) Vehicle Support	0.2	Temporary. Retain Call Sign Log for 6 months, then destroy. Retain correspondence for 2 years, then destroy.
	(4) Space Maintenance and Facilities	0.6	Temporary. Retain 2 years, then destroy.
	(5) Mail Records	1.6	
	(a) Courier Receipts		Temporary. Retain 6 months, then destroy.
	(b) Office of Security Mail Receipts		Temporary. Retain 3 months, then destroy.
	(c) Pouch Manifests		Temporary. Retain 1 year, then destroy.
	(d) Document Transmittals and Receipts		Temporary. Retain 6 months, then destroy.
	(e) Control Indices (Form 717)	4	Temporary. Return 1 copy to OC-RMS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190014-8		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	(6) Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190014-8 Records Management documents pertaining to these programs.	0.2	Temporary. Retain on a current basis, destroy when obsolete, superseded, or no longer needed for reference.
	(7) Security - Correspondence pertaining to:	0.3	
	(a) Badges		Temporary. Retain 2 years, then destroy.
	(b) Violations		Temporary. Retain 2 years, then destroy.
	(c) Clearances		Temporary. Retain 1 year, then destroy.
	[Redacted]		
	(8) Safety Program	0.1	Temporary. Retain 3 years, then destroy.
	d. Budget and Fiscal - Cables, dispatches, memoranda, reports, background material, and related papers used in the preparation of the Staff budget, allocations, obligations and 5 year plan.	0.6	Temporary. Retain 3 fiscal years, then destroy.
	(1) Petty Cash transaction and monthly audit.	0.1	Temporary. Retain 1 year, then destroy.
3.	PERSONNEL ADMINISTRATION		
	These files are maintained under a numeric system by subject and consist of cables, dispatches, memoranda, forms, and other correspondence reflecting the Staff personnel planning, programs, career development, rotation, reassignment, assignment, separations, promotions, quality awards, information on career	2.0	Temporary. Retain on a current basis; destroy when superseded or no longer needed for reference.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190014-8		

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	<p>boards, panels, Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190014-8 SECRET reference files accumulated in the course of performing personnel functions and administration. (1953 to Present)</p> <p>a. <u>Personnel Soft Files</u> - Individual personnel folders maintained by the Staff for each employee assigned to the Staff or under Panel "P" Career cognizance. Files contain copies of documents pertaining to personnel actions affecting the individual. Also included are fitness reports, correspondence, cables, dispatches, and other documents reflecting training, processing, and travel. (1953 to Present)</p> <p>b. <u>Recruitment</u> - Personnel briefing forms, pre-employment processing documents, and interview reports. (1964 to Present)</p> <p>c. <u>Training</u> - Correspondence course outlines offered by external training facilities, brochures, documents relating to training programs, requests for information on training, and training activities, announcements of training courses, seminars, and lectures. (1962 to Present)</p> <p>d. <u>Travel</u> - Correspondence relating to TDY Standby Reserve listing, and foreign travel of Panel "P" personnel. (1965 to Present)</p>	<p>3.0</p> <p>0.6</p> <p>0.3</p> <p>0.6</p>	<p>Temporary. Upon separation destroy. Upon transfer, screen and forward to OC-A/Personnel Branch for inclusion in the individual's OC Personnel Soft Folder.</p> <p>Temporary. Retain file copy 1 year, then destroy. (Original filed in individual's Official Personnel 201 File.)</p> <p>Temporary. Retain on a current basis; destroy when superseded or no longer needed for reference.</p> <p>Temporary. Retain on a current basis; destroy when superseded or no longer needed for reference.</p>
4.	<p><u>SPECIAL BOARDS, COMMITTEES, PANELS, AND STUDIES</u></p> <p>These files are maintained in a numeric system by subject and consist of reports, memoranda, minutes, directives, charts, and agenda of committees, sub-committees,</p>	<p>-6-</p>	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190014-8</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>boards, working regarding counterinsurgency, radiation, research, systems, and other special communications intelligence matters. (1961 to Present)</p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190014-8</p>		
	<p>a. <u>CIA Research and Development Board</u></p>	0.1	Temporary. Retain 2 years, then destroy.
