OFFICE.	RECORDS CONARDOLOS ed For Release 2005/11	Ħ	_
Offi	ce of Communications,		Chief, Of-RMS 25 October 1985
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	These files are maintained under a numeric system and consist of:	SECRET	
	a. Area Monthly Reports of Communications Activities: These reports contain information as to policy, limison, problems, actions, and other data pertinent to the operation of the Agency world-wide communications system. These are considered to be historical documents and should be retained permanently. (1955 - present)	9.4	Permanent. Disposal not authorized. Cut-off at end of each calendar year hold for 3 months, then transfer to the Records Center.
	b. Field Station Monthly Reports of Communications Activities: These reports contain information relating to policy, lisison, problems, actions, training, and other data pertaining to cations activities. (1961 - present)		Temporary. Destroy 3 years after receipt in the Records Center. Cutoff every 2 years, then transfer to the Records Center.
	e. Top Secret Inventory: An IBM Inventory published bi-annually of all TS Documents assigned to OC- (1965)	∌.1	Temporary. Retain I year, then destroy.
			GROUP 1 Excluded from patematic

TEM NO	FILES IDENTIFICATION	T	T DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RE	P78 00487	1000100190016 6 STOPOSTTION INSTRUCTIONS
	REPORTS - con't	S ILLI	
	d. Field Station Data Reports: These reports provide a consolidated resume of each communications station	0.2	Temporary. Destroy when superseded or no longer needed for reference.
	regarding communications equipment, emergency communications, primary means of communication, personnel listing, station data, hours of communication		
• .	coverage, housing, and transportation, etc. (1964 - present)		
	e. Program Review and Forecast: Review and forecast of personnel, equip- ment, and facilities required by Fiscal Year. (1965)	0.1	Temp. v
	lear. (1965)		
o V	f. Accomplishments and Objectives: Annual report of the Accomplishments and Objectives. (1985)	0.1	Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center.
	g. Sconomy: Quarterly report on financial matters. (1968)	0.1	Temporary. Retain 2 years, then destroy.
o ³	a. Significant Events: A narrative resume of significant events in the area requiring an extra report. (1964 - present)	0.2	Temporary. Destroy after 10 years. Retain 3 years, then transfer to the 25 Records Center.
·	Reports: These reports contain information relative to the physical and cryptographic security of the communications activities of the station. (1963 - present)	1.0	Temporary. Retain on a current basis. Destroy when superseded or obsolete.
	J. Reports: These reports contain information relating to the layout, wiring, configuration, etc., of equipment. (1962 - present)	1.0	Temporary. Retain on a current basis. Destroy when superseded or obsolete.
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	Approved For Release 2005/11/21 : CIA-RD	P78-00487	A000100190016-6

M NO	Approved For Release 2005/11/21 : CIA-R	DP78-0548	TA000100190016-6
•	ARRA POLICY	SECRET	
ſ	These files are maintained under a numeric system and consist of cables, dispatches, and correspondence reflecting major policy. Scope of area activities	0.1	Permanent. Disposal not authorized Cut-off at end of 2 calendar years then transfer to the Records Center
•	SUBJECT FILES		
	These files are maintained under a numeric system and consist of cables, dispatches, forms, and correspondence	1.3	Temporary. Retain 2 years, then destroy.
	reflecting the activities of the Area and the communications electronics and adminis- trative support necessary to the accom-		
	plishment of the oversens missions and operations. (1963 - present)		
٠.	a. Personnel Management Files: These files Consist of material dealing with staffing, positions, movements, and personnel matters of equeers to Chief,	0.3	Temporary. Retain 2 years, then destroy.
•	ENGINEERING FILES		
	Those files are maintained under a numeric mystem and consist of correspondence reflecting the administrative and	4.1	Temporary. Retain 7 years, then destroy.
	logistical support to 1.e., modification work orders, property in-use account, communications equipment and		
	programs, maintenance parts list, tech- nical bulletins, and the accountability for equipment documents. (1962 - present)		
		-	
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EM NO.	Annroyed For Release 2005/41/21 CIA-RI	78-0048	DISPOSITION INSTRUCTIONS
.	18 WILDIAM WILLIAM	SURE	
	These files are maintained under a numeric system and consist of caples, dispatches, forms, and correspondence reflecting the cryptographic and physical security support to stations. (1960-present)	1.6	Temporary. Retain 3 years, then destroy.
	a. Clearances: Requests for agency and limited elearances for staff, contract, and non-agency personnel.	0.1	Temporary. Retain 1 year, then destroy.
	b. Cryptographic Files: These files consist of work orders, inventories of registered document holders, accountability records for cryptographic materials, and technical inspection surveys.	0.5	Temporary. Retain 2 years, then destroy.
		0.4	Temporary. Retain 10 years, then destroy.
Š.	TELECOMMUNICATIONS FILES		
	These files are maintained under a numeric system and consist of cables, dispatches, memoranda, forms, and correspondence relating to the activation, maintenance, deactivation, traffic routings and precedence, systems, services, improvements, and requirements of the communications network. (1962 - present)		Temporary. Review every 2 years. Retain current material and destroy non-current material.
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	Approved For Release 2005/11/21 : CIA-RI	DP78-0048	3 87∆000100190016-6

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ı	ITEM NO.			
ł	ITEM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-R	VOLUME	DISPOSITION INSTRUCTIONS
	7.	SPECIAL CONNITTERS, BOARDS, AND PANELS	SECRET	7 A000 100 1300 16-6
		These files consist of reports, memoranda, minutes, agenda, and corres- pondence relating to committees, Sale- committees, working groups, task forces, Technical Squipment Board, Technical Requirements Board, and the President's Foreign Intelligence Advisory Board. (1959 - present)	0.4	Temporary. Retain 3 years, then destroy.
		Committee: Correspondence relating to National Communications Subcommittee Organization and resultant requirements	0.4	Temporary. Destroy after 10 years. Retain current record material and transfer non-current record material to the Records Center.
	8.			
		a. Signal Plans: Copies of active operational signal plans.	2.8	Temporary. Retain on a current basis. Destroy when terminated, superseded, or outdated.
		b. Signal Plan Status Report: Reports containing information relating to signal plans, position status index report and transfer and termination certification	6.2 3.	Temporary. Retain 2 years, then destroy.
		\$\int_c. \text{Training Reports}: Individual and consolidated training reports on agents and debriefing reports.	0.1	Temporary. Destroy after 50 years. Review every 2 years, retain material needed for current operations, destroy non-record material, and transfer non- current record material to the Records Center.
L		Approved For Release 2005/11/21 :	DP 78-0048	7A000100190016-6
F 1	DRM NO. Jan 56	139a EDITIONS. RECORDS CONTROL SCHEDULE - C	ONTINUAT	ION SHEET (41)

