

CONFIDENTIAL

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020005-3

UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Records Center

DATE: 20 October 1972

FROM : DCS Records Management Officer

SUBJECT: Authorization to Destroy DCS Records

K1 REFERENCE: [redacted] telecon this date, same subject

1. The Records Center is hereby authorized to destroy the IBM punched cards retired under DCS Job No. 64-303. These are machine record cards which serve as an index to all [redacted]

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[redacted] Included are [redacted] The cards were retired under a previous records schedule which required that they be retained at the Records Center for 20 years after publication of the corresponding intelligence reports. The present records schedule authorizes destruction of the cards by DCS twelve years after publication of the reports.

2. The cards have been converted to magnetic tape by the Office of Computer Services. Further, computer output microfilm (COM) listings have been produced by OCS in both [redacted] [redacted] The original camera negative of the COM has been forwarded to the Archives and a duplicate diazo copy has been retained in DCS. The COM has been random checked for accuracy, and the computer tape can be utilized in the future to manipulate the data in any manner required. Therefore the punched cards may be destroyed.

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AP

Chief, Records Administration Branch

CONFIDENTIAL

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28 November 1972

TAT MEMORANDUM TO: [redacted] J

SUBJECT : DCS Memo 20 Oct 1972 to Records Center about  
Destruction of DCS Job No. 64-303

TAT I talked to [redacted] the DCS/RMO about the request. He said the material at the Records Center that he is requesting destroyed is dated up through 1956. The material dating from 1957 is being retained by Contact Service not sent to the Center. [redacted] said the item is covered on the DCS Records Schedule under Item 55 a which is the index to the Report File. The disposition instruction for Item 55a is "Temporary. Destroy 12 years after report is published. Prepare machine listings before destroying."

If the Records Center is using the date of retirement of those records as the countdown for retention of the records then it's too soon for destruction and the Records Center wouldn't know the date of the records unless it appeared on the outside of the box or on the retirement request submitted by DCS. A review of the content of the box when destruction request is received would give them a quick clue and settle any doubt. Also note, there's a machine listing made before destroying the cards which gives DCS an updated index. Therefore, I think there's no further need to keep the punch cards for DCS at the Records Center.

I agree with Chuck that Records Officers should submit a change to our staff notifying that they have converted their files from hard copy to Microfilm or mag tape, or whatever. We can make the change on our schedule from this request if you will sign it, please.

TAT "In the old days" [redacted] and his predecessors had been prompt in submitting any change for the DCS Records Schedule. But since the advent of the microfilm era this has become a gray area for us as well as others. I would say that we do not get notifications for changes on the schedules when they have been converted to Microfilm. I feel that we have gotten the message to some records officers but sometimes they forget or don't think about it. With time and energy this will right itself. In the meanwhile, if Records Officers continue to send the notices to the Records Center bypassing this Staff, then Chuck should refer them to us.

[redacted] ST

22 NOV 1972

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ADMINISTRATIVE INTERNAL USE ONLY

AGENCY RECORDS CENTER

21 November 1972

TAT

MEMORANDUM FOR:

SUBJECT:

Procedure for Changing Records Control Schedule to Reflect Microfilming

Tom,

Attached is the memo from DCS requesting destruction of records because they have been microfilmed. This like the case we just had with the CRS Source Cards involves destroying records sooner than called for in the existing schedule.

I think what we need is an SOP whereby the Records Officer sends this type of authorization to your staff, along with a revision to their Records Control Schedule. Then after review and approval, the Records Center will take the necessary action as approved.

If I can be of further assistance to you, do not hesitate to give me a call.

