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RECORDS CONTAINED HEREIN ARE APPROVED FOR RELEASE 2005/11/21 : CIA-RDP78-00487A000100190016-6

SCHEDULE NO.

50-65/10 17C

OFFICE, DIVISION, BRANCH

Office of Communications,

Chief, OC-RMS

25 October 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
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1. REPORTS**SECRET**

These files are maintained under a numeric system and consist of:

a. Area Monthly Reports of Communications Activities: These reports contain information as to policy, liaison, problems, actions, and other data pertinent to the operation of the Agency worldwide communications system. These are considered to be historical documents and should be retained permanently. (1955 - present)

0.4

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, liaison, problems, actions, training, and other data pertaining to communications activities. (1961 - present)

3.4

Temporary. Destroy 3 years after receipt in the Records Center. Cut-off every 2 years, then transfer to the Records Center.

c. Top Secret Inventory: An IBM Inventory published bi-annually of all TS Documents assigned to OC- (1965)

0.1

Temporary. Retain 1 year, then destroy.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6</p> <p><b>REPORTS - con't</b></p> <p><b>d. Field Station Data Reports:</b> These reports provide a consolidated resume of each communications station regarding communications equipment, emergency communications, primary means of communication, personnel listing, station data, hours of communication coverage, housing, and transportation, etc. (1961 - present)</p> <p><b>e. Program Review and Forecast:</b> Review and forecast of personnel, equipment, and facilities required by Fiscal Year. (1965)</p> <p><b>f. Accomplishments and Objectives:</b> Annual report of the Accomplishments and Objectives. (1965)</p> <p><b>g. Economy:</b> Quarterly report on financial matters. (1965)</p> <p><b>h. Significant Events:</b> A narrative resume of significant events in the [ ] area requiring an extra report. (1961 - present)</p> <p><b>i. [ ] Reports:</b> These reports contain information relative to the physical and cryptographic security of the communications activities of the station. (1963 - present)</p> <p><b>j. [ ] Reports:</b> These reports contain information relating to the layout, wiring, configuration, etc., of equipment. (1962 - present)</p>	<p>0.2</p> <p>0.1</p> <p>0.1</p> <p>0.1</p> <p>0.2</p> <p>1.0</p> <p>1.0</p>	<p>Temporary. Destroy when superseded or no longer needed for reference.</p> <p>Temporary. Retain 3 years, then destroy.</p> <p>Temporary. Destroy after 10 years. Retain 5 years, then transfer to the Records Center.</p> <p>Temporary. Retain 2 years, then destroy.</p> <p>Temporary. Destroy after 10 years. Retain 3 years, then transfer to the 25X Records Center.</p> <p>Temporary. Retain on a current basis. Destroy when superseded or obsolete.</p> <p>Temporary. Retain on a current basis. Destroy when superseded or obsolete.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6			
2.	<u>AREA POLICY</u> These files are maintained under a numeric system and consist of cables, dispatches, and correspondence reflecting major policy, scope of area activities <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	SECRET	0.1 Permanent. Disposal not authorized. Cut-off at end of 2 calendar years, then transfer to the Records Center.
3.	<u>SUBJECT FILES</u> These files are maintained under a numeric system and consist of cables, dispatches, forms, and correspondence reflecting the activities of the Area and the communications electronics and administrative support necessary to the accomplishment of the overseas missions and operations. (1963 - present) a. <u>Personnel Management Files:</u> These files consist of material dealing with staffing, positions, movements, and personnel matters of concern to Chief, <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		1.3 Temporary. Retain 2 years, then destroy.  3.3 Temporary. Retain 2 years, then destroy.
4.	<u>ENGINEERING FILES</u> These files are maintained under a numeric system and consist of correspondence reflecting the administrative and logistical support to <div style="border: 1px solid black; display: inline-block; width: 100px; height: 1em;"></div> i.e., modification work orders, property in-use account, communications equipment and programs, maintenance parts list, technical bulletins, and the accountability for equipment documents. (1963 - present)		4.1 Temporary. Retain 3 years, then destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p><b>SECURITY FILES</b></p> <p>These files are maintained under a numeric system and consist of cables, dispatches, forms, and correspondence reflecting the cryptographic and physical security support to [redacted] stations. (1960-present)</p> <p>a. <u>Clearances</u>: Requests for agency and liaison clearances for staff, contract, and non-agency personnel.</p> <p>b. <u>Cryptographic Files</u>: These files consist of work orders, inventories of registered document holders, accountability records for cryptographic materials, and technical inspection surveys.</p> <p>[redacted]</p>	<p>1.6</p> <p>0.1</p> <p>0.6</p> <p>0.4</p>	<p>Temporary. Retain 3 years, then destroy.</p> <p>Temporary. Retain 1 year, then destroy.</p> <p>Temporary. Retain 2 years, then destroy.</p> <p>Temporary. Retain 10 years, then destroy.</p>
6.	<p><b>TELECOMMUNICATIONS FILES</b></p> <p>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 [redacted] communications network. (1962 - present)</p>	<p>1.6</p>	<p>Temporary. Review every 2 years. Retain current material and destroy non-current material.</p>

