

97-69-1

SECRET

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE

FOR THE

DEVELOPMENT and Engineering.

OFFICE OF SPECIAL PROJECTS

April 1973

DDS & T



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GROUP 1
Excluded from automatic
downgrading and
declassification

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*Received Development
Office of Special Projects
April 1973.*

25X1

OFFICE OF SPECIAL PROJECTS

RECORDS CONTROL SCHEDULE

Records Control Schedule 97-69-1 for the Office of Special Projects is approved and authority hereby given to implement the disposition instructions contained herein.

Preparation:

25X1

Approved:

25X1

CIA Records Administration Officer

Review:

25X1

26 March 1967
Date

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853-69

OSP-0243-69

28 FEB 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Office of Special Projects, DD/S&T
Records Control Schedule, 97-69-1

1. Attached are three (3) copies of the revised Office of Special Projects, DD/S&T, Records Control Schedule, 97-69-1, forwarded for your review and approval.

2. This revision of the OSP Records Control Schedule reflects disposal authority, where applicable, found in the GSA General Records Schedules, as well as more precise record series definition. The Schedule also establishes more realistic record retention periods, both in the interests of Archives and Records Center space conservation, as well as historical document preservation.

3. This revised OSP Records Control Schedule supersedes and replaces OSP Records Control Schedule 94-67-0, and 94-67-1, dated 10 April 1967.

[Redacted Signature Box]

[Signature] JOHN J. CROWLEY
Director of Special Projects

25X

Attachment: 25X1

a/s a

APPROVED

[Redacted Signature Box]

26 Mar 1969
Date

CIA Records Administration Officer

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downgrading and
declassification

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SCHEDULE NO. 487A000400190001-9-1

OFFICE, DIVISION, BRANCH *Development and Engineering (Apr 1973)*
OFFICE OF SPECIAL PROJECTS, DDS&T *(RD)*

SIGNATURE [Redacted] 25

TITLE *John J. Crowley*
DATE
Director of Special Projects

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
0.	<p><u>INTRODUCTION</u></p> <p>This records control schedule covers the major categories of files and files series maintained in the Office of Special Projects, DDS&T, as documentation of the following Office of Special Project mission and functions:</p> <p><u>Mission:</u></p> <p>To plan, program, develop, and operate highly classified technical collection systems in direct response to USIB requirements and as assigned to the CIA by EXCOM; and, in addition, perform such system development tasks as may be assigned directly by the DCI.</p> <p>To perform in-depth analytical studies of existing and/or planned systems to help provide the DCI with the support necessary for him to make informed judgments on the relative merits of such systems.</p> <p><u>Functions:</u></p> <ol style="list-style-type: none"> 1. Develop and maintain on behalf of CIA a technical and managerial staff capable of discharging assigned responsibilities in performing the mission stated above. 2. Perform detailed planning, programming, and budgeting relative to assigned tasks. 		<div data-bbox="1149 1913 1354 2003" style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>GROUP 1 Excluded from automatic downgrading and declassification</p> </div>

ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/08/17 : CIA-RDP78-00487A000400190001-9		
	<p>3. Solicit, select, negotiate, and contract with appropriate corporations for the research, analysis, design, development, fabrication, assembly and test of subject systems.</p> <p>4. Exercise close management control over contractors to ensure specifications are met on time and at lowest cost.</p> <p>5. Provide operational support to existing systems.</p> <p>6. Conduct a continuing program of advanced systems studies and related research and development with the objective of helping to establish the basic parameters for, and defining the detailed technical and operational characteristics of new and/or improved highly classified technical collection systems.</p> <p>7. Perform specific mission analyses in devising the optimum utilization of operational and developmental technical collection systems.</p> <p>8. Coordinate and cooperate with other government offices in matters and/or projects of joint concern.</p> <p>9. Perform analyses of systems, both proposed, under development and operational, to determine their relative capabilities to satisfy intelligence requirements, and conversely to analyze intelligence requirements to determine necessary system performance and characteristics.</p>		