ST

ADMINISTRATIVE-INTERNAL USE ONLY

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020005-3		3A SEP 1970
	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>b. Contact Specialist (CS) File - Maintained by CS name and by report number thereunder. (1968-69 to date)</p>	20	Temporary. Destroy 12 years after report is published. Prepare machine listings before destroying. <i>See memo 11/28/70 RL</i>
	56 / REFERENCE CARD FILES	3	Temporary. Destroy when no longer needed for reference.
	<p>These are files of machine record cards which provide information relating to DCS activities from which listings are run periodically. Files are also used to prepare statistical and progress reports for management and reference purposes.</p>	2	Temporary. Destroy three years after report has been released.
	<div style="border: 1px solid black; height: 20px; width: 15%; margin: 10px auto;"></div> <div style="border: 1px solid black; height: 20px; width: 18%; margin: 10px auto;"></div> <div style="border: 1px solid black; height: 20px; width: 12%; margin: 10px auto;"></div>	3	Temporary. Destroy after three years. Remove inactive cards when case becomes inactive and destroy three years thereafter.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020005-3</p> <p><del>SECRET</del></p>		<p>35 SEP 1970</p>
	<p>d. Retired Records Control File - Consists of cards prepared for records currently being retired to the Records Center and for those which have been deleted from the previous listings of inactive records. Used to update the magnetic tape on which is recorded the list of DCS records in retirement and which is used to prepare an annual listing of these records. (current)</p> <p>e. Special Group Card File - These files have been discontinued.</p>		<p>Temporary. Forward cards to the Office of Computer Services annually for preparation of the new listing and subsequent destruction of the cards thereafter.</p>
		1	<p>Temporary. Destroy when no longer needed for reference.</p>
		2 ft	<p>Temporary. Update as necessary each year. Destroy old cards.</p>
			<p><del>SECRET</del></p>

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RECORDS CONTROL SCHEDULE 5

**SECRET**

SCHEDULE NO. 25 041-68

36

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020005-3

OFFICE, DIVISION, BRANCH		CONCURRENCE	
OO/C Deputy <input type="text"/>		SIGNATURE	
(SECTION ABOLISHED. DUTIES ASSUMED BY DEPUTY DIRECTOR OF DCS)		TITLE	
		DATE	

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
57.	CORRESPONDENCE SUBJECT FILES  File was screened when individual left and destroyed or incorporated elsewhere. File now eliminated.		
58.	<input type="text"/>  Eliminated		
59.	CONSULTANTS WORKING FILES  Eliminated		
60.	REFERENCE PUBLICATIONS  Eliminated		
61.	LIBRARY MATERIAL  Eliminated		

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RECORDS CONTROL SCHEDULE

**SECRET**

SCHEDULE NO.

25 041-68

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CONCURRENCE

OFFICE, DIVISION, BRANCH

OO/C Intelligence and Source Analysis Staff

SIGNATURE

TITLE

DATE

ITEM NO.

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

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

62. <sup>a</sup> STAFF ABOLISHED AND FILES DISPOSED OF.  
 OPERATIONAL SUBJECT FILES  
 a. Surveys, studies and reports transferred to  
 Records Center.  
 b. Background material for surveys  
 File discontinued and material  
 destroyed.

63. INTERNATIONAL ORGANIZATION REPORTS  
 File discontinued.

Permanent. No disposal authorized.

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RECORDS CONTROL REPORT 2005/11/21 : CIA-RDP78-00487A000400020005-3

**SECRET**

SCHEDULE NO. 38  
 87A000400020005-3-68

OFFICE, DIVISION, BRANCH  
 OO/C Graphics, Maps and Publications Procurement Staff  
 (STAFF ABOLISHED AND FILES DISPOSED OF)