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EM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21: CIA-R CLANDESTINE OPERATIONAL SUPPORT FILES - con't		
	Departions and Training: Listings containing agent cryptonyms, signal plan assignments, training, and status of OA and POA.	9.1	Temporary. Destroy after 50 years. Review every 2 years, retain material needed for current operations, destronon-record material, and transfer non-current record material to the Records Center.
		9.1	Temporary. Destroy after 50 years. Review every 2 years, retain material needed for current operations, destronon-record material, and transfer non current record material to the Record Center.
	consist of correspondence regarding consunications equipment held in stock not assigned to active operations and technical evaluations of agent equipment.	0.1	Temporary. Destroy after 10 years. Review every 3 years, then transfer to the Records Center.
	(05) g. Projects: These files contain cables, dispatches, memoranda, reports, and correspondence reflecting the clandes time support activities for clandestine communications systems, equipment, training, and procedures.	0.6	Temporary. Destroy after 50 years. Review every 2 years, retain material meeded for current operations, destrous-record material, and transfer no current record material to the Record Center.
	RADIO OPERATIONS		
	These files are maintained under a numeric system and consist of cables, dispatches, memoranda, reports, forms, and correspondence relating to the operation of the radio network. (1962 - present)	0.9	Temporary. Retain 2 years, then destroy.

M NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-F	RDP78-004	
10.	Approved For Release 2005/11/21 : CIA-F FIRLD STATION FILES	SECREI	I
00	These files are maintained under a numeric system and consist of cables, dispatches, reports, and correspondence reflecting the administration of support missions and functions for stations and projects, i.e., staffing, administration, engineering, and operations. (1961 - present)	9.2	Temporary. Destroy after 50 years. Review every 2 years, retain material needed for current operations, destroy non-record material, and transfer non-current record material to the Record Center.
11.	CORRESPONDENCE FILES		ı
	These files are maintained under a numeric system and consist of agency and military correspondence relating to staff and clandestine communications support (1960 - present)	0.7	Temporary. Retain 2 years, then destroy.
12.	REFERENCE FILES		I
	These files consist of:		
	a. OC and OTR Training Bulletins	0.4	Temporary. Retain on a current basis Destroy when superseded or no longer needed for reference.
	b. FCC Frequency Register	0.4	Temporary. Retain on a current basis Destroy when superseded or no longer needed for reference.
13.	CHEONOLOGICAL FILES		ı
	These files consist of: (1963 - present)		ı
	a. Cables	0.8	Temporary. Retain 2 years, then destroy.
	o. Dispatches	0.8	Temporary. Retain 2 years, then destroy.
	Approved For Release 2005/11/21 : CIA-F	RDI 78-004	\$7A000100190016-6

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	CHRONOLOGICATAPPIPES For Release 2005/11/21 : CIA-F	SECRET	B7A000100190016-6
	c. Memoranda	0.8	Temporary. Retain 2 years, then destroy.
14.	REGULATORY ISSUANCES		
	These files are maintained under a numeric system and are filed by publication issuance number.		
	a. Agency Directives	9.8	Temporary. Retain on a current basis; destroy when superseded or no longer needed for reference.
	b. QC Directives	1.8	Temporary. Retain on a current basis; destroy when superseded or no longer needed for reference.
	c. Non-Agency Directives	1.0	Temporary. Estain on a current basis; destroy when superseded or no longer needed for reference.
	CIA Records Administration Unicer	\$	
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	Approved For Release 2005/11/21 : CIA-F	RDE-6-854	B7A000100190016-6
FORM NO.	1302 USE PREVIOUS DECORDS CONTROL SCHEDULE	O 22 O 1 1 1 1 1	TION SHEET

CIA Records Administration Officer

FORM NO. 139 USE PREVIOUS

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	e. Area Inspension Enter and other correspondence on Area inspection trips by Headquarters and field personnel, also reports and briefings of		7f000000000000000000000000000000000000
2. 03-	TDY trips. (1959-present) AREA POLICY These files are maintained under a numeric system and consist of cables, dispatches, and other correspondence reflecting major policy and scope of OC Area activities and the actablishment of	5"	Permanent. Disposal not authorized. Cut-off at end of 2 calendar years; then transfer to the Records Center.
3.	SUBJECT FILES - Overseas Area		·
	These files are maintained under a numeric system and consist of correspondence, reports, and forms reflecting the activities of the OC Areas and the communications electronics and administrative support necessary to the accomplishment of the overseas missions and operations. (1958-present)		
	a. Personnel Management Files: Materials dealing with staffing, positions, movements, and other personnel matters of concern to an overseas area.	211	Temporary. Retain 2 years in the Office of Record and destroy.
	b. Staffing Material: Files consist of correspondence in assembly and presentation of positions and staffing and assignments; and table of organization for each area.	211	Temporary. Retain 2 years in the Office of Record and estroy.
	c. <u>Programming Information:</u> Annual program review of personnel, equipment, and facilities in each area.	23	Temporary. Retain 2 years in the Office of Record and destroy.
-	d. Area Telecommunications Files: Correspondence on the training, installation, and operation of staff communications, equipment and circuits.) T _i ,	Temporary. Retain 2 years in the Office of Record and destroy.
FORM NO.	Approved For Release 2005/11/21 : CIA-R	DP78-004	37A000100190016-6