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7.	<b><u>SPECIAL COMMITTEES, BOARDS, AND PANELS</u></b>  These files consist of reports, memoranda, minutes, agenda, and correspondence relating to committees, sub-committees, working groups, task forces, Technical Equipment Board, Technical Requirements Board, and the President's Foreign Intelligence Advisory Board. (1959 - present)  (14) a. <u>National Communications Subcommittee: Correspondence relating to National Communications Subcommittee Organization and resultant requirements</u>	<b>SECRET</b>  0.4  0.4	Temporary. Retain 3 years, then destroy.  Temporary. Destroy after 10 years. Retain current record material and transfer non-current record material to the Records Center.
8.	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> a. <u>Signal Plans: Copies of active operational signal plans.</u>  b. <u>Signal Plan Status Report: Reports containing information relating to signal plans, position status index reports, and transfer and termination certifications.</u>  c. <u>Training Reports: Individual and consolidated training reports on agents and debriefing reports.</u>	2.8  6.2  0.1	Temporary. Retain on a current basis. Destroy when terminated, superseded, or outdated.  Temporary. Retain 2 years, then destroy.  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.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6</p> <p><b>CLANDESTINE OPERATIONAL SUPPORT FILES - con't</b></p>		
	<p>13 d. <u>Operations and Training:</u> Listings containing agent cryptonyms, signal plan assignments, training, and status of OA and POA.</p>	0.1	<p>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.</p>
		0.1	<p>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.</p>
	<p>19 f. <u>Equipment Files:</u> These files consist of correspondence regarding communications equipment held in stock not assigned to active operations and technical evaluations of agent equipment.</p>	0.1	<p>Temporary. Destroy after 10 years. Review every 3 years, then transfer to the Records Center.</p>
	<p>05 g. <u>Projects:</u> These files contain cables, dispatches, memoranda, reports, and correspondence reflecting the clandestine support activities for clandestine communications systems, equipment, training, and procedures.</p>	0.6	<p>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.</p>
9.	<p><b><u>RADIO OPERATIONS</u></b></p> <p>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. (1982 - present)</p>	0.9	<p>Temporary. Retain 2 years, then destroy.</p>
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6</p>		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10.	<b>FIELD</b> <span style="border: 1px solid black; padding: 0 20px;"> </span> <b>STATION FILES</b>	9.2	<b>Temporary. Destroy after 30 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.</b>
11.	<b>CORRESPONDENCE FILES</b>	0.7	<b>Temporary. Retain 2 years, then destroy.</b>
12.	<b>REFERENCE FILES</b>	0.4	<b>Temporary. Retain on a current basis. Destroy when superseded or no longer needed for reference.</b>
13.	<b>CHRONOLOGICAL FILES</b>	0.4	<b>Temporary. Retain on a current basis. Destroy when superseded or no longer needed for reference.</b>
	These files consist of: (1963 - present)		
	a. Cables	0.8	<b>Temporary. Retain 2 years, then destroy.</b>
	b. Dispatches	0.8	<b>Temporary. Retain 2 years, then destroy.</b>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	CHRONOLOGICAL INDEX For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6	SECRET	
	c. Memoranda	0.8	Temporary. Retain 2 years, then destroy.
14.	<u>REGULATORY ISSUANCES</u> These files are maintained under a numeric system and are filed by publication issuance number.		
	a. Agency Directives	0.8	Temporary. Retain on a current basis; destroy when superseded or no longer needed for reference.
	b. OC 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. Retain on a current basis; destroy when superseded or no longer needed for reference.
	<div style="border: 1px solid black; width: 200px; height: 50px; margin: 10px auto;"></div> <div style="text-align: right; margin-right: 50px;"> <i>2 Nov 1965</i>  Date </div>		
	CIA Records Administration Officer		
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6	SECRET	



RECORDS ADMINISTRATION RELEASE 2005/11/21 : CIA-RDP78-00487A000100190016-6

SCHEDULE NO.