CONCURRENCE  
 SIGNATURE  
 TITLE DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
64.	STAFF SUBJECT FILE File discontinued.		
65.	MAP COLLECTION File transferred to Analysis Section/Services Division/DCS		
66.	REQUIREMENTS CASE FILES Files distributed to DCS Operating Divisions		
67.	PUBLICATIONS AND FILM CONTROL RECORDS Files transferred to Soviet Bloc Division/DCS (Publications) and to Soviet Bloc/Format Staff (Film) (See page 44)		
68.	REFERENCE PUBLICATIONS File discontinued.		
69.	LIBRARY MATERIAL File discontinued.		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
70 ✓	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020005-3</p> <p>DIVISION ADMINISTRATIVE FILES</p> <p>Consists of copies of correspondence, reports, and other documentation necessary for the internal operation, administration and management of the Division. Maintained for immediate reference and convenience of Division personnel. Filed by subject. (1969 to date)</p>	9	<p style="text-align: right;">226</p> <p style="text-align: right;">SEP 1970</p> <p>Temporary. Destroy after one year. Cut off file at the end of each year, retain for one year and destroy.</p>
71 ✓	<p>CHIEF'S WORKING FILES</p> <p>Consist of copies of correspondence, reports diary items, publications, and other miscellaneous material which is of interest to and maintained by the Chief for convenience of reference. (1968 to date)</p>	6	<p>Temporary. Destroy when obsolete or no longer needed.</p>
72 ✓	<p>CHRONOLOGICAL CORRESPONDENCE &amp; TELETYPE FILES</p> <p>Consists of copies of correspondence and teletypes maintained for reference purposes. Filed chronologically. (current)</p>	5	<p>Temporary. Destroy after six months. Maintain a six month level and each month destroy the material for the oldest month in file.</p>
73 ✓	<p>INFORMATION REPORTS FILE</p> <p>Consists of carbon copies of information reports handled by the Division. Maintained for reference purposes and arranged numerically by report number. (1969 - 1970)</p>	7	<p>Temporary. Destroy after six months. Maintain a six month level and each month destroy the material for the oldest month in file.</p>
74 ↓	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	2	<p>Temporary. Destroy when obsolete, superseded or no longer needed.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020005-3		42
	[Redacted]		SEP 1970
	h. Translation Requests. Discontinued.		
77	<b>REFERENCE PUBLICATIONS</b>  File discontinued. Material destroyed, re- turned to CIA Library or transferred to Services/ Analysis Section (Item 31)		
78	<b>LIBRARY MATERIAL</b>  [Redacted]		Return to Library, etc. when no longer needed for reference.
79	[Redacted]		Temporary. Destroy after one year. Cut off file at the end of each calendar year; retain for one year and destroy.
80	<b>PROCESS SHEET</b>  4 copy #3 retained in area divisions		Destroy when no longer needed for reference (usually six months).
81	<b>PRELIMINARY [Redacted] REPORTS</b>  Reports relating to [Redacted] destroyed. Program discontinued.		

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020005-3		
82	EVALUATION REPORTS  Conducted at random periods -- discontinued.	43  SEP 1970
83	TRAINING MATERIAL  Discontinued. Material destroyed or transferred to Training Officer, O/Director/DCS. (Item 122)	
84	SPECIAL PERSONNEL FILES  Discontinued.	
123	EVALUATION FILE  Discontinued	
138	ON LOAN FILE  Consists of copies of routing slips recording the transmittal of loan material to consumer offices and the subsequent return of the material <input type="text"/> Maintained as a tickle file and for reference purposes. (current)	Temporary. Destroy 90 days after material has been returned <input type="text"/>

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
67a-	PUBLICATIONS CONTROL RECORD	<div style="text-align: right;">44</div>
	File being phased out	SEP 1970
108	BRIEFING FILES  Consists of material relating to the program of the now defunct [redacted] which has been discontinued.	Permanent. Disposal not authorized. Transfer to Records Center when no longer needed for reference purposes.
143	WORKING PAPERS  Consists of material used in day to day activity of editing reports, writing memos etc.	48 Temporary. Destroy when superseded, documents destroyed, or transferred, or no longer needed for reference.
118	<div style="border: 1px solid black; height: 235px; width: 100%;"></div>	<i>(is Section)</i>  1 Temporary. Forward to operating division case officer when case is established; if no case established, destroy six months from date of conference.  2 Temporary. Destroy when no longer needed.
	c. Chronological cross reference file - File discontinued.	

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SCHEDULE NO. 25 041-68

45

CONCURRENCE

OFFICE, DIVISION, BRANCH

(POSITION ABOLISHED. DUTIES

OO/C Deputy for Support ASSUMED BY DEPUTY DIRECTOR/DCS)

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS.
85 -	CORRESPONDENCE SUBJECT FILE  File discontinued. Material transferred to Office of the Director Subject Files (Item 1)		
86 -	REFERENCE PUBLICATIONS  File discontinued. Material destroyed or transferred to Services Division/Analysis Section (Item 31)		
86.1 -	LIBRARY REFERENCE FILE  File discontinued. Material destroyed or transferred to Services Division/Analysis Section (Item 31)		

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RECORDS CONTROL SENSITIVE 05/11/21 : CIA-RDP78-00487A000400020005-3

SCHEDULE NO. 25 041-68

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**SECRET**

OFFICE, DIVISION, BRANCH

DOMESTIC CONTACT SERVICE/OPERATIONAL SUPPORT STAFF (DCA/OSS)