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•	ITEM NO.		VOLUME	DISPOSITION INSTRUCTIONS
\$	01	e. Area Emergency Communications Files: Correspondence pertaining to the status of emergency and evacuation communications facilities, systems, and War Plans.	DP78-0048 6"	
		f. Ares Engineering/Supply Files: Chronological order for reference purposes in researching OC-Engineering staff matters.	6"	Temporary. Retain 2 years in the Office of Record and destroy.
		g. Area Security Files: Filed in Chronological order for reference purposes in researching the OC-Security staff matters.	6"	Temporary. Retain 2 years in the Office of Record and destroy.
		h. Area Operational Files: Correspondence in chronological order for reference purposes in researching operational matters.	6"	Temporary. Retain 2 years in the Office of Record and destroy.
		i. Area Direction Finding Files: Correspondence in chronological order on Direction Finding equipment, systems, and administrative support matters.	3"	Temporary. Retain 2 years in the Office of Record and destroy.
		j. Area Special Forces Files: Correspondence relative to liaison and special training programs.	ħ.	Temporary. Destroy after 5 years. Cut-off after 2 years then transfer to the Records Center.
	4.	OC FIELD STATION FILES		
	- ·	These files are filed under a numeric and alphabeti system and consist of cables, dispatches, reports, and other correspondence reflecting the admistration of support functions and missions for stations and projects, i.e., staffing, administration, engineering and operations. (1958-present)	c 6'	Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center
	5.	These files are filed under a numeric and alphabeti system and consist of cables, dispatches, reports and other correspondence reflecting the administration of support functions and missions for static and projects, i.e., staffing, administration, engineering, and operations (1958-present.)	on	Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.
F 1	ORM NO. JAN 56	Approved For Release 2005/11/21: CIA-R		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	PROJECT FILES Approved For Release 2005/11/21 : CIA-RI	JP78-0048	7A000100190016-6
9	These files are filed under a numeric and alphabetic system and consist of cables, dispatches, reports, and other correspondence on the development and management of clandestine communications projects and project annexes. (1958-present)	c 6'	Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.
7.	SUBJECT FILES - Headquarters - Division		
	These files are maintained under a numeric system and consist of correspondence, reports, and forms reflecting the activities of the OC-Headquarters Division. (1958-present)		
	a. Amateur Radio: Application for permission to operate and correspondence requesting authorization for an Amateur Radio operation overseas.	Ju	Temporary. Retain for 3 calendar years then destroy.
14		ħ ₁₂	Temporary. Destroy after 2 years. Cut-off at end of 2 years then transfer to Records Center.
(Ç.)		3"	Permanent. Disposal not authorized. Cut-or at end of 2 years then transfer to the Records Center.
		Ťα	Temporary. Retain in Office of Record for 2 years and destroy.
ii si		6"	Temporary. Destroy after 10 years. Retain current record material in Office of Record retire non-current material to Records Center.
	f. Records Management: Materials dealing with the OC Records Management Programs, i.e., archiving, vital documents, Top Secret Inventory, etc.	2 <u>,</u>	Temporary. Destroy when superseded or no longer needed for reference.
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•	TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1	ĺ	Approved For Release 2005/11/21 : CIA-R	DP78-0048	37A000100190016-6
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		Significant Events: A narrative resume of significant events in an Area requiring an extra ordinary report by the Division.	1"	Temporary. Destroy after 10 years. Cut-off after 3 years; retain for 2 additional years, then transfer to the Records Center.
		obh. CINSTRIKE Files: Correspondence and document on the responsibilities and the responses to react to crisis or emergency overseas situations by the military forces at CINSTRIKE.	s 4º	Temporary. Destroy after 10 years. Maintain on a current basis; transfer non-current record material to the Records Center.
		i. Far East Traffic Volumes: Field station cable traffic volumes for the FE Division, all FE field stations and base stations.	S _u	Temporary. Retain in Office of Record on a current basis; destroy obsolete material.
		6°Vj. Reorganization Far East Assets - Cables, dispatches, memoranda, and other correspondence regarding the reorganization and proposed realignment of the FE assets. (Area reorganizati	o u S ₂₁	Temporary. Destroy after 10 years. Cut-off at end of 3 years then transfer to the Record Center.
		k. <u>Headquarters Program Planning:</u> Correspondence pertaining to the forecast and actual program for facilities, personnel, and equipment by Fiscal Year.	aws Ta	Screen on annual basis and retain in Office of Record.
		1. Unconventional Broadcast: Cables, dispatches and other correspondence on unconventional broadcast, and the assignment of responsibility for unconventional broadcasts. Historical Documents.	, 2"	Permanent. Disposal not authorized. Cut-off at end of 2 years then transfer to the Record Center.
	8.	REFERENCE FILES:		
		These files are maintained under a numeric system and are filed in chronological order.		
		a. <u>Chronological Files</u> : These files consist of extra copies of in and out cables, dispatches, and copies of outgoing correspondence. Such files are maintained for the convenience of reference.		
L		Approved For Release 2005/11/21 · CIA-R	DP78-0048	⁸ 7Δ000100190016-6
F	ORM NO.	139a USE PREVIOUS DECORDS CONTROL CONTROL		(41)

Approved For Release 2005/11/21: CIA-RDP78-00487A000100190016-6 8. EXPERENCE FILES: con't (1) Cables: File Chronologically 3" Temporary. Maintain 6 mont earliest month upon filing	
6. HEFFERENCE FILES: con't (1) Cables: File Chronologically 3" Temporary. Maintain 6 mont	
6. HEFERENCE FILES: con't (1) Cables: File Chronologically 3" Temporary. Maintain 6 mont	
CHILLES MODUL OPEN TILLING	Tauces monon.
(2) Dispatches: File Chronologically. 2" Temporary. Retain 6 months Record and destroy.	; in Office of
(3) Memo for the Record: Chronologically file of memoranda written by Division. Temporary. Retain 2 calend of Record and destroy.	lar years in Office
9. PUBLICATIONS	
These files are maintained under a numeric system and are filed by publication issuance number. They consist of the following:	
a. Agency Regulations: Agency publications 5" Temporary. Destroy when su longer needed for reference	
b. OC Regulations: OC Publications, copies of OC notices, Orders, Memorandums, and other longer needed for reference	
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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6	

