

**SECRET**

OFFICE, DIVISION, BRANCH

Office of Communications, Records Management Staff

REFERENCE

DATE

Management Staff, OC 23 August 1968

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

1. SUBJECT FILES

These files are maintained under a numeric system by subject and consist of correspondence reflecting the activities of the Records Management Staff, OC.

a. OC-RMS Organization and Administration Files: Consists of correspondence pertaining to the plans, programs, operation, and administration of the Staff. Historical Documents.

b. Records Management: These files contain material dealing with the OC Records Management Program; i.e., reference material, procedural guidance, records of archiving, vital documents, destruction management improvement, filing systems and equipment, forms management, machine processing, etc.

APPROVED

CIA Records Administration Officer

7 Oct 68  
Date

Permanent. Retain 5 years, then transfer to the Records Center.

Temporary. Destroy 5 years after receipt in the Records Center.

**SECRET**

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
.1.	<p><u>SUBJECT FILES</u> - con't</p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190022-9</p> <p>c. <u>Records Control</u>: These files contain internal procedures, requirements, instructions, and research material dealing with the operational activities of OC-RMS/RC.</p> <p>d. <u>OC Field Station Files</u>: These files consist of correspondence reflecting OC-RMS support to the OC Field Stations.</p> <p>e. <u>Headquarters Correspondence Files</u>: These files consist of correspondence reflecting OC-RMS liaison and activities with other OC, Agency, and U. S. Government components.</p>	SECRET	<p>Temporary. Destroy 5 years after receipt in the Records Center.</p> <p>Temporary. Destroy 5 years after receipt in the Records Center.</p> <p>Temporary. Destroy 5 years after receipt in the Records Center.</p>
2.	<p><u>REPORTS</u></p> <p>These files are maintained in a numeric, subjective system and consist of the following:</p> <p>a. Monthly, special, statistical, recapitulation reports and documents pertaining to historical events of permanent significance to OC-RMS.</p> <p>b. Weekly reports of OC-RMS activities.</p>		<p>Permanent. Cut off at the end of each year, retain one additional year, then transfer to the Records Center.</p> <p>Temporary. Retain one year, then destroy.</p>