SIGNATURE

CONCURRENCE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
87 ✓	<p><b>STAFF ADMINISTRATIVE FILE</b></p> <p>Consists of correspondence, memos and reports which are maintained for internal operations, administration, and supervision of the Staff. Included are records relating to pay, leave, personnel, training and other related material. Filed by subject. (1948 to date)</p>	1.5	Temporary. Destroy after one year. Cut off file at end of each year; retain for one year and destroy.
88 ✓	<p><b>OPERATIONAL WORKING FILES</b></p> <p>These are working copies and reference material accumulated by the Staff Chief in the performance of his duties. The file also includes sensitive material which require personal handling by the Chief.</p>	1	Temporary. Destroy when obsolete or no longer needed (except that specially handled material be incorporated into other Staff or Office Files when applicable)
89 ✓	<p><b>CHRONOLOGICAL FILE (READING)</b></p> <p>Consists of extra copies of correspondence and teletypes originated by the Staff. Maintained for reference purposes. (current)</p>	1	Temporary. Destroy after six months. Maintain chronologically and destroy when six months old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP80-00487A000400020005-3			
93 ✓	LIBRARY MATERIAL	4	Temporary. Destroy when superseded, or transferred, or no longer needed for reference.
94 ✓	IBM INDEX CARDS		
	a. Index to <input type="text"/>	1	Temporary. Forward cards to Office of Computer Services every two years for preparation of a new listing and subsequent destruction of cards thereafter.
	b. Index to requests from "Interagency Source Register".	1	Temporary. Destroy when no longer needed for reference purposes.
135 ✓			
136 ✓	CORRESPONDENCE INDEX FILE	1	Temporary. Destroy after five years. Cut off file at the end of each year, hold in current files area five years and destroy.
	File consists of 3x5 cards or slips which serve as an index to the correspondence received by the Staff from components of the DDP. Maintained for reference purposes and filed by originator and chronologically thereunder. (1965 - 1970)		
137 ✓	DCS <input type="text"/> SUPPORT ACTIVITIES FILE	1	Temporary. Destroy after five years. Cut off file at the end of each year, hold in current files area five years and destroy.
	Consists of correspondence pertinent to the <input type="text"/> description of each request and the action taken. Arranged by <input type="text"/> and chronologically thereunder. Maintained for record, reference, and historical purposes. (1964 to date)		
Approved For Release 2005/11/21 : CIA-RDP80-00487A000400020005-3			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020005-3			
144 ✓		<b>SECRET</b>	48a
145 ✓	<p>WORKING PAPERS</p> <p>Consist of material used in day to day activity of Case Officer. (current)</p>		SEP 1970
Temporary. Destroy when no longer needed for reference.			
Temporary. Destroy when superseded, documents destroyed, or transferred, or no longer needed for reference.			
<b>SECRET</b>			
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020005-3			

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
97 ✓	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020005-3</p> <p><b>SECRET</b></p> <p>REVOLVING AND EMERGENCY FUNDS FILES</p> <p>Consist of correspondence and related form records pertaining to the administration and operation of the emergency and revolving funds for the Staff. Funds are set up to provide ready cash for expenses incurred in the [redacted] [redacted] Staff is accountable to Office of Finance and records are subject to review. Files maintained by type of fund. (1967-70)</p>	2	<p style="text-align: right;">50 SEP 1970</p> <p>Temporary. Cut off at end of one year. Retain additional three years and destroy, provided audit has been completed.</p>
98 ✓	<p>PROPERTY ACCOUNTABILITY RECORDS</p> <p>Property inventory records for non expendable equipment issued and received. Information includes nomenclature, receipts, location, cost and such other information required for property accounting. (1969-70)</p>	6	<p>Temporary. Destroy when new inventory list is received.</p>
99 ~	<p>WORKING FILES</p> <p>Files discontinued and destroyed.</p>		
100 ✓	<p>[redacted]</p> <p>[redacted]</p> <p>[redacted]</p>	2	<p>Permanent. Retire to records center when no longer needed for current reference.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
101	[Redacted]	1	Temporary. Destroy when no longer needed. except that material that may be pertinent to source records should be filed therein.
102	REFERENCE MATERIAL [Redacted]	8	Temporary. Destroy when obsolete or no longer needed for reference purposes.
103	INVESTIGATION REPORTS [Redacted] b. IBM card index to [Redacted] destroyed.	1	Temporary. Return to CIA Library when no longer needed for reference purposes.
104	LIBRARY MATERIAL  These are technical and foreign language books which are obtained on a loan basis from the Library for reference purposes.	1	Temporary. Return to CIA Library when no longer needed for reference purposes.