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	, DIVISION, BRANCH			
offic	ce of Communications	L,	Thief, OC-	25 January 1967
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPO	DSITION INSTRUCTIONS
1.	REPORTS			
	These files are maintained under a subjective system and consist of the following:			
	a. Area Monthly Reports of Communications Activities: These reports are received from all major OC Areas. These reports contain information and other data pertinent to the operation of the Agency world-wide communications system. These are considered to be historical documents and should be retained permanently. (1963 - present)	.2	Out off at end	isposal not authorized. I of each calendar year aths, then transfer to enter.
	b. Division Monthly Reports of Communi- cations Activities: These reports contain information and data pertinent to the operations of the Agency world-wide communications system. These are considered to be historical documents and should be retained permanently. (1963 - present)	.1	Cut off at end	isposal not authorized. I of each calendar year aths, then transfer to enter.
1	c. Top Secret Inventory: An IBM Inventory published bi-annually of all TS documents assigned to OC (1963 - present)	.1	Temporary. Redestroy.	etain for 6 months, the
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1.	REPORTS - conditroved For Release 2005/11/21 : CIA-F	SET SET	B7A000100190016-6
	d. Area Inspection Trips and Reports: Correspondence on area inspection trips by Headquarters and Field personnel,	.1	Temporary. Destroy after 3 years. Cut off at end of 1 calendar year, hold for 2 additional years, then
	also reports and briefings of TDY trips. (1963 - present)		destroy.
2.	AREA POLICY		
0	These files are maintained under a sub- jective system and consist of corres- pondence reflecting major policy and scope of OC area activities and the	.1	Permanent. Disposal not authorized. Cut off at end of 2 calendar years, then transfer to the Records Center.
	(1958 - present)		
3.	SUBJECT FILES - Overseas Area		
	These files are maintained under a subjective system and consist of correspondence reflecting the activities of the OC areas and the communications electronics and administrative support necessary to the accomplishment of the overseas missions and operations. (1958 - present)		
	a. Area Administration: Materials dealing with staffing, position, movements, and other administrative matters of concern to an overseas area.	.1	Temporary. Retain 2 years, then destroy.
	b. <u>Programming Information</u> : Annual program review of personnel, equipment, and facilities in each area.	.5	Temporary. Retain 2 years, then destroy.
	c. Area Telecommunications Files: Correspondence on the training, instal- lation, and operation of staff communi- cations equipment and circuits.	.1	Temporary. Retain 2 years, then
	Approved For Release 2005/11/21 : CIA-F	RDP 2 8-004	§7A000100190016-6
FORM NO. 1 JAN 56	139a USE PREVIOUS RECORDS CONTROL SCHEDULE - C	CONTINUAT	ION SHEET (41)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
. 3.	SUBJECT FILES Approved Equipment 2005 11121: CIA-	SECRET ⁴	B7A000100190016-6
	d. Area Engineering/Supply Files: Chronological order for reference purposes.	.1	Temporary. Retain 2 years, then destroy.
	e. Area Security Files: Filed in chronological order for reference purposes.	.1	Temporary. Retain 2 years, then destroy.
·	f. Area Operational Files: Correspondence in chronological order for reference purposes.	.1	Temporary. Retain on a current basis, destroy obsolete material.
		.1	Temporary. Retain on a current basis, destroy obsolete material.
4.	h. Area Medium Speed: Correspondence on all aspects of medium speed systems.	.1	Temporary. Retain on a current basis, destroy obsolete material.
6	These files are filed under an alphabetic system and consist of correspondence reflecting the station activity. (1958 - present)	3.0	Temporary. Destroy after 50 years. Cut off at the end of 3 calendar years, then transfer to the Records Center.
5.	These files are filed under an alphabetic system and consist of correspondence reflecting the station activity. (1958 - present)	.5	Temporary. Destroy after 50 years. Cut off at end of 3 calendar years, then transfer to the Records Center.
6.	PROJECT FILES		
, , g\$ \	These files are filed under an alphabetic system and consist of correspondence pertaining to projects. (1958 - present)		Temporary. Destroy after 50 years. Cut off at the end of 2 calendar years, then transfer to the Records Center.
	Approved For Release 2005/11/21 : CIA-	RDP38-004	p7A000100190016-6
FORM NO.	139a USE PREVIOUS RECORDS CONTROL SCHEDULE -		ION SHEET (41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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7.	Approved For Release 2005/11/21 : CIA-F SUBJECT FILES - Headquarters - Division	SECRET	8/ Y000 100 1900 19-9
	These files are maintained under an alphabetic system and consist of correspondence relating to the OC activities. (1958 - present)		·
	a. Agent and Staff Communications Equipment Files: Correspondence regard- ing all aspects of Staff and Agent Communications Equipment. (1958 - present)	.3	Temporary. Destroy when no longer needed for reference or when obsolete.
	b. Records Management: Materials dealing with the CC Records Management Programs. (1958 - present)	.1	Temporary. Destroy when superseded or no longer needed for reference:
	$\ell^{\%}$ c. Significant Events: A narrative resume of significant events in an area requiring an extra ordinary report by the Division. (1963 - present)	.1	Temporary. Destroy after 10 years: Retain 3 years, then transfer to the Records Center.
	d. Traffic Volumes Work- loads: cable traffic vol- umes and workloads. (1960 - present)	.1	Temporary. Retain on a current basis, destroy obsolete material.
8.	REFERENCE FILES		
	These files are maintained under a sub- jective system and are filed chronological	1 y.	·
τ	a. Chronological Files: Consist of copies of correspondence originated by OC Files are maintained for reservence.	İ	
•	l. Cables	.2	Temporary. Maintain 1 year, destroy earliest month upon filing latest month.
	Approved For Release 2005/11/21 : CIA-F		
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FORM NO. 139a USE PREVIOUS 1 JAN 56

2. Dispatches 2. Dispatches 2. Dispatches 3. Hemoranda 3. Hemoranda 4. Temporary. Retain 1 year in the C of Record, then destroy. 4. Temporary. Retain 2 calendar years the Office of Record, then destroy the Office of Record, then destroy issuance number.	EM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
of Record, then destroy. 3. Hemoranda 2. Temporary. Retain 2 calendar years the Office of Record, then destroy 5. PUBLICATIONS These files are filed by publication issuance number. 2. Publications: OC Notices and Orders and Orders and Orders and other internal issuances, such as 1.0 Temporary. Destroy when superseded or no longer needed for reference.	8.	REFERENCE FILES - CON't	"SECRET	D \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
9. PUBLICATIONS These files are filed by publication issuance number. a. Publications: OC Notices and Orders and Orders and other internal issuances, such as 1.0 Temporary. Destroy when superseded for no longer needed for reference.		2. Dispatches	.2	Temporary. Retain 1 year in the Off of Record, then destroy.
These files are filed by publication issuance number. a. Publications: OC Notices and Orders and Other internal issuances, such as 1.0 Temporary. Destroy when superseded or no longer needed for reference.		3. Henoranda	.2	Temporary. Retain 2 calendar years the Office of Record, then destroy.
a. Publications: OC Notices and Orders and other internal issuences, such as 1.0 Temporary. Destroy when superseded for reference.	9.	PUBLICATIONS		
Orders and other internal issuances, or no longer needed for reference.		These files are filed by publication issuance number.		
Date		Orders and other internal issuances.	1.0	Temporary. Destroy when superseded or no longer needed for reference.
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1 JAN 56 139a EDITIONS.