50-64/11

11 C

CONCURRENCE

OFFICE, DIVISION, BRANCH

OC

Chief, OC

DATE

15 May 1964

ITEM NO.

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

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.

**REPORTS**

These files are maintained under a numeric system and consist of the following:

a. Area Monthly Reports of Communications Activities: These reports are received from all major OC Areas, stations, and 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. (1963-1964)

b. Division Monthly Reports of Communications Activities: These reports contain information 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. (1963-1964)

c. Field Station Data Report Forms - Form 1212 which provides a consolidated resume of each Commo Station, its facilities, location, equipment, cover, housing, transportation, educational facilities, frequencies, and primary back-up and emergency communications.

d. Top Secret Inventory - An IBM II published bi-annually of all TS Docs assigned to OC (1964) APPROVED

8"

Permanent. Disposal not authorized. Cut-off at end of each calendar year; hold for 3 months and then transfer to the Records Center.

2"

Permanent. Disposal not authorized. Cut-off at end of each calendar year; hold for 3 months then transfer to the Records Center.

2"

Temporary. Destroy when superseded or no longer needed.

Temporary. Retain for one calendar year then destroy.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6

CIA Records Administration Officer

11 ASD

22 May 1964



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
012	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6</p> <p>e. <u>Area Emergency Communications Files</u>: Correspondence pertaining to the status of emergency and evacuation communications facilities, systems, and War Plans.</p>	6"	<p>Temporary. Destroy after 5 years. Cut-off at end of 1 calendar year then transfer to the Records Center</p>
	<p>f. <u>Area Engineering/Supply Files</u>: Chronological order for reference purposes in researching OC-Engineering staff matters.</p>	6"	<p>Temporary. Retain 2 years in the Office of Record and destroy.</p>
	<p>g. <u>Area Security Files</u>: Filed in Chronological order for reference purposes in researching the OC-Security staff matters.</p>	6"	<p>Temporary. Retain 2 years in the Office of Record and destroy.</p>
	<p>h. <u>Area Operational Files</u>: Correspondence in chronological order for reference purposes in researching operational matters.</p>	6"	<p>Temporary. Retain 2 years in the Office of Record and destroy.</p>
	<p>i. <u>Area Direction Finding Files</u>: Correspondence in chronological order on Direction Finding equipment, systems, and administrative support matters.</p>	3"	<p>Temporary. Retain 2 years in the Office of Record and destroy.</p>
	<p>j. <u>Area Special Forces Files</u>: Correspondence relative to liaison and special training programs.</p>	4"	<p>Temporary. Destroy after 5 years. Cut-off after 2 years then transfer to the Records Center.</p>
4.	<p>OC FIELD STATION FILES</p>		
	<p>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 stations and projects, i.e., staffing, administration, engineering and operations. (1958-present)</p>	6"	<p>Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center</p>
5.	<p>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.)</p>	1"	<p>Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.</p>
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6</p>		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	<b>PROJECT FILES</b> Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6  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)	6'	Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.
7.	<b>SUBJECT FILES - Headquarters - Division</b>  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. <u>Amateur Radio</u> : Application for permission to operate and correspondence requesting authorization for an Amateur Radio operation overseas.	1"	Temporary. Retain for 3 calendar years then destroy.
		4"	Temporary. Destroy after 2 years. Cut-off at end of 2 years then transfer to Records Center.
		3"	Permanent. Disposal not authorized. Cut-off at end of 2 years then transfer to the Records Center.
		4"	Temporary. Retain in Office of Record for 2 years and destroy.
		6"	Temporary. Destroy after 10 years. Retain current record material in Office of Record; retire non-current material to Records Center.
	f. <u>Records Management</u> : Materials dealing with the OC Records Management Programs, i.e., archiving, vital documents, Top Secret Inventory, etc.	2"	Temporary. Destroy when superseded or no longer needed for reference.