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SEP 1970

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
105 ✓	<p>CASE FILES</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	10	<p>Temporary. When case is closed forward to Services/Control where it will be incorporated into the Item #37 files for further disposition.</p>
106 ✓	<p>INDEX AND SUMMARY CARDS</p> <p>Consist of card series which are used as a cross reference and index to the case files and individuals <span style="border: 1px solid black; display: inline-block; width: 50px; height: 1em; vertical-align: middle;"></span> handled by the Staff. Cards contain summarized information about each case or individual and are filed numerically and alphabetically for cross reference purposes.</p>	1	<p>Temporary. Destroy when obsolete or no longer needed for reference purposes.</p>
107 ✓	<p>STAFF OPERATIONS LCG</p> <p>A log maintained on the daily appointments and activity of the Staff case officers. Filed chronologically and maintained for convenience or record. (current)</p>		<p>Temporary. Destroy after one year. Cut off file at the end of each year; retain for one year and destroy.</p>

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RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000400020005-3

**SECRET**

SCHEDULE NO.

53

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

OO/C Office of the Chief -   
 (STAFF ABOLISHED; FUNCTION ABSORBED BY SOVIET BLOC DIV/DCS)

TITLE

DATE

ITEM NO.

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

VOLUME  
 (CUBIC FT.)

DISPOSITION INSTRUCTIONS

- 108 - BRIEFING FILES  
 File discontinued and transferred to Soviet Bloc Division.
- 109 - CASE FILES  
 Files discontinued. Material destroyed or transferred to the Soviet Bloc Division (Item 75 and 76a)
- 110 - CHRONO FILE  
 File discontinued and material destroyed
- 111 - ASSESSMENTS FILES  
 Files discontinued and material destroyed.
- 112 - TRAINING RECORDS  
 File discontinued. Material destroyed or transferred to Training Material File (Item 122)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020005-3			
113-	PINK COPIES OF REPORTS File discontinued. Material destroyed.	SECRET	54
114-	WORKING FILES Files discontinued. Material destroyed or transferred to Briefing File (Item 108)		
115-	CONTROL LOG Discontinued and destroyed.		

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020005-3</p> <p style="text-align: center;"><b>CONFIDENTIAL</b></p>		
125	<p>OPINION REQUEST LOG</p> <p>Consists of a chronological log which serves as an index to opinion requests distributed to members of the community to solicit their comments with regard to a future exchange involving a Soviet Bloc country. Used for reference purposes and as a tickle for the replies to the request by the recipients. (1968 to date)</p>	<p>.1 Temporary. Destroy after five years. Upon completion of each log hold in current file area for five years and destroy.</p>
126	<p>STAFF CHRONOLOGICAL CORRESPONDENCE FILES</p> <p>a. Outgoing Chrono - consists of all correspondence (copies) originated by the staff to Agency and non-Agency addressees. (1968 to date)</p> <p>b. Incoming Chrono - consists of all correspondence (copies) to the Staff from Agency and non-Agency elements. (1968 to date)</p>	<p>2.0 Temporary. Destroy after five years. Cut off file at end of each year; hold in current files area for five years and destroy.</p> <p>2.0 Same as Item 126a.</p>
127	<p>STAFF ADMINISTRATIVE FILES</p> <p>Consist of miscellaneous material maintained for the internal operation and management of the Staff. (1968 to date)</p>	<p>.5 Temporary. Destroy when obsolete, superseded, or no longer needed.</p>
156	<p>IIAGE STAFF MEETING MINUTES</p> <p>Consists of copies of minutes of the meetings of the Interagency Intelligence Advisory Group on Exchanges (IIAGE), [redacted] Meetings are held at irregular, infrequent intervals. Maintained for reference and record purposes. Filed chronologically. (1971 to date)</p>	<p>.1 Permanent. Disposal not authorized. Cut off file at the end of each year; hold in current files area for five years and transfer to the Records Center. Records Center will notify DCS/RMO at the beginning of the calendar year in which records become 30 years old and arrange for their review for declassification.</p>