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ITEM NO.	FILES IDENTIFICATION	FORM NO. SECRET	DISPOSITION INSTRUCTIONS
1.	<p><u>POLICY FILES</u></p> <p>Approved For Release 2005/08/17 : CIA-RDP78-00487A000400190001-9</p> <p>These files are those held in the executive office of the Director, Office of Special Projects, DDS&T. These files consist of cables, dispatches, and other types of correspondence, reports, memoranda, periodic reports of OSP activities, reports of committee meetings, and other documents relative to the direction of the Office of Special Projects. These records are held subjectively, and cover the period of: 1963 to present.</p>	8.0	<p><u>PERMANENT</u>: Disposal not authorized in accordance with General Records Schedule 19, Item 1.* Break files annually, or at such time as volume considerations render the retention of these files in active file space impracticable. Retire to the Archives and Records Center.</p>
2.	<p><u>OSP REGULATORY ISSUANCE FILES</u></p> <p>These regulatory issuances consist of directives, notices, memoranda, and other issuances directive or informational in nature relating to the administration and management of the Office of Special Projects. These issuances are controlled by the Executive Officer, OSP, and are the official OSP record copies. Period covered: 1966 to present.</p>	.5	<p><u>PERMANENT</u>: Disposal not authorized in accordance with General Records Schedule 16, Item 1. Maintain on a current basis. Retain superseded issuances for an additional 1 year period. Retire to the Archives and Records Centers.</p>
3.	<p><u>CONTRACT FILES</u></p> <p>These files consist of original contracts, amendments, estimates, proposals, sub-contracts, payment plans, patent and loyalty rights, correspondence, and related papers pertaining to contracts awarded with respect to the mission and functions of the Office of Special Projects. These files are maintained in the Program Administration Division, Contracts Branch, OSP, and constitute official records of OSP. These files are held by contractor name and number, and are a special case file related to programs and projects, but held separately. Period covered: 1963 to present.</p>	35.0	<p><u>PERMANENT</u>: Disposal not authorized in accordance with General Records Schedule 19, Item 3. Break files annually, or at such time as volume considerations render the retention of these files in active office space impracticable. Retire to the Archives and Records Center.</p> <p>* General Records Schedules are issued by the Administrator of General Services to provide disposition standards for records common to several or all Federal agencies, under the Records Disposal Act of 1943, and the Federal Records Act of 1950.</p>

ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
4.	<p><u>PROGRAM FILES</u></p> <p>The files covered by this category are those maintained in the OSP components directly responsible for the administration of the special intelligence collection programs of the Office of Special Projects. These files consist of cables, reports, briefing aids, contractor reports, drawings, charts, plans, cost estimates, cost proposals, manuals, intelligence documents and other types of documentation related to the development, administration, support, and accomplishment of OSP special activities. These files are held under established subjective file systems. Period covered: 1963 to present.</p>	<p>Approved For Release 2005/08/17 : CIA-RDP78-00487A000400190001-9</p> <p>SECRET</p> <p>60.0</p> <p><u>PERMANENT:</u> Disposal not authorized in accordance with General Records Schedule 19, Item 1. Break files annually, or at such time as volume considerations render the retention of these files in active file space impracticable. Retire to the Archives and Records Center.</p>
5.	<p><u>PROJECT FILES</u></p> <p>These files contain technical and scientific data accumulated in the process of research, development, design, and analysis of systems and equipment pertinent to OSP operations. These data are in the form of contractor reports, special committee meeting reports, mission studies, technical reports, and other documents and materials. These files are held subjectively. Period covered: 1965 to present.</p>	<p>40.0</p> <p><u>PERMANENT:</u> Disposal not authorized in accordance with General Records Schedule 19, Item 3. Retain on a current basis. When no longer needed for reference or operational purposes, screen and retire to the Archives and Records Center.</p>
6.	<p><u>MISSION REPORT FILES</u></p> <p>These files consist of records pertaining to the program management, program product, including operations and accomplishment of missions mounted under OSP special projects. These records are of permanent and temporary value, as outlined below. Period covered: 1963 to present.</p>	<p>SECRET</p> <p>Approved For Release 2005/08/17 : CIA-RDP78-00487A000400190001-9</p>