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	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6		
	<p>05g. <u>Significant Events</u>: A narrative resume of significant events in an Area requiring an extra ordinary report by the Division.</p>	1"	Temporary. Destroy after 10 years. Cut-off after 3 years; retain for 2 additional years, then transfer to the Records Center.
	<p>05h. <u>CINSTRIKE Files</u>: Correspondence and documents on the responsibilities and the responses to react to crisis or emergency overseas situations by the military forces at CINSTRIKE.</p>	4"	Temporary. Destroy after 10 years. Maintain on a current basis; transfer non-current record material to the Records Center.
	<p>1. <u>Far East Traffic Volumes</u>: Field station cable traffic volumes for the FE Division, all FE field stations and base stations.</p>	2"	Temporary. Retain in Office of Record on a current basis; destroy obsolete material.
	<p>05j. <u>Reorganization Far East Assets</u> - Cables, dispatches, memoranda, and other correspondence regarding the reorganization and proposed realignment of the FE assets. (Area reorganization <span style="border: 1px solid black; display: inline-block; width: 80px; height: 1.2em; vertical-align: middle;"></span>)</p>	2"	Temporary. Destroy after 10 years. Cut-off at end of 3 years then transfer to the Record Center.
	<p>k. <u>Headquarters Program Planning</u>: Correspondence pertaining to the forecast and actual programs for facilities, personnel, and equipment by Fiscal Year.</p>	4"	Screen on annual basis and retain in Office of Record.
	<p>1. <u>Unconventional Broadcast</u>: Cables, dispatches, and other correspondence on unconventional broadcast, and the assignment of responsibility for unconventional broadcasts. Historical Documents.</p>	2"	Permanent. Disposal not authorized. Cut-off at end of 2 years then transfer to the Record Center.
8.	<p><u>REFERENCE FILES</u>:</p> <p>These files are maintained under a numeric system and are filed in chronological order.</p> <p>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.</p>		
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6		



RECORDS CONTAINED HEREIN ARE RELEASED 2005/11/21

SECRET

SCHEDULE NO. 52-64/12  
RDP78-00487A000100190016-6

RC

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Communications

Chief, OC-

DATE 25 January 1967

ITEM NO.

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

VOLUME  
(CUBIC FT.)

DISPOSITION 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)

b. Division Monthly Reports of Communications 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)

c. Top Secret Inventory: An IBM Inventory published bi-annually of all TS documents assigned to OC- [redacted] (1963 - present)

.2 Permanent. Disposal not authorized. Cut off at end of each calendar year; hold for 3 months, then transfer to the Records Center.

.1 Permanent. Disposal not authorized. Cut off at end of each calendar year; hold for 3 months, then transfer to the Records Center.

.1 Temporary. Retain for 6 months, then destroy.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1.	<p><u>REPORTS - CONFIDENTIAL</u> Approved For Release 2005/11/21 : CIA-RDP78-0087A000100190016-6</p> <p>d. <u>Area Inspection Trips and Reports:</u> Correspondence on area inspection trips by Headquarters and Field personnel, also reports and briefings of TDY trips. (1963 - present)</p>	.1	Temporary. Destroy after 3 years. Cut off at end of 1 calendar year, hold for 2 additional years, then destroy.
2.	<p><u>AREA POLICY</u></p> <p>These files are maintained under a subjective system and consist of correspondence reflecting major policy and scope of OC area activities and the</p> <div style="border: 1px solid black; height: 20px; width: 300px; margin: 5px 0;"></div> <p>(1958 - present)</p>	.1	Permanent. Disposal not authorized. Cut off at end of 2 calendar years, then transfer to the Records Center.
3.	<p><u>SUBJECT FILES - Overseas Area</u></p> <p>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)</p> <p>a. <u>Area Administration:</u> Materials dealing with staffing, position, movements, and other administrative matters of concern to an overseas area.</p> <p>b. <u>Programming Information:</u> Annual program review of personnel, equipment, and facilities in each area.</p> <p>c. <u>Area Telecommunications Files:</u> Correspondence on the training, installation, and operation of staff communications equipment and circuits.</p>	.1 .5 .1	Temporary. Retain 2 years, then destroy. Temporary. Retain 2 years, then destroy. Temporary. Retain 2 years, then