**CONFIDENTIAL**

**SECRET**

OFFICE, DIVISION, BRANCH  
DCS/Soviet Bloc Division/Format Staff

SIGNATURE  **SEP 19 1956**  
CONCURRENCE  
TITLE DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1 ✓	<p><b>SUBJECT FILE</b></p> <p>Consists of correspondence, reports, guide requirements, charts and other substantive material which document the policies and programs of the Staff. File also contains records accumulated in performing general housekeeping and administrative functions relating to budget, security, personnel, training, etc. Filed according to subject. (1947 to date)</p> <p>a. Substantive and documentary records.</p> <p>b. Administrative and Housekeeping Records.</p>	2	<p>Permanent. Disposal not authorized. Cut off at the end of each calendar year; retain in current files area two years and transfer to Records Center.</p> <p>Temporary. Destroy after three years. Cut off at the end of each calendar year; retain in current files area two years then destroy.</p>
2 ✓	<p><b>INFORMATION REPORTS</b></p> <p><input type="text"/></p>	12	<p>Held for convenience of consumer. Format has copies.</p>

**SECRET**

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3 (S)	<p>REQUIREMENTS INDEX FILES</p> <p>a. 5x8 cards maintained on all requirements served or levied on Format by other offices. File discontinued.</p> <p>b. 3x5 card index on requirements levied on Format. Maintained alphabetically by subject.</p> <p style="padding-left: 40px;">(1961 to date)</p>	.2	Temporary. Destroy when superseded or fulfilled.
4 (J)	<p>LIBRARY REFERENCE MATERIAL</p> <p>These are books, manuals, dictionaries, etc. used by Staff personnel for reference.</p>	25	Temporary. Return to CIA Library when no longer needed.
5 (J)	<p>FORMAT ITEM FILES</p> <p>Individual files maintained on each item exploited and analyzed. They consist of notification of receipts, specific requirements, copies of contracts, and bills for service rendered, findings and analyses, and copies of the final published reports. (Original contracts filed in Logistics; bills sent to Finance). Filed by Item number.</p> <p style="padding-left: 40px;">(1954 to date)</p>	5	<p>Temporary. Destroy after 12 years. Place in inactive file when evaluation is completed and report published; retain in current files area for two years, then retire to CIA Records Center.</p> <p>The above retention is necessary for Cross Reference purposes.</p>
6 (J)	<p>NOTICES OF RECEIPT</p> <p>File discontinued. Material filed in the Item files (Item #5 above) to which they relate.</p>		
7 (J)	<p>REFERENCE PUBLICATIONS</p> <p>Consist of publications, pamphlets, reports, manuals, catalogues, etc. Maintained for reference purposes. Filed by subject category.</p>		Temporary. Destroy when obsolete, superseded, or no longer needed.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020005-3			
8 ✓	<p>CHRONOLOGICAL READING FILE</p> <p>Copies of correspondence originating in the office. Maintained as a convenience file, in chronological sequence. (1960 to date)</p>	2	<p>Temporary. Destroy after five years. Cut off file at the end of each calendar year; retain in current files area five years and destroy.</p>
9 ✓	<p>CROSS REFERENCE INDEX SYSTEM</p> <p>Consist of indices to the various case, item and project files maintained by the Staff.</p> <p>a. Item Number Control Log - used to control the assignment of numbers to and list descriptions of items on which the Staff has information or material and for which they handle the procurement. (1955 to date)</p> <p>b. Kardex 5x8 Card Cross Reference - a cross reference, by item number, to Item Files. Discontinued</p> <p>c. 3x5 Alphabetical Cross Reference File - a cross reference, by subject category, to the case item and project files of the Staff. (1960 to date)</p> <p>d. 3x5 Numerical Cross Reference File - a cross reference, by number, to the case, item, and project files of the Staff. (1967 to date)</p> <p>e. Report Log - a log maintained on reports prepared and/or released by the Staff. Maintained by report number. (1951 to date)</p> <p>f. 3x5 Action Office File - a cross reference, by action office, to cases handled by the Staff. (1967 to date)</p> <p>g. 3x5 Originating Office File - a cross reference by originating office, to cases handled by the Staff. (1967 to date)</p>	.2 .2 .2 .2 .2	<p>Temporary. Destroy as related Item Files are destroyed by Records Center (see Item #5)</p> <p>Temporary. Destroy when obsolete or no longer needed for reference purposes.</p> <p>Temporary. Destroy when obsolete or no longer needed for reference purposes.</p> <p>Temporary. Destroy when obsolete or no longer needed for reference purposes.</p> <p>Temporary. Destroy when obsolete or no longer needed for reference purposes.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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10	<p><b>CONTROL CARDS</b></p> <p>8x12 cards showing date of receipt, item number, and status of material being exploited. File discontinued.</p>	<b>SECRET</b>	60
11	<p><b>MAIL LOGS</b></p> <p>Logs discontinued. Records handled by Services Division/Message Center and, for Top Secret material, the DCS Top Secret Control Officer.</p>		
12	<p><b>COURIERS CLASSIFIED MAIL RECEIPTS</b></p> <p>File discontinued. Records handled by Services Division/Message Center Section.</p>		
13	<p><b>DOCUMENT RECEIPTS</b></p> <p>File discontinued. Records handled by Services Division/Message Center section.</p>		
129 <sup>(N)</sup>		5	<p>Temporary. Destroy after 12 years. Place in inactive file when transaction is completed. Retain in current files area for two years then retire to Records Center.</p> <p>The above retention is necessary for Cross Reference purposes.</p>