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DD/ST# 039-72

OSP-0004-72

4 JAN 1972

MEMORANDUM FOR: CIA Records Management Officer

Thru: DDS-T/RMO

SUBJECT : Revised Office of Special Projects,
DD/S&T Records Control Schedule,
Item 6B

25X

1. Attached are four (4) copies of the revised Office of Special Projects, DD/S&T, Records Control Schedule Item 6B forwarded for your review and approval.

2. This change in schedule establishes a more realistic retention period both in interest of the Office of Special Projects and Records Center Space Conservation.

[Redacted Signature Box]

h

HAROLD L. BROWNMAN
Director of Special Projects

25X

Attachment:
a/s above

[Redacted Signature Box]

APPROVE

CIA Records Administration Officer

19 Jan 1972
Date

25X

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declassification

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Business OSP

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	MISSION REPORT FILES (con't)	15.0	<p>ILLEGIB</p> <p>PERMANENT: Disposal not authorized in accordance with General Records Schedule 19, Item 1. Retire when no longer needed for reference purposes to the Archives and Records Center.</p>
	<p>a. <u>Program Documentation</u></p> <p>These records are those that document the operational aspects of OSP mission management and which document the organization and functions of OSP, and provide historical and research data in support of OSP operations.</p>		
	<p>b. <u>Mission Documentation</u></p> <p>These records pertain to a specific operation and include documentation through which an operation is monitored on a timely basis. Upon completion of the operation, wrap-up documentation is included in the program documentation. These records are of temporary value, and useful only for a limited reference period after an operation's termination.</p>	75.0	<p>TEMPORARY: Disposal authorized by General Records Schedule 19, Item 5. Retain until no longer needed for current mission purposes in OSP, then retire to the Archives and Records Center. Destroy two (2) years after receipt in the Archives and Records Center because by that time these records will have served their research purposes.</p>
7.	SECURITY FILES	4.0	<p>PERMANENT: Disposal not authorized in accordance with General Records Schedule 18, Item 1. Break files annually. Retain an additional year, and retire to the Archives and Records Center.</p>
	<p>a. <u>Policy Files</u></p> <p>These files contain memoranda, reports, cables, and other documents pertaining to security policy, and other matters involving security of OSP activities. These files are maintained subjectively. Period covered: 1962 to present.</p>		
	<p>b. <u>Program Files</u></p> <p>These files contain memoranda, cables, inspection reports, clearance actions, and other documents</p>	6.0	<p>TEMPORARY: Disposal authorized by General Records Schedule 18, Item 11. Break files annually. Retain an additional year, and retire to the Archives and Records Center. Destroy</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	MISSION REPORT FILES (cont)	15.0	<u>PERMANENT</u> : Disposal not authorized in accordance with General Records Schedule 19, Item 1. Retire when no longer needed for reference purposes to the Archives and Records Center.
	<p>a. <u>Program Documentation</u></p> <p>These records are those that document the operational aspects of OSP mission management and which document the organization and functions of OSP, and provide historical and research data in support of OSP operations.</p>		
	<p>b. <u>Mission Documentation</u></p> <p>These records pertain to a specific operation and include documentation through which an operation is monitored on a timely basis. Upon completion of the operation, wrap-up documentation is included in the program documentation. These records are of temporary value, and useful only for a limited reference period after an operation's termination.</p>	75.0	<u>TEMPORARY</u> : Disposal authorized by General Records Schedule 19, Item 5. Retain until no longer needed for current mission purposes in OSP, then retire to the Archives and Records Center. Destroy one (1) year after receipt in the Archives and Records Center because by that time these records will have served their research purposes.
7.	<u>SECURITY FILES</u>	4.0	<u>PERMANENT</u> : Disposal not authorized in accordance with General Records Schedule 18, Item 1. Break files annually. Retain an additional year, and retire to the Archives and Records Center.
	<p>a. <u>Policy Files</u></p> <p>These files contain memoranda, reports, cables, and other documents pertaining to security policy, and other matters involving security of OSP activities. These files are maintained subjectively. Period covered: 1962 to present.</p>		
	<p>b. <u>Program Files</u></p> <p>These files contain memoranda, cables, inspection reports, clearance actions, and other documents</p>	6.0	<u>TEMPORARY</u> : Disposal authorized by General Records Schedule 18, Item 11. Break files annually. Retain an additional year, and retire to the Archives and Records Center.
APPROVED:			NEXT PAGE 19 Jan 1972 Date