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3.	<p><u>SUBJECT FILES - Overseas Area - cont</u></p> <p>d. Area Engineering/Supply Files: Chronological order for reference purposes.</p> <p>e. Area Security Files: Filed in chronological order for reference purposes.</p> <p>f. Area Operational Files: Correspondence in chronological order for reference purposes.</p> <p>[Redacted]</p> <p>h. Area Medium Speed: Correspondence on all aspects of medium speed systems.</p>	<p>.1</p> <p>.1</p> <p>.1</p> <p>.1</p> <p>.1</p>	<p>7A000100190016-6</p> <p>Temporary. Retain 2 years, then destroy.</p> <p>Temporary. Retain 2 years, then destroy.</p> <p>Temporary. Retain on a current basis, destroy obsolete material.</p> <p>Temporary. Retain on a current basis, destroy obsolete material.</p> <p>Temporary. Retain on a current basis, destroy obsolete material.</p>
4.	<p><u>OC FIELD STATION FILES</u></p> <p>These files are filed under an alphabetic system and consist of correspondence reflecting the station activity. (1958 - present)</p>	3.0	Temporary. Destroy after 50 years. Cut off at the end of 3 calendar years, then transfer to the Records Center.
5.	<p>[Redacted]</p> <p>These files are filed under an alphabetic system and consist of correspondence reflecting the station activity. (1958 - present)</p>	.5	Temporary. Destroy after 50 years. Cut off at end of 3 calendar years, then transfer to the Records Center.
6.	<p><u>PROJECT FILES</u></p> <p>These files are filed under an alphabetic system and consist of correspondence pertaining to projects. (1958 - present)</p>	3.0	Temporary. Destroy after 50 years. Cut off at the end of 2 calendar years, then transfer to the Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00437A000100190016-6		
7.	<p><b><u>SUBJECT FILES - Headquarters - Division</u></b></p> <p>These files are maintained under an alphabetic system and consist of correspondence relating to the OC activities. (1958 - present)</p> <p>a. <u>Agent and Staff Communications Equipment Files:</u> Correspondence regarding all aspects of Staff and Agent Communications Equipment. (1958 - present)</p> <p>b. <u>Records Management:</u> Materials dealing with the OC Records Management Programs. (1958 - present)</p> <p>c. <u>Significant Events:</u> A narrative resume of significant events in an area requiring an extra ordinary report by the Division. (1963 - present)</p> <p>d. <u>Traffic Volumes</u> [redacted] Workloads: [redacted] cable traffic volumes and [redacted] workloads. (1960 - present)</p>	<p><b>SECRET</b></p> <p>.3</p> <p>.1</p> <p>.1</p> <p>.1</p>	<p>Temporary. Destroy when no longer needed for reference or when obsolete.</p> <p>Temporary. Destroy when superseded or no longer needed for reference.</p> <p>Temporary. Destroy after 10 years. Retain 3 years, then transfer to the Records Center.</p> <p>Temporary. Retain on a current basis, destroy obsolete material.</p>
8.	<p><b><u>REFERENCE FILES</u></b></p> <p>These files are maintained under a subjective system and are filed chronologically.</p> <p>a. <u>Chronological Files:</u> Consist of copies of correspondence originated by OC [redacted] Files are maintained for reference.</p> <p>1. Cables</p>	<p>.2</p>	<p>Temporary. Maintain 1 year, destroy earliest month upon filing latest month.</p>
	Approved For Release 2005/11/21 : CIA-RDP78-00437A000100190016-6		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	<p><u>REFERENCE FILES - con't</u></p> <p>2. Dispatches</p> <p>3. Memoranda</p>	<p>.2</p> <p>.2</p>	<p>Temporary. Retain 1 year in the Office of Record, then destroy.</p> <p>Temporary. Retain 2 calendar years in the Office of Record, then destroy.</p>
9.	<p><u>PUBLICATIONS</u></p> <p>These files are filed by publication issuance number.</p> <p>a. Publications: OC Notices and Orders and other internal issuances, such as <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>.</p>	<p>1.0</p>	<p>Temporary. Destroy when superseded or no longer needed for reference.</p>

**SECRET**

APPROV:

CIA Records Administration Office

*Feb 14 1967*  
Date

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6

RECORDS CONTROL SCHEDULE 5  
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6

SCHEDULE NO.

