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Approved For Release 2005/11/21 : CIA-RDP78-00487A000400110001-7

RAS

75-66

RECORDS MANAGEMENT PROGRAM

**RECORDS CONTROL SCHEDULE
FOR THE
CENTRAL COVER STAFF**



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75-60 25X1

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

DD/P *Central Cover*
~~OPERATIONS SERVICES~~ STAFF
(*Operations Services*)



Superseded by 75-66

31, Jan 1962

Commercial Staff was formerly a Staff under the DDS - then placed under the DDP and later combined with the Central Cover Division. Now known as DDP/CM - Cover and Commercial Staff.

Total combined records	
(1957 schedule) Commercial	23.6 cu ft
(1960 schedule) Centr Cover	<u>192.9</u>
	216.5

July 1964
 Talked to [redacted] re
 Commercial Staff. He said
 they never really merged w/ Central
 Cover. About time of move to new
 bldg in 1962 Commercial Staff went
 Central Cover Staff now
 under Ops. Services [redacted]

Schedule re-filed under Comm Staff RD 7-21-68

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ROUTING AND RECORD SHEET

SUBJECT: (Optional) *Op Serv. / Central Cover Dir.*

Clarification of CCD Records Control Schedule

FROM: Chief CCD/Registry - NO.
 DATE 8 August 1960

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1.	DDP/RMO 21010 "L"	10 Aug	Has seen		<p>To 3: Attached is Records Control Schedule for OPER/CCD. It is the first attempt at a Schedule for CCD; rather than having it' retyped, CCD has submitted a covering memorandum which will clarify some of the disposition instructions. Please retain copy, if desired.</p> <p><input type="text"/> for DDP/RMO</p> <p>-----</p> <p>3-7: Copy is being retained. Since CCD <input type="text"/> states that all files are temporary, I assume the policy and procedural matters described in item 15 are documented elsewhere in DD/P. Otherwise, this file would be considered permanent because of its archival value. <i>LSV</i></p>
2.					
3.	C/RMS Room 604 1016 16th St. N.W.				
4.					
5.					
6.					
7.	DDP/RMO 21 2010 "L"				
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

K1

25X

25X

25X

TRANSMITTAL SLIP		DATE 13/26/71
TO:		
ROOM NO.	BUILDING Archives	
REMARKS: Here are - CC staffs current and supervised schedules. Not much of an improvement but were trying.		
FROM:		
ROOM NO.	BUILDING	

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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To what extent is
the use of cover document-
ed in the Project file?

None according
to

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The DDP practice of
destroying records
on authority of + RO
review is illegal
unless the NA says
they are temporarily ~~or~~
or ~~the Agency says they~~
~~are non-needed.~~

~~3. From a systems and procedures~~
 specifically requires retirement of
 a box - The same instruction should
 apply to the other 10 items.

3. From a systems and procedures
 viewpoint this schedule gives
 the impression that there may
 be too many files series maintained
 and that there is some avoidable
 duplication of paper between the
 various series. In item 6 one
 wonders why this information
 isn't available in the official
 project files.

4. The retention periods for material
 retired to the Center are as follows:

<u>Item</u>	<u>Retention</u>
1	60 year review
2	20 " "
3	20 " destruction
4	15 " review
5	15 " "
6	20 " "
7	10 " " 000000
8	5 " "
9	20 " "
10	5 " "
11	10 " "

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Records Control Schedule 75-66 for the CCS and CCS
is approved. It is understood that all records described
in this schedule will at some time become eligible for
retirement to the Agency Archives and Records Center.

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CIA Records Administration Officer

9 Feb 1966
Date

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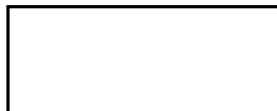
9 February 1966

MEMORANDUM FOR THE RECORD

SUBJECT: DDP/CCS Schedule 75-66

The disposition instructions in this schedule imply rather than direct retirement of files to the Records Center. I talked with  about this and he agreed instructions could have been more specific on this point. Because Mike has been doing business with the Center following a similar schedule, I recommend approval rather than insisting on a rewriting.

PS: Mike is confused about the purpose of a schedule -- he thinks a schedule is a device for getting records into the Center, so this schedule describes only those records CCS wishes to retire.



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RMS

23 November 1966

MEMORANDUM FOR: Chief, Records Administration Staff

SUBJECT : CCS Records Control Schedule

25X1 1. CCS requests that the disposition instruction of
25X1 item ten (10) of the CCS Records Control Schedule be extended
for five years. This would change the retention time at the
Record Center from five years to ten years. As justification
for this request I attach memo dated 18 November 1966 from
C/CCS [] to C/CCS [].

2. At present the four boxes containing these files,
sent to CCS for destruction from the Record Center, are at
Headquarters Building. If you approve of our extending the
retention time to ten years we will return the files to the
Record Center. CCS will await your reply before taking any
action.

[Redacted Signature]

CCS Records Management Officer

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Attachment

[Redacted Signature]

CIA Records Administration Officer

8 Dec 1966
Date

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GROUP 1
Excluded from automatic
downgrading and
declassification

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8 August 1960

MEMORANDUM FOR : DDP/RMO
SUBJECT : Clarification of CCD Records Control Schedule
X1 THROUGH : CCD []
REFERENCE : Memo dated 25 July 1960 Subject: Draft of Records Control Schedule, CCD

As per instructions DDP/RMO, this memo will attempt to clarify portions of the CCD Records Control Schedule that according to referenced memo might otherwise be a little vague.

A. As is assumed in referenced memo CCD records are "temporary". In accordance with DDP/RMO's suggestion henceforth records retired to the record center will be handled as temporary records & retained for a given number of years subject to extension, rather than for an indefinite number of years as previously submitted.

B. (1) Complete destruction of file - This action will be taken only when it can be established that a persons request for cover had been cancelled before a cover was utilized or before cover was provided; and/or files contain so little information that one cannot specifically identify cover utilized or if cover was even used.

(2) Retained in CCD/Registry this action will be taken if a persons cover/

[]

(3) Retirement per [] This action will be taken when it can be established that an employee who has had cover has died, retired, or resigned.

C. Files are retained in CCD/Registry for reasons as explained in b (2) & will be considered for review and/or retirement in accordance with b (3).

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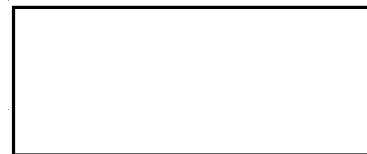
D. The term "CS file" will hereafter be identified as [] facility file (CS) & "Project file" will hereafter be identified as CCD Project file [] or []

25X
25X

E. DDP/OPSER/CCD/[] Records Control Center. Item 2 & 3 disposition instructions, should read see disposition instructions, Item I; rather than see instructions for purging Item I.

F. For security reasons folders on persons utilizing [] will not be forwarded to the Office of Personnel or elsewhere for retention, but retired to the record center as outlined in the record center schedule. Procedures have been established in the Office of Personnel to handle all inquiries in reference to persons who have [] The personnel folder does reflect this information in cases of bona fide resignations.

25X
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25X

*Total Records
listed for CCD - 19215 Temporary*

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