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130 ✓	<p>PROJECT FILES</p> <p>These files relate to the exploitation phase of the activities associated with special projects handled and coordinated by the Staff. Much of the material in these files is of a Sensitive nature. (1964 to date)</p>	2	<p>Permanent. Disposal not authorized. Transfer to Records Center when no longer needed for current reference purposes.</p>
131 ✓	<div style="width: 100%; height: 100%; background-color: black;"></div>	.2	<p>Temporary. Destroy when five years old. Cut off file at the end of each calendar; hold in current file area for five years and destroy.</p>
132 ✓	<p>FOREIGN MATERIAL INDEX CATALOG</p> <p>This is an annual listing published by the Staff listing foreign material items on which the Staff has information and which may be of interest to the intelligence community. The brochures are disseminated to various members of the community. This is the office of record for this publication.</p>	.4	<p><b>Temporary.</b> Send one copy to Records Center each year upon publication. Hold extra copies in current files for use as necessary and destroy when superseded by a new Brochure.</p>
67b-	<p>FILM CONTROL RECORD</p> <p>Consists of a 3x5 card index listing films collected for Graphics Register. Information includes film title, case number, requirement, number, etc. Cards filed by title.</p>	.4	<p>Temporary. Retain indefinitely in current files area. Destroy when no longer needed for reference purposes.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
134	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020005-3</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	30	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
140	<p>FORMAT CASE FILE</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>		<p>Temporary. Send to Services/Control upon closure of the case where it will be incorporated into Item 37 File for further disposition.</p>
141	<p>INTERAGENCY TRANSFER OF FUNDS</p> <p>This file contains the authorities from other government agencies for funding foreign material procurement.</p>		<p>Permanent. Disposal not authorized. Cut off at the end of each year, retain in current files area for ten years and then transfer to the Records Center.</p>
142	<p>CUSTOMER ADVANCES AND EXPENDITURE FUNDS</p> <p>This file contains the allocation of interagency funds, by customer, for foreign material procurement.</p>		<p>Permanent. Disposal not authorized. Cut off at the end of each year, retain in current files area for ten years and then transfer to the Records Center.</p>

RECORDS DISPOSITION AUTHORITY

Records Control Schedule 25.042-69 for Domestic Contact Service [redacted] is approved and authority hereby given to implement the disposition instructions contained therein.

Prepared:

[redacted]

Approved:

[redacted]  
JAMES R. MURPHY  
Director, DCS [redacted]

Reviewed:

[redacted]

DCS Records Officer

[redacted]

Records Management Analyst

28 JAN 1969

[redacted]

Chief, Records Administration Branch

31 Jan 1969  
(Date)

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FORWARD

Records maintained by DCS [redacted] [redacted] are considered to be working papers and are of a temporary nature. The RECORD copy of those items covered in the Records Control Schedule for DCS [redacted] are the responsibility of DCS Headquarters.

[redacted] will in no case hold records for a longer period of time than is stated in this Records Control Schedule for [redacted]. It is recommended, when possible, that they be held for a shorter period.

JAN 1972

S-E-C-R-E-T

21 January 1972

MEMORANDUM FOR: CIA Records Administrator

SUBJECT: Revision of Records Control Schedule for  
 (25.042-69), Item 3

Attached hereto is revised page 2 of the Subject records schedule. It is forwarded for approval. The disposition instructions for Item 3 have been changed from Temporary to Permanent, but otherwise it remains unchanged.

DCS/Area Records Officer

Attachment: As stated

S-E-C-R-E-T



RECORDS CONTROL SCHEDULE  
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SCHEDULE NO. 25.042.69  
CONCURRENCE

25

OFFICE, DIVISION, BRANCH

RECORDS CONTROL SCHEDULE FOR DCS [redacted]

SIGNATURE

TITLE

EXECUTIVE OFFICER 31 JAN 1968

ITEM NO.