8-00487A000100190016-6 50-64/13

CONCURRENCE

OFFICE, DIVISION, BRANCH

OC

SIGNATURE

DATE

Chief, OC

13 May 1964

ITEM NO.

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

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

# 1. REPORTS

These files are maintained under a numeric system and consist of the following:

## a. Area Monthly Reports of Communications

Activities: These reports are received from all major OC Areas, stations, and 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"

Permanent. Disposal not authorized. Cut-off at end of each calendar year; hold for 3 months then transfer to the Records Center.

## b. Division Monthly Reports of Communications

Activities: These reports contain information 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)

2"

Permanent. Disposal not authorized. Cut-off at end of each calendar year; hold for 3 months then transfer to the Records Center

c. Field Station Data Report Forms - Form 1212 which provides a consolidated resume of each Commo station, its facilities, location, equipment, cover, housing, transportation, educational facilities, frequencies, and primary back-up and emergency communications.

1"

Temporary. Destroy when superseded or no longer needed.

d. Top Secret Inventory - An IEM published bi-annually of all TS documents assigned to OC (1964)

Temporary. Retain for one calendar year then destroy.

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2.	<b>AREA POLICY</b> Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6  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)	2"	Temporary. Destroy after 25 years. Cut-off at end of 3 calendar years; then transfer to the Records Center.
3.	<b>SUBJECT FILES - Overseas Area</b>  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. <b>Personnel Management Files:</b> Materials 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. <b>Staffing Material:</b> 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. <b>Administrative Support Files:</b> Contains correspondence and materials dealing with area administrative matters other than Logistics and personnel matters.	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.
	d. <b>Program review:</b> 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. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> Cables, dispatches, memoranda, and other correspondence on the support <span style="border: 1px solid black; display: inline-block; width: 200px; height: 1.2em; vertical-align: middle;"></span>	2"	Temporary. Destroy after 25 years. Cut-off at end of 2 years; then transfer to the Records Center.

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(63)	f. <u>Staff Communications</u> : Cables, dispatches, memoranda, and other correspondence on the management of staff communications for OC overseas activities.	2"	Temporary. Destroy after 15 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.
(64)	g. <u>Emergency communications Files</u> : Cables, dispatches, memoranda, and other correspondence on Area Emergency Staff and [redacted] emergency communications systems.	1"	Temporary. Destroy after 15 years. Cut-off at end of 3 years; then transfer to the Records Center.
(65)	h. <u>Clandestine Support Files</u> : Cables, dispatches, memoranda, and other correspondence on the management on Area Staff Communications (non-project material.)	2"	Temporary. Destroy after 15 years. Cut-off at end of 3 calendar years; then transfer to the Records Center.
(66)	i. <u>Psychological Broadcasts Files</u> : Cables, dispatches, memoranda, and other correspondence on the management and programming of are psychological broadcasts.	2"	Temporary. Destroy after 15 years. Cut-off at end of 3 calendar years then transfer to the Records Center.
	j. <u>Propagation</u> : Charts on radio propagation for each area's radio propagation circuits.	1"	Temporary. Retain 2 years in the Office of Record, and destroy.
(19)	[redacted]	2"	Temporary. Destroy after 5 years. Cut-off at end of 2 calendar years then transfer to the Records Center.
(19)	1. [redacted] Cables, dispatches, memoranda, and other correspondence regarding policy agreements on the establishment and the liaison [redacted]	1"	Temporary. Destroy after 10 years. Retain all significant items that are current and then send non-current material to the Records Center.
4. (62)	OC Field Station Files  These files are filed under a numeric and alphabetic system and consist of cables, dispatches, reports and other correspondence reflecting the administration of support function, and missions for station and projects, i.e., staffing, administration, engineering and operations. (1958-present)	3'	Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6 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)	6"	Temporary Destroy after 50 years Cut-off at end of 2 calendar years, then transfer to the Records Center.
6	PROJECT FILES 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)	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. <u>Amateur Radio</u> : Application for permission to operate and correspondence requesting authorization for an Amateur Radio operation overseas.	2"	Temporary. Retain 3 calendar years then destroy.
	b. <u>Crisis Briefing</u> : Presentation material on OC facilities and staffing resources for specified cities where potential conditions may indicate seizure or closure of the OC facility.	1"	Temporary. Maintain on a current basis. Destroy non-current records.
	c. <u>Engineering Equipment</u> : Materials from OC dealing with equipment and engineering principles, not specifically pertinent and/or projects.	3"	Temporary Maintain on a current basis. Destroy non-current records.
	d. <u>Medium Speed/Techniques</u> : Correspondence regarding medium speed equipment and techniques.	2"	Temporary. Maintain on a current basis. Destroy non-current records.