Approved For Release 2005/08/17 : CIA-RDP78-00487A000400190001-9

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	SECURITY FILES (cont'd) Approved For Release 2005/08/17 : CIA-RDP78-00487A000400190001-9	SECRET	
	b. <u>Program Files</u> (cont'd) related to the security of OSP programs, projects, and facilities. These files are held subjectively. Period covered: 1958 to present.		after four (4) years, or when security cognizance is terminated, whichever is sooner.
	c. <u>Personnel Files</u> These files consist of documents and papers pertaining to the personnel security of OSP employees. These files are maintained alphabetically by name of the individual. Period covered: 1965 to present.	6.0	<u>TEMPORARY</u> : Disposal authorized by General Records Schedule 18, Item 24. Maintain on a current basis. Retain for six (6) months after termination or transfer of the individual. Screen and forward material not previously forwarded to the Office of Security, which is the office of record for such documentation.
8.	<u>BUDGET AND FINANCE FILES</u>		
	a. <u>Policy and Program Files</u> These files are concerned with OSP budget formulation and execution; audits; voucher payments; payroll; fund transfers; contract payments; financial record keeping; and other matters concerning financial management within OSP. These files also include documents regarding transactions in fulfillment of contract terms such as invoices, change orders, approved vouchers, and other documentation. These files are held subjectively. Period covered: 1965 to present.	10.0	<u>PERMANENT</u> : Disposal not authorized in accordance with General Records Schedule 5, Items 1 and 2. Break files annually, or at such time as volume considerations render the retention of these files in active office space impracticable. Retire to the Archives and Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	<p align="center">Approved For Release 2005/08/17 : CIA-RDP78-00487A000400190001-9</p> <p><u>BUDGET AND FINANCE FILES (cont'd)</u></p> <p>b. <u>Working Files</u></p> <p>These files consist of instructions, narrative and statistical statements or requirements, preliminary estimates, office estimates, copies of budget presentations and related working papers. These papers are filed subjectively. Period covered: 1965 to present.</p>	10.0	<p><u>TEMPORARY:</u> Disposal authorized by General Records Schedule 5, Item 4. Break files annually at the end of the fiscal year. Dispose of these records one (1) year after the close of the fiscal year covered by the respective budget.</p>
9.	<p><u>CABLE FILES</u></p> <p>This file series consists of incoming and outgoing cables processed through the OSP communication facility, pertaining to projects, programs, operations, and administration of the Office of Special Projects. These cables are those held in the Program Administration Division, Support Branch, Registry Section, in discharging its Cable Secretariat function for OSP. These documents are not the official OSP record copy but are extra reference copies. The record copy is held in the substantive files of OSP. These cables are filed by station. Period covered: 1967 to present.</p>	15.0	<p><u>TEMPORARY:</u> Retain for one (1) year, or as long as required for reference. Retire to the Archives and Records Center. Destroy after fifteen (15) years in the Archives and Records Center.</p>
10.	<p><u>CRYPTIC REFERENCE FILES</u></p> <p>Identification cards consisting of pseudonyms, cryptonyms, aliases, and sensitive operational indicators for which DDP is the office of record. These cards are filed alphabetically. Period covered: 1966 to present.</p>	.5	<p><u>TEMPORARY:</u> Retain on a current basis. Upon the separation of individuals, termination of projects or operations, or when otherwise made obsolete or superseded, place cards in inactive file. Hold as inactive for one (1) year and destroy.</p>