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

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

OPERATIONS AND ADMINISTRATIVE FILE

Consists of correspondence [redacted] from Headquarters, reports, studies, and similar records reflecting the policies and procedures in support of the office. File also contains material reflecting the internal administration of the office such as personnel records, travel documents, training, and related activities. Filed by subject. Office of Record Headquarters.

TEMPORARY. Destroy when obsolete, superseded or no longer needed for reference in the operation and administration of the office.

25

2

[redacted]

security risks, waveoffs, etc.

(Continued on next page)

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Next 1 Page(s) In Document Exempt

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	<u>REPORTS FILE</u>  Consists of a carbon copy of each report unless an [ ] and number six copy of the process sheet for each report issued. Filed numerically and chronologically.	SECRET	TEMPORARY. Destroy when PS #1 and printed report are received or, optionally, when one year old. If retained for one year, as the segment for each month is completed and added to the file, the corresponding monthly segment of the previous year should be destroyed.
8	<u>MEMORANDA LOG</u>  Consists of a list of numbers used to control assignment to outgoing memoranda. Filed numerically and chronologically.		TEMPORARY. Destroy when no longer needed for current reference. (Retention not to exceed two years)
9	<u>CHRONOLOGICAL MEMORANDA FILE</u>  Consists of carbon copies of memoranda originated by the office except controlled (SENSITIVE, EYES ONLY, etc.) documents. Copies of memoranda are also filed in the office, source, case, administrative and subject files to which they relate. Filed numerically and chronologically.	TEMPORARY. Destroy when two years old. As a portion of the file for each month is completed, the corresponding segment of the second previous year should be destroyed.	
10	<u>WEEKLY ACTIVITY REPORT FILE</u>  Consists of completed Weekly Activity Report Form 2927 (Report of Contact Form 2564). Filed chronologically, in monthly segments, by Contact Specialist.	TEMPORARY. Destroy after two years. As each monthly segment is completed for each Contact Specialist, the corresponding segment for the second previous year should be destroyed.	
11	<u>POUCH MANIFEST FILE</u>  Consists of copies of manifests describing the contents and documenting the receipt of pouches sent and received by the office.	TEMPORARY. Destroy after one year. As each monthly segment is completed the corresponding segment for the previous year should be destroyed.	

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020005-3</p> <p>(a) [redacted] Expense File - Material documenting the expenditure of official funds for [redacted] in furtherance of the DCS mission. These records are ancillary to Item 15, but are not transmitted to the Office of Finance in [redacted] records are made available on an ad hoc basis to the Office of Finance certifying officer on demand. Filed chronologically. (1955 to date)</p>		<p>TEMPORARY. Destroy 12 years after the period of the account.</p> <p style="text-align: right;"><i>Comits</i></p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 10px auto;"></div> <p style="text-align: right;">15 July 1971 Date</p> <p style="text-align: center;">APPROVED CIA Records Administration Officer</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
12	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020005-3		
13	<p><u>SECURITY CHECK TICKLE FILE</u></p> <p>Consists of copies of Request for Security Check (Form 2941) on individuals on which the office has current or pending name checks. Used to update security checks and source records. Filed chronologically by date of request.</p>		<p>TEMPORARY. (a) destroy when new security check request is prepared or (b) when request is five years old, transfer to Source File (Item 2) and handle in accordance with disposition instructions for that item.</p>
14	<p><u>SECURITY CHECK ALPHABETICAL FILE</u></p> <p>This is an optional file which, if maintained, consists of copies of (Biographic Data) on which the office has current or pending name checks. Used for convenient reference purposes. Filed alphabetically by surname.</p>		<p>TEMPORARY. Destroy (a) when replaced by a new Security Check Request or (b) when the corresponding Security Check Tickle File (Item 13) copy is transferred to the Source File.</p>
15	<p><u>FINANCIAL RECORDS</u></p> <p>Consists of bank statements, cancelled checks and other miscellaneous accounting material.</p>		<p>TEMPORARY. Forward each month to Office of Finance (OF) thru DCS/Admin Staff, OF will audit and retain the material under an OF Voucher Number. Material may be retrieved thru OF (via Machine Records) by date of check.</p> <p>OF will destroy after legal requirement has been fulfilled.</p>

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