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14	e. <u>National Communications Subcommittee:</u> Correspondence relative to National Communications Subcommittee organization and resultant [redacted]	3"	7A000100190016-6 Temporary. Destroy after 10 years. Retain current record material in Office of Record; retire non-current material to Records Center.
	f. <u>Records Management:</u> Materials dealing with the OC Records Management Programs, i.e., archiving, vital documents, Top Secret Inventory, etc.	1"	Temporary Destroy when superseded or no longer needed for reference.
05	g. <u>Significant Events:</u> 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	[redacted]	3"	Temporary. Destroy after 50 years. Maintain on a current basis; transfer non-current record material to the Records Center.
8.	<b>REFERENCE FILES</b>		
	These files are maintained under a numeric system and are filed in chronological order. (1963-present)		
	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.		
	(1) <u>Cables:</u> File chronologically	3"	Temporary 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) <u>Memo for the Record:</u> Chronologically file of memoranda written by Division.	1"	Temporary. Retain 2 calendar years in Office of Record and destroy.
9.	<b>PUBLICATIONS</b>		
	These files are maintained under a numeric system		

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9.	<p><b>PUBLICATIONS - con't</b></p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6</p> <p>and are filed by publication issuance number. They consist of the following: (1962-present)</p> <p>a. <u>Agency Regulations:</u> Agency publications and DD/S directives.</p> <p>b. <u>OC Regulations:</u></p> <p>OC Publications, copies of OC Notices, Orders, Memorandums, and other internal issuances,</p> <div style="border: 1px solid black; height: 20px; width: 280px; margin-top: 5px;"></div>	<p>1"</p> <p>2"</p>	<p>Temporary. Destroy when superseded or no longer needed for reference.</p> <p>Temporary. Destroy when superseded or no longer needed for reference.</p>

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OFFICE, DIVISION, BRANCH

Office of Communications, [redacted]

SCHEDULE NO. 1  
CONCURRENCE

SIGNATURE  
Robert W. Clark

TITLE  
Chief, [redacted]

24 April 1967  
OC

ITEM NO. FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) VOLUME (CUBIC FT.)

1. REPORTS

Files are maintained under a numeric system and consist of material dating from 1958 to present.

a. Area Monthly Reports of Communications Activities: These reports are received from [redacted] and contain information as to policy, liaison problems, actions, and other data pertinent to the operation of the [redacted]. These are considered historical documents and should be retained permanently.

b. Division Monthly Reports of Communications Activities: Reports contain information as to policy, liaison problems, actions, and other data pertinent to the operations of the [redacted]. These are considered to be historical documents and are to be retained permanently.

c. Field Station Data Report: Provides a resume of each Communications Station, its facilities, location, equipment, cover, etc.

d. Top Secret Inventory: An IBM Inventory published biannually of all TS documents assigned to OC- [redacted]

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Permanent. Disposal not authorized. Cut-off at end of each calendar year, hold for 3 months, then transfer to the Records Center.

.1

Permanent. Disposal not authorized. Cut-off at end of each calendar year, hold for 3 months, then transfer to the Records Center.

.2

Temporary. Destroy when obsolete, superseded, or no longer needed for reference.