	<p>b. <u>Equipment Board</u></p>	0.1	Temporary. Retain 2 years, then destroy.
	<p>c. <u>U. S. Communications Security Board (USCSB)</u></p>		
	<p>(1) <u>Special Committee on Compromising Emanations (SCOCE)</u></p>	0.9	Temporary. Retain 3 years, then destroy.
	<p>d. <u>U. S. Intelligence Board (USIB)</u></p>	0.2	Temporary. Retain 3 years, then destroy.
	<p>e. <u>Radiation Countermeasures Coordinating Group</u></p>	0.1	Temporary. Retain 3 years, then destroy.
	<p>f. <u>Communications Security Engineering Studies - Task Outline</u></p>	0.1	Temporary. Retain 3 years, then destroy.
5.	<p><u>COMINT OPERATIONS</u></p>		
	<p>These files are maintained under a numeric system and consist of cables, dispatches, memoranda, reports, and other correspondence reflecting the activities of the COMINT Operations Branch. Files consist of the following items:</p>		
	<p>a. <u>Subject Files - Inter-agency, intra-agency, and OC correspondence relating to the overall operational support responsibilities of the Branch. These are considered to be historical documents and should be retained permanently. (1960 to Present)</u></p>	1.0	Permanent. Disposal not authorized. Cut-off at end of 5 years, then transfer to the Records Center.
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190014-8</p>		

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6.	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190014-8</p> <p>b. Requirements - Special support requirements for significant events, crisis, and other special activities. These are considered to be historical documents and should be retained permanently. (1960 to Present)</p>	0.1	Permanent. Disposal not authorized. Cut-off at end of 5 years, then transfer to the Records Center.
	<p>c. Activities Support Files - Correspondence and memoranda relating to the overall administration, support responsibilities, and the operational requirements levied on OC. These are considered to be historical documents and should be retained permanently. (1962 to Present)</p>	0.1	Permanent. Disposal not authorized. Cut-off at end of 5 years, then transfer to the Records Center.
	<p>d. Facility Files - Domestic and overseas correspondence, memoranda, cables, and dispatches on projects and special support activities pertaining to COMINT facilities. (1962 to Present)</p>	1.2	Temporary. Destroy after 25 years. Cut-off at end of each year; hold for 2 years, then transfer to the Records Center.
	<p>e. Special Center Logs - Accountability and control logs for all incoming and outgoing OC COMINT documents. (1959 to Present)</p>	0.4	Temporary. Retain 5 years, then destroy.
	<p>SPECIAL ELECTRONIC OPERATIONS</p> <p>These files are maintained under a numeric system and contain correspondence, memoranda, reports, and related records pertaining to Branch functions.</p>		
	<p>a. Project Files - Cables, dispatches, reports, and other correspondence reflecting the Special Electronics Operations. (1960 to Present)</p>	2.0	Temporary. Destroy after 50 years. Retain 5 years, then transfer to the Records Center.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
X1 X1 X1	<p>b. <u>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190014-8</u> <u>Files - Corre-</u> <u>spondence reflecting the administration of</u> <u>operations at stations and other</u> <u>_____</u></p>	2.0	<p>Temporary. Destroy after 50 years. Retain 3 years, then transfer to the Records Center.</p>
X1 X1	<p>c. <u>Requirements - Correspondence</u> <u>pertaining to operational and project</u> <u>requirements levied on SPD _____</u></p>	0.5	<p>Temporary. Destroy after 25 years. Retain 5 years, then transfer to the Records Center.</p>
X1 X1	<p>d. _____ <u>Requirements, equipment and equipment</u> <u>testing files. Files also contain</u> <u>correspondence pertaining to _____</u> <u>_____</u></p>	8.0	<p>Temporary. Destroy 10 years after receipt in the Records Center. Review every 2 years, destroy non- record material, retain material needed for current operations, and transfer inactive material to the Records Center.</p>