SCHEDULE NO. RECORD SA 69 NO TROLL FSGH ROULESSE 2005/11/21 : CIA-RDP7 8-00487A000100190016-6 50 61/13 CONCURRENCE 3 OFFICE, DIVISION, BRANCH DATE OC. Chief. OC 13 May 1964 FILES TDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) ITEM NO. VOLUME CUBIC FT. DISPOSITION INSTRUCTIONS REPORTS 1. These files are maintained under a numeric system and consist of the following: **2**n Permanent. Disposal not authorized. Cut-off Area Monthly Reports of Communications at end of each calendar year; hold for 3 Activities: These reports are received from all major OC Areas, stations, and months then transfer to the Records Center. other facilities. These reports contain information as to policy, liaison, problems, actions, and other data pertinent to the operation of the Agency world-wide communications system. These are considered to be historical documents and should be retained permanently. (1958 - present) 2" 6 b. Division Monthly Reports of Communications Permanent. Disposal not authorized. Cut-of Activities: These reports contain information at end of each calendar year; hold for 3 months then transfer to the Records Center as to policy, liaison, problems, actions, and other data pertinent to the operations of the Agency world-wide communications system. These are considered to be historical documents and should be retained permanently. (1958-present) c. Field Station Data Report Forms - Form 1212 \mathbf{J}_{ci} Temporary. Destroy when superseded or no which provides a consolidated resume of each longer needed. Commo station, its facilities, location, equipment, cover, housing, transportation, educational facilities, frequencies; and primary back-up and emergency communications. d. Top Secret Inventory - An IEM Ir published bi-ennually of all TS doctassigned to OC (1964) APPROVED Approved For Release 2005/11/21 : CIA-RDP78-00487A000 Temporary. Retain for one calendar year

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Administration Officer

FORM NO. 139 USE PREVIOUS

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H	TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
-	2.	AREA POLICY Approved For Release 2005/11/21 : CIA-R	DP78-0048	7A000100190016-6
	, L	These files are maintained under a numeric system and consist of cables, dispatches, and other correspondence reflecting major policy and scope of OC Area activities. (1958-present)	5 :1	Temporary. Destroy after 25 years. Cut-off at end of 3 calendar years; then transfer to the Records Center.
1	3.	SUBJECT FILES - Overseas Area		
		These files are maintained under a numeric system and consist of correspondence reports, and forms reflecting the activities of the OC-Areas and the communications electronics and administrative support necessary to the accomplishment of the overseas missions and operations: (1958-present)		
		dealing with staffing, positions, movements, and other personnel matters of concern to an overseas area.	2"	Temporary. Destroy after 5 years. Cut-off at end of each calendar year; hold for 1 additional year then transfer to the Records Center.
		b. Staffing Material: Files consist of correspondence in assembly and presentation of positions and staffing and assignments.	2"	Temporary. Destroy when superseded or no longer needed for reference.
		c. Administrative Support Files: Contains correspondence and materials dealing with area administrative matters other than Logistics and personnel matters.	S _n	Temporary. Destroy after 5 years. Cut-off at end of each calendar year; hold for 1 additional year then transfer to the Records Center.
	59	d. Program review: Annual program review of personnel equipment and facilities	2"	Temporary Destroy after 10 years Cut-off at end of 2 calendar years; hold for 1 additional year then transfer to the Records Center
		e. Cables dispatches, memo- renda and other correspondence on the support	2 "	Temporary. Destroy after 25 years. Cut-off at end of 2 years; then transfer to the Records Center.
		Approved For Release 2005/11/21 : CIA-R	DP78-0048	7A000100190016-6

ITEM NO	TIZES IDENTITION	VOLUME	DISPOSITION INSTRUCTIONS
115	Approved For Release 2005/11/21 : CIA-R		7A000100190016-6
1 (0)	f. Staff Communications: Cables, dispatches,	2"	Temporary. Destroy after 15 years. Cut=off
	memoranda, and other correspondence on the		at end of 2 calendar years, then transfer to
	management of staff communications for OC overseas		the Records Center.
	activities.		
1			\
1	g. Emergency communications Files: Cables,	1"	Temporary. Destroy after 15 years. Cut-off
1. O	dispatches, memoranda, and other correspondence on	_	at end of 3 years; then transfer to the
1	Area Emergency Staff and		Records Center.
1	emergency communications systems.		incorab dender.
ı	and Board community of the same of the sam		
4	h. Clandestine Support Files: Cables, dispatches,	2"	Temporary. Destroy after 15 years. Cut-off
	memoranda, and other correspondence on the manage-		at end of 3 calendar years; then transfer to
1	ment on Area Staff Communications (non-project		the Records Center.
1	material.)	İ	one records center.
6	i. Paychological Broadcasts Files: Cables	2"	Temporary. Destroy after 15 years. Cut-off
0	i. Psychological Broadcasts Files: Cables, dispatches, memoranda, and other correspondence	•	at end of 3 calendar years then transfer to
1	on the management and programming of are		the Records Center.
1	psychological broadcasts.		one records center.
	pojemorogrear producas es.		
	j. Progagation: Charts on radio propagation	1"	Temporary. Retain 2 years in the Office of
1	for each area's radio propagation circuits.	-	Record, and destroy.
	The real property creaters.		income, and according
19		2"	Temporary. Destroy after 5 years. Cut-off
		_	at end of 2 calendar years then transfer to
			the Records Center.
Α.	,		
0,	1. Cables, dispatches, memoranda, and	1"	Temporary. Destroy after 10 years. Retain
1	other correspondence regarding policy agreements	_	all significant items that are current and
	on the establishment and the liason		then send non-current material to the Records
			Center.
4.	OC Field Station Files		
1.0			
137	These files are filed under a numeric and alphabeti	. 21	Pemporary. Destroy after 50 years. Cut-off
1	system and consist of cables, dispatches, reports	ر -	at end of 2 calendar years, then transfer to
ł	and other correspondence reflecting the adminis-		the Records Center.
1	tration of support function, and missions for		AND TIPOTOR ACTUALS.
1	station and projects, i.e., staffing, administra-		
1	tion, engineering and operations. (1958-present)		
1	ordination (1970-present)		
1			
	Approved For Release 2005/11/21 : CIA-R	DP78-004	37A000100190016-6
FORM NO.	120a USE PREVIOUS		