.1

Temporary. Retain for one calendar year, then destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p><b>SUBJECT FILES</b> Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6</p> <p>and equipment by Fiscal Year.</p> <p><b>c. Telecommunications:</b> Correspondence on the training, installation, and operation of telecommunications facilities.</p> <p>(1) <b>Area Charts:</b> These charts indicate <input type="text"/> circuitry.</p> <p><b>d. Language Requirements:</b> Correspondence for reference purposes pertaining <input type="text"/></p> <p><b>e. Engineering:</b> Correspondence pertaining to Engineering Staff matters.</p> <p><b>f. Security:</b> Correspondence pertaining to Security Staff matters.</p> <p><b>g. Operational Support:</b> Correspondence pertaining to Operational Support matters.</p> <p><b>h. Communications Plans:</b> Correspondence pertaining to operational plans matters.</p> <p><b>i. Administrative:</b> Correspondence pertaining to administrative support matters.</p> <p><b>j. Briefings:</b> Correspondence pertaining to briefings given to various personnel (Agency, Department of State, Department of Defense, etc.) concerning <input type="text"/> Communications.</p> <p><input type="text"/></p>	<p>SECRET</p> <p>.1</p> <p>.1</p> <p>.1</p> <p>.1</p> <p>.1</p> <p>.1</p> <p>.1</p> <p>.1</p> <p>.1</p> <p>.1</p>	<p>Temporary. Retain 2 years, then destroy obsolete material.</p> <p>Temporary. Destroy when obsolete, superseded, or no longer needed for reference.</p> <p>Temporary. Retain 2 years, then destroy obsolete material.</p> <p>Temporary. Retain 2 years, then destroy obsolete material.</p> <p>Temporary. Retain 2 years, then destroy obsolete material.</p> <p>Temporary. Retain 2 years, then destroy obsolete material.</p> <p>Temporary. Retain 2 years, then destroy obsolete material.</p> <p>Temporary. Retain 2 years, then destroy obsolete material.</p> <p>Temporary. Retain 1 year, then destroy obsolete material.</p> <p>Temporary. Retain 1 year, then destroy obsolete material.</p>

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3.	<p><b>SUBJECT FILES</b> Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6</p> <p><b>1. Amateur Radio: Correspondence</b> pertaining to applications for permission to operate amateur radio facilities [redacted]</p> <p><b>m. Emergency and Evacuation: Correspondence</b> regarding current and planned E&amp;E communications requirements for [redacted]</p> <p><b>n. [redacted] Station Files: Drawings</b> floor plans, and area layouts [redacted] comcenters and rooms occupied by station personnel. Also includes antenna layouts and photos of various facilities.</p> <p><b>o. Records Management: Correspondence</b> dealing with the OC, Records Management Program, i.e., Archiving, Vital Documents, and Top Secret Inventory.</p> <p><b>p. [redacted] Files: [redacted] traffic volumes</b> for all field [redacted]</p> <p><b>q. Long-Range Plans: Correspondence</b> pertaining to the forecast and actual long-range programming for facilities, personnel, and equipment for [redacted] Fiscal Year(s).</p> <p><b>4. [redacted] FILES</b></p> <p>These files are filed under a numeric and alphabetic system and consist of cables, dispatches, memoranda, reports, and other correspondence reflecting the administration of support functions and missions for stations and projects.</p>		
		.1	Temporary. Retain 3 years, then destroy.
		.2	Temporary. Retain 2 years, then destroy obsolete material.
		.6	Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
		.2	Temporary. Destroy when obsolete, superseded, or no longer needed for reference.
		.2	Temporary. Retain 1 year, then destroy obsolete material.
		.1	Temporary. Retain 2 years, then destroy obsolete material.
		5.5	Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.

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5.	<b>DELETED</b> Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190016-6		
6.	<b><u>PROJECT FILES</u></b>  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 projects and projected annexes.	<b>SECRET</b>  .1	Temporary. Destroy after 50 years. Cut-off at end of 2 calendar years, then transfer to the Records Center.
7.	<b>DELETED</b>		
8.	<b><u>REFERENCE FILES</u></b>  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.  b. <u>Dispatches</u> : Filed chronologically.  c. <u>Memoranda</u> : Filed chronologically.  <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	  .5 .5 .5 .1	  Temporary. Maintain 6 months, destroy earliest month upon filing latest month.  Temporary. Retain 6 months, then destroy.  Temporary. Retain 2 calendar years, then destroy.  Temporary. Destroy when obsolete, superseded, or no longer needed for reference.

-5-  
**SECRET**  
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