7.	<p><u>CONTRACT FILES - EXTERNAL</u></p> <p>These files are maintained in a numeric system and contain individual procurement transactions, i.e., documents relating to the negotiations, commitments, placements, and administration of the contracts, purchase orders, comparable instruments, proposed contracts, corre- spondence and receipts to and from commercial firms and Office of Logistics, basic contracts, amendments, task orders, payments, audit of accounts, specifica- tions, modifications, technical publica- tions, conference reports, trip reports, work orders, contract monthly reports, analysis reports, etc.</p>	16.0	<p>Permanent. Disposal not authorized. Retain 1 year after completed, terminated, or canceled, then transfer to the Records Center.</p>
			<p>Amendme _____ APPROVE _____ Date: <u>27 OCT 1969</u></p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190014-8

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	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190014-8</p> <p>(1) Contract Procedures - Copies of documents reflecting the procedures to be used in the administration of external contracts. (1961 to Present)</p> <p>(2) Listing of Prospective Contractors - Listings of contractors who are cleared for classified agency contractual work. (1955 to Present)</p>	0.1 0.1	<p>Temporary. Retain on a current basis. Destroy when obsolete, superseded, or no longer needed for reference.</p> <p>Temporary. Destroy when outdated or no longer needed for reference.</p>
8.	<p><u>PROJECT FILES - INTERNAL</u></p> <p>Files are maintained in a numeric system and consist of correspondence, documents, technical reference material, reports of progress, requisitions, interim summaries of conferences, and other materials reflecting the administration of internal projects. (1953 to Present)</p>	10.0	<p>Permanent. Disposal not authorized. Retain 5 years after completed, terminated, or cancelled, then transfer to the Records Center.</p>
9.	<p><u>LABORATORY NOTEBOOKS</u></p> <p>These notebooks are used to record and preserve engineering and scientific data and to provide legal evidence of the data of conception of invention and also give a step by step guide in the development of equipments and systems. They also contain data essential in establishing patent rights. All notebooks are identified by the author's name and contain development progress, and project, tasks, or subtasks to which they pertain. (1953 to Present)</p>	9.5	<p>Permanent. Disposal not authorized. Cut-off at end of 5 years, then transfer to the Records Center.</p>
10.	<p><u>EQUIPMENT FILES</u></p> <p>These files are maintained in a numeric system and contain cables, dispatches, memoranda, etc.</p>	-10-	

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	<p>requisitions, and other correspondence reflecting the requisitioning, maintenance, modification, and disposal actions on equipment controlled by the Staff. (1959 to Present)</p>		
	<p>a. <u>Requisitions</u> - Requisitions for equipment, parts, and other items necessary to the completion of the functions of the Staff.</p>	4.0	<p>Temporary. Retain 3 years, then destroy.</p>
	<p>b. <u>Government Furnished Equipment to Contractors</u> - Hand receipts and correspondence relating to such transactions.</p>	1.1	<p>Temporary. Retain on a current basis. Destroy when equipment is returned.</p>
	<p>c. <u>Controlled and Modified</u> - Correspondence relating to equipment under the control of the OC-SPS/Special Support Center and undergoing modifications to the basic structure of functions.</p>	0.1	<p>Temporary. Retain while equipment is under the control of the Office of Communications. Destroy upon transfer, destruction, or turn-in.</p>
	<p>d. <u>Parts and Equipment Stock Control Records</u> - Accountable stock record cards for property charged to OC-SPS.</p>	1.2	<p>Temporary. Destroy when no longer needed for reference.</p>
	<p>e. <u>Consolidated Memorandum Receipt</u> - Listings of all non-expendable equipment and properties charged to OC-SPS. Files also contain inventory adjustments, memoranda receipts, and issue slips. PTI executed when property is turned-in.</p>	0.3	<p>Temporary. Destroy upon change of responsible officer, upon revision, or after audit.</p>
	<p>f. <u>Work Order Requests and Services</u> - Correspondence requesting engineering and/or logistical services in relation to equipment under control of OC-SPS/Special Support Center.</p>	0.3	<p>Temporary. Retain 3 years, then destroy.</p>
11.	<p><u>COMSEC SECURITY</u></p> <p>Files are maintained in a numeric</p>	11	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190014-8</p>