ITEM NO	223 IDENTITY CATTON	VOLUME	DISPOSITION INSTRUCTIONS
· 5	Ap մ75%& For Release 2005/11/21 : CIA-R	ФР78-004 ₹	\$7A000100190016-6
	These files are filed under a numeric and alphabetic system and consist of cables, dispatches, reports, and other correspondence reflecting the administration of support functions and missions for station and projects, i.e., staffing, administration, engineering, and operations (1958-present)		Temporary Destroy after 50 years Cut-off at end of 2 calendar years, then transfer to the Records Center.
6	PROJECT FILES	1	/ / <u> </u> '
6,	ENGGROT VITTER	1	<i>i</i> ['
	These files are filed under a numeric and alphabetic system and consists of cables dispatches, reports, and other correspondence on the development and management of clandestine communications projects and project annexes. (1958-present)	e 2'	Temporary. Destroy after 50 years Cut-off at end of 2 calendar years then transfer to the Records Center.
7.	SUBJECT FILES - Headquarters - Division		
	These files are maintained under a numeric system and consist of correspondence, reports, and forms reflecting the activities of the OC-Headquarters Division. (1958-present)		
	a. Amateur Radio: Application for permission to operate and correspondence requesting authori- zation for an Amateur Radio operation overseas.	2"	Temporary. Retain 3 calendar years then destroy.
	b. Crisis Briefing: Presentation material on OC facilities and staffing resources for specified cities where potential conditions may indicate seizure or closure of the OC facility.	Je.	Temporary. Maintain on a current basis. Destroy non-current records.
	c. Engineering Equipment: Materials from OC- dealing with equipment and not specifically pertinent projects. Materials from OC- engineering principles and/or	3"	Temporary Maintain on a current basis 25 Destroy non-current records
	d. Medium Speed/Techniques: Correspondence regarding medium speed equipment and techniques.	233	Temporary. Maintain on a current basis. Destroy non-current records.
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	ITEM NO	TIDES TRENTITION	VOLUME	DISPOSITION INSTRUCTIONS
	- 11	e. Hational communications Subcommittee: Correspondence relative to National Communications Subcommittee organization and resultant	DP78-0048 3"	87A000100190016-6 Temporary. Destroy after 10 years. Retain current record material in Office of Record; retire non-current material to Records Center.
		f. Records Management: Materials dealing with the OC Records Management Programs, i.e., archivin vital documents Top Secret Inventory, etc.	Z ^a	Temporary Destroy when superseded or no longer needed for reference.
	65	3. Significant Events: A narrative resume of significant events in an Area requiring an extra ordinary report by the Division.	1 "	Temporary. Destroy after 20 years Cut-off after 3 years; retain for two additional years then transfer to the Records Center.
	0		3°	Temporary. Destroy after 50 years. Maintain on a current basis; transfer non-current record material to the Records Center.
	8.	reference files		
	;	These files are maintained under a numeric system and are filed in chronological order. (1963-present)		·
		a. Chronological Files: These files consist of extra copies of in and out cables, dispatches and copies of outgoing correspondence. Such files are maintained for the convenience of reference.		
		(1) Cables: File chronologically	3"	Temperary Maintain 6 months; destroy earliest month upon filing latest month
		(2) <u>Dispatches:</u> File chronologically.	1:	Temporary. Retain 6 months in Office of Record and destroy.
		(3) Memo for the Record: Chronologically file of memoranda written by Division.	I .,	Temporary. Retain 2 calendar years in Office of Record and destroy.
.*	.9.	PUBLICATIONS		
}		These files are maintaines under a numeric system		
L	OPM NO	Approved For Release 2005/11/21 : CIA-R	DP78-004	87A000100190016-6
i	JAN 56	139a USE PREVIOUS RECORDS CONTROL SCHEDULE - C	ONTINUAT	ION SHEET (41)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	PUBLICATIONS - Approved For Release 2005/11/21 : CIA-R	DP78-0048	7A000100190016-6
	and are filed by publication issuance number. They consist of the following: (1962-present)		
	a. Agency Regulations: Agency publications and DD/S directives.	\mathcal{I}_{u}	Temporary. Destroy when superseded or no longer needed for reference.
	b. OC Regulations:	1	·
	Of Publications, copies of OC Notices, Orders, Memorandums, and other internal issuance	2º	Temporary. Destroy when superseded or no longer needed for reference.
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	Approved For Release 2005/11/21 : CIA-R	DP78-0048	7A000100190016-6

	RECORDS CONTROPPOCHEGIFQ Release 2005	13120 C	SCHEDULE NO	0. 10487A00010019001 CONCURR	6-6 ENCE
1	ice of Communications,		Robert Robert	W. Clark	24 April 1967
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	Chief,	DISPOSITION I	NSTRUCTIONS
1.	REPORTS		·		
5X1	Files are maintained under a numeric system and consist of material dating from 1958 to present. Area Monthly Reports of Communications Activities: These reports are received from and contain information as to policy, liaison problems, actions, and other data pertinent to the operation of the mese are considered historical documents and should be retained permanently	.5	Cut-on hold	ff at end of ea	l not authorized. ach calendar year, then transfer to
5X1 5X1	b. Division Monthly Reports of Communications Activities: Reports contain information as to policy, linison problems, actions, and other data pertinent to the operations of the These are considered to be historical documents and are to be retained permanently.	.1	Cut-or	ff at end of ea	l not authorized. ach calendar year, then transfer to
• ;	c. Field Station Data Report: Provides a resume of each Communications Station, its facilities, location, equipment, cover, etc.			seded, or no lo	when obsolete, onger needed for
25X1	d. Top Secret Inventory: An IBM Inventory published biannually of all TS documents assigned to OC-	.1 CTABES		rary. Retain : then destroy.	for one calendar

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EM NO.	REPORTS - CONASproved For Release 2005/11/21 : CIA-R	VOLUME	DISPOSITION INSTRUCTIONS
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	e. Significant Events: A narrative resume of significant events in requiring an extraordinary report by the Division.	.1	Temporary. Destroy after 10 years. Cut-off after 3 years, retain 2 additional years, then transfer to the Records Center.
	f. Accomplishments & Objectives: Annual report of significant accomplishments for a particular Fiscal Year, and objectives for the following Fiscal Year(s).	.2	Temporary. Destroy after 10 years. Cut-off at end of 5 years, then tran fer to the Records Center.
	g. Off-Station Facility Reports: Correspondence on off-station facilities	.1	Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
	h. Quarterly Facilities Reports: Quarterly reports on facilities	.1	Temporary. Retain 2 years, then destroy obsolete material.
		.1	Temporary. Retain 2 years, then destroy obsolete material.
2.	DELETED		
з.	SUBJECT FILES		
	Files are maintained under a numeric system and consist of correspondence, reports, and forms reflecting the activities and auministrative support necessary to the accomplishment of the mission and operations.		
	a. Personnel Planning: Correspondence dealing with positions, staffing, presentation of positions, and personnel forecasting.	.1	Temporary. Retain 2 years, then destroy obsolete material.
	b. Equipment/Facilities Programming: Correspondence pertaining to the fore- cast and actual programme for 200 point item.	.1	Temporary. Retain 2 years, then destroy obsolete material.