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>system and contain cables, dispatches, memoranda, reports, surveys, specifications, and other correspondence reflecting communications equipment radiation studies. (1962 to Present)</p> <p>a. <u>Cryptographic Accountability - Machine run of cryptographic documents and equipment assigned to OC-SPS.</u></p> <p>b. <u>NSA COMSEC Specifications - Copies of NSA specifications in relation to communications security of equipment and</u></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>d. <u>Station Files - Correspondence relating to radiation studies, surveys, and related matters in OC field stations.</u></p>	<p>0.1</p> <p>0.2</p> <p>0.8</p> <p>0.4</p>	<p>Temporary. Retain current and superseded copies, destroy all others.</p> <p>Temporary. Retain material needed for current operations; destroy when superseded, obsolete, or no longer needed for reference.</p> <p>Temporary. Retain 10 years, then destroy.</p> <p>Temporary. Retain material needed for current operations; destroy when superseded, obsolete, or no longer needed for reference.</p>
12.	<p><u>ANALYSIS FILES</u></p> <p>Files consist of tapes used as an aid in analyzing tapes received for decipherment. (1957 to Present)</p>	30.0	Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
13.	<p><u>COMINT FILES</u></p> <p>These files are maintained in a numeric system and consist of cables, dispatches, memoranda, reports, and other correspondence reflecting COMINT activities. (1954 to Present)</p>	30.0	Temporary. Review and determine the disposition as governed by the subject of each document under this schedule files identification listing.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14.	<u>CORRESPONDENCE</u> These files are maintained under a numeric system and consist of intra-agency and inter-agency correspondence pertaining to the activities and operations of the Special Programs Staff, OC. (1954 to Present)	3.0	Temporary. Destroy 10 years after receipt in the Records Center. Review every 2 years, destroy non-record material, retain material needed for current operations, and transfer inactive material to the Records Center.
15.	<u>REFERENCE FILES</u> These files are maintained under a numeric system and consist of: a. Chronological - Extra copies of IN and OUT cables and dispatches and copies of outgoing correspondence. Such files are maintained for convenience of reference. (1962 to Present)		
	(1) Cables	6.6	Temporary. Maintain 6 months; destroy earliest month upon filing latest month.
	(2) Correspondence	2.6	Temporary. Retain 2 years, then destroy.
	(3) Dispatches	4.4	Temporary. Maintain 1 year; destroy earliest month upon filing latest month.
	(4) COMINT Cable Archives - COMINT outgoing and incoming cables; all categories and all classifications arranged in chronological order.	1.3	Temporary. Retain 1 year, then transfer to the Records Center for 14 years. (Access limited to OC personnel with appropriate clearance.)
	(5) Memoranda for the Record	0.2	Temporary. Destroy 5 years after receipt in the Records Center. Cut-off at end of 2 years, then transfer to the Records Center.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190014-8		
	<p>b. <u>Reference Materials</u> - These materials consist of classified and unclassified catalogs, schematics, bulletins, books, commercial report data, booklets, manuals, periodicals, maps, drawings, and similar materials from various sources and used for reference purposes. (1953 to Present)</p>	30.0	Temporary. Destroy when obsolete, superseded, or no longer needed for reference purposes; except that material having future value may be sent to the Records Center for 5 years, then destroyed.
16.	<u>REGULATORY ISSUANCES</u>		
	Files are maintained under a numeric system and filed chronologically. (1953 to Present)		
	a. <u>OC Issuances</u>		
	(1) OC Notices, Orders, Memoranda, Handbooks, and other internal OC issuances and directives.	1.0	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
	(2) 	0.2	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
	b. <u>Agency Issuances</u> - Instructions, Regulations, Notices, Handbooks, Employee and Support Bulletins, Administrative Issuances, and the COMINT procedural instructions, directives, and handbooks.	1.0	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
	c. <u>Other Agency Issuances</u> - Regulatory issuances and guidance materials issued by other Government agencies, i.e., National Security Agency, Department of Defense, etc.	0.6	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190014-8		