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SUBJECT FILES Approved for Release 2005/11/21: CIA DD 7/8-000 7/4000 100190016-8 SUBJECT FILES Approved for Release 2005/11/21: CIA DD 7/8-000 7/4000 100190016-8 SUBJECT FILES Approved for Release 2005/11/21: CIA DD 7/8-000 7/4000 100190016-8 SUBJECT FILES Approved for Release 2005/11/21: CIA DD 7/8-000 7/4000 100190016-8 SUBJECT FILES Approved for Release 2005/11/21: CIA DD 7/8-000 7/4000 100190016-8 SUBJECT FILES Approved for Release 2005/11/21: CIA DD 7/8-000 7/4000 100190016-8 SUBJECT FILES Approved for Release 2005/11/21: CIA DD 7/8-000 7/4000 100190016-8 Temporary Retain 2 years, then destroy obsolete material. Temporary Retain 1 year, then destroy obsolete material.				
c. Telecommunications: Correspondence on the training, installation, and operation of telecommunications facilities. (1) Area Charts: These charts indicate pircuitry. d. Language Requirements: Correspondence for reference purposes pertaining e. Engineering: Correspondence pertaining to Engineering Staff matters. f. Security: Correspondence pertaining to Security Staff matters. g. Operational Support: Correspondence pertaining to Operational Support matters. h. Communications Plans: Correspondence pertaining to operational plans matters. f. Administrative: Correspondence pertaining to Defense, etc.) concerning Communications. 1. Temporary. Retain 2 years, then destroy obsolete material. 1. Temporary. Retain 2 years, then destroy obsolete material. 1. Temporary. Retain 2 years, then destroy obsolete material. 1. Temporary. Retain 2 years, then destroy obsolete material. 1. Temporary. Retain 2 years, then destroy obsolete material. 1. Temporary. Retain 2 years, then destroy obsolete material. 1. Temporary. Retain 1 years, then destroy obsolete material. 1. Temporary. Retain 1 year, then destroy obsolete material.	TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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on the training, installation, and operation of telecommunications facilities. (1) Area Charts: These charts indicate bircuitry. d. Language Requirements: Correspondence For reference purposes pertaining e. Engineering: Correspondence pertaining to Engineering Staff matters. f. Security: Correspondence pertaining to Security Staff matters. g. Operational Support: Correspondence pertaining to Operational Support matters. h. Communications Plans: Correspondence pertaining to operational plans matters. f. Administrative: Correspondence pertaining to operational plans matters. j. Briefings: Correspondence pertaining to briefings given to various personnel (Agency, Department of State, Department of Defense, etc.) concerning Communications. destroy obsolete material. Temporary. Retain 2 years, then destroy obsolete material. Temporary. Retain 2 years, then destroy obsolete material. Temporary. Retain 2 years, then destroy obsolete material. Temporary. Retain 2 years, then destroy obsolete material. Temporary. Retain 2 years, then destroy obsolete material. Temporary. Retain 2 years, then destroy obsolete material. Temporary. Retain 2 years, then destroy obsolete material.	, .	and equipment by Fiscal Year.	7 E G 12 E 8	
d. Language Requirements: Correspondence for reference purposes pertaining e. Engineering: Correspondence pertaining to Engineering Staff matters. f. Security: Correspondence pertaining to Security Staff matters. g. Operational Support: Correspondence pertaining to Operational Support matters. h. Communications Plans: Correspondence pertaining to operational plans matters. l. Administrative: Correspondence pertaining to administrative support matters. j. Briefings: Correspondence pertaining to briefings given to various personnel (Agency, Department of State, Department of Defense, etc.) concerning Communications. superseded, or no longer needed for teference and longer needed for teference pertain 2 years, then destroy obsolete material. Temporary. Retain 2 years, then destroy obsolete material.		on the training, installation, and operation of telecommunications	.1	Temporary. Retain 2 years, then destroy obsolete material.
e. Engineering: Correspondence pertaining e. Engineering: Correspondence pertaining to Engineering Staff matters. f. Security: Correspondence pertaining to Security Staff matters. g. Operational Support: Correspondence pertaining to Operational Support matters. h. Communications Plans: Correspondence pertaining to operational plans matters. 1. Administrative: Correspondence pertaining to administrative support matters. j. Briefings: Correspondence pertaining to briefings given to various personnel (Agency, Bepartment of Defense, etc.) concerning Communications. destroy obsolete material. Temporary. Retain 2 years, then destroy obsolete material. Temporary. Retain 2 years, then destroy obsolete material. Temporary. Retain 2 years, then destroy obsolete material. Temporary. Retain 1 year, then destroy obsolete material.		indicate circuitry.		superseded, or no longer needed for
destroy obsolete material. f. Security: Correspondence pertaining to Security Staff matters. g. Operational Support: Correspondence pertaining to Operational Support matters. h. Communications Plans: Correspondence pertaining to operational plans matters. l. Administrative: Correspondence pertaining to administrative support matters. j. Briefings: Correspondence pertaining to briefings given to various personnel (Agency, Department of Defense, etc.) concerning Communications. destroy obsolete material. Temporary. Retain 2 years, then destroy obsolete material. Temporary. Retain 2 years, then destroy obsolete material. Temporary. Retain 1 years, then destroy obsolete material. Temporary. Retain 1 year, then destroy obsolete material.		d. Language Requirements: Correspondence for reference purposes pertaining	.1	Temporary. Retain 2 years, then destroy obsolete material.
destroy obsolete material. g. Operational Support: Correspondence pertaining to Operational Support matters. h. Communications Plans: Correspondence pertaining to operational plans matters. 1. Administrative: Correspondence pertaining to administrative support matters. J. Briefings: Correspondence pertaining to briefings given to various personnel (Agency, Department of State, Department of Defense, etc.) concerning Communications. destroy obsolete material. Temporary. Retain 2 years, then destroy obsolete material. Temporary. Retain 1 year, then destroy obsolete material. Temporary. Retain 1 year, then destroy obsolete material.		e. Engineering: Correspondence pertain ing to Engineering Staff matters.	1	Temporary. Retain 2 years, then destroy obsolete material.
h. Communications Plans: Correspondence pertaining to operational plans matters. 1. Administrative: Correspondence pertaining to administrative support matters. 2. Briefings: Correspondence pertaining to briefings given to various personnel (Agency, Department of State, Department of Defense, etc.) concerning Communications. destroy obsolete material. Temporary. Retain 2 years, then destroy obsolete material. Temporary. Retain 1 year, then destroy obsolete material. Temporary. Retain 1 year, then destroy obsolete material.		to Security Staff Eatters.		Temporary. Retain 2 years, then destroy obsolete material.
destroy obsolete material. 1. Administrative: Correspondence pertaining to administrative support matters. 3. Briefings: Correspondence pertaining to briefings given to various personnel (Agency, Department of State, Department of Defense, etc.) concerning Communications. 3. Briefings: Correspondence pertaining to briefings given to various personnel (Agency, Department of State, Department of Defense, etc.) concerning Communications. 3. Briefings: Correspondence pertaining destroy obsolete material. 4. Temporary. Retain 1 year, then destroy obsolete material. 5. Temporary. Retain 1 year, then destroy obsolete material.		pertaining to Operational Support	.1	Temporary. Retain 2 years, then destroy obsolete material.
destroy obsolete material. J. Briefings: Correspondence pertaining to briefings given to various personnel (Agency, Department of State, Department of Defense, etc.) concerning Communications. Temporary. Retain 1 year, then destroy obsolete material. Temporary. Retain 1 year, then destroy obsolete material.		h. Communications Plans: Correspondence pertaining to operational plans matters.	e .1	Temporary. Retain 2 years, then destroy obsolete material.
destroy obsolete material. destroy obsolete material. destroy obsolete material. Temporary. Retain 1 year, then destroy obsolete material.		pertaining to administrative support	.1	Temporary. Retain 2 years, then destroy obsolete material.
.1 Temporary. Retain 1 year, then destroy obsolete material.		ing to briefings given to various personnel (Agency, Department of State	.1	Temporary. Retain 1 year, then destroy obsolete material.
destroy obsolete material.		Communications.	٠	•
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		VOLUME	DISPOSITION INSTRUCTIONS
_3.	SUBJECT FILES Approxed For Release 2005/11/21 : CIA-F	SELFE	87 A000 100 1900 10-0
	1. Amateur Radio: Correspondence pertaining to applications for permission to operate amateur radio facilities	.1	Temporary. Retain 3 years, then destroy.
	m. Emergency and Evacuation: Correspondence regarding current and planned E&E communications requirements for	.2	Temporary. Retain 2 years, then destroy obsolete material.
	n. Station Files: Drawings. floor plans, and area layouts commenters and rooms occupied by station personnel. Also includes antenna layouts and photos of various facilities.	.6	Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
	o. Records Management: Correspondence dealing with the OC, Records Management Program, i.e., Archiving, Vital Documents, and Top Secret Inventory.	.2	Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
	p. Files: traffic volumes	.2	Temporary. Retain 1 year, then destroy obsolete material.
	q. Long-Range Plans: Correspondence pertaining to the forecast and actual long-range programming for facilities. personnel, and equipment for Fiscal Year(s).	.1	Temporary. Retain 2 years, then destroy obsolete material.
6.	FILES		
G.	These files are filed under a numeric and alphabetic system and consist of cables, dispatches, memoranda, reports, and other correspondence reflecting the administratio of support functions and missions for stations and projects.		Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.
EORM NO	Approved For Release 2005/11/21 : CIA-	RDR 18-004	87A000100190016-6

EM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	DELETED Approved For Release 2005/11/21 : CIA-	RDP78-004	87A000100190016-6
6.	PROJECT FILES		
Ö	These files are maintained under a numeric and alphabetic system and consist of cables, dispatches, reports, and other correspondence on the development and management of clandestine communications	.1	Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.
	projects and projected annexes.		·
7.	DELETED		
8.	REFERENCE FILES		
	These files are maintained under a numeric system in chronological order, and consist of extra copies of cables, dispatches, and memoranda.		
	a. <u>Cables</u> : Filed chronologically.	.5	Temporary. Maintain 6 months, destroy earliest month upon filing latest month.
	b. <u>Dispatches</u> : Filed chronologically.	.5	Temporary. Retain 6 months, then destroy.
	e. Memoranda: Filed chronologically.	.5	Temporary. Retain 2 calendar years, then destroy.
		.1	Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
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	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
		Approved For Release 2005/11/21 : CIA-	RDP78-004	87A000100190016-6
	ີ່ 9.	PUBLICATIONS	SECRET	
		These files are maintained under a numeric system and are filed by publication issuance number.		
	·	a. Technical and Operational Manuals: Manuals pertaining to operation of classified communications equipment and operational guides.	.2	Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
		b. CC Regulations: Copies of CC Notices, Orders, Memoranda, and other	.5	Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
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		Approved For Release 2005/11/21 : CIA-	erant:	
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