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
11.	<u>PERSONNEL FILES</u>	10.0 TEMPORARY: Maintain on a current basis. Retain for 6 months after termination or transfer of the employee. Screen and forward material not previously forwarded to the Records and Services Division, Office of Personnel, the office of record for personnel files, or the gaining office.
Approved For Release 2005/08/17 : CIA-RDP78-00487A000400190001-9		
12.	<u>LOGISTICS FILES</u>	10.0 TEMPORARY: Disposal authorized by General Records Schedules 3 and 9, 11 and 15, covering records of a temporary nature. Break files annually. Retain an additional year, or upon completion of audits, whichever applies. Destroy after two (2) years.
13.	<u>TOP SECRET MATERIAL</u>	
<p>These files are those maintained in the Program Administration Division, Support Branch, Personnel Section, OSP, as the "soft files" for OSP personnel, and are not the official personnel files of the Agency. These files contain copies of personnel actions, fitness reports, forms, correspondence, cables, and other documents pertaining to applicants, assignment, training, processing, and other matters concerning the administration of OSP staff or detailed personnel. These files are maintained alphabetically. Period covered: 1966 to present.</p> <p>These files consist of correspondence, reports, cables, dispatches, memorandum receipts, requisitions, shipping documents, tables of vehicular allowances, property accountability records, and other papers pertaining to the logistical support of OSP. These files are held subjectively. Period covered: 1966 to present.</p> <p>This material includes documents, cover sheets, logs, and other control papers handled in the Office of Special Projects and maintained under Agency top secret control procedures as managed by the OSP/Area Top Secret Control Officer. This material is controlled centrally in the Support Branch, Registry Section, although filed in the pertinent files throughout OSP. This material <u>does not</u> include documents handled under other sensitivity controls. Period covered: 1966 to present.</p>		<p>SECRET</p> <p>SECRET</p>
Approved For Release 2005/08/17 : CIA-RDP78-00487A000400190001-9		

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DD/S&T#1237-73

11 APR 1973

MEMORANDUM FOR: CIA Records Administration Office
THROUGH : DD/S&T Records Officer [redacted]
SUBJECT : Records Control Schedule Revisions

25X

1. Attached are four (4) copies of the Revisions to the Office of Special Projects, DD/S&T, Records Control Schedule 97-69-1, item 14 and item 19.

2. The revisions of the OSP Records Control Schedule reflects disposal authority, when applicable, found in the GSA General Records Schedules. The schedule also establishes more realistic records retention periods, both in the interest of Archives and Records Center space conservation as well as historical document preservation.

[redacted]

25X

Records Management Officer

Attachment: a/s

APPROVED

[redacted]

5/1/73
Date

25X

Records Administration Branch

cc: [redacted]

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[redacted]

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ITEM NO.

13. TOP SECRET MATERIAL (cont'd)

a. Documents

These records are controlled under the Agency system by number issued by the Agency Top Secret Control Officer.

1.0

These documents are to be given the same retention periods as the files to which they pertain, and in which they are held. At the time the respective file series reaches a disposition point, these documents are to be processed through the Registry Section to insure continuing control.

b. Cover Sheets (Form 26)

These cover sheets pertain to top secret documents which have either been destroyed or transferred from the custody of the Office of Special Projects.

.5

TEMPORARY: Destroy 10 years after document has been downgraded, destroyed, or sent outside CIA. (CIA Top Secret Control Officer, Office of Security ruling 12 August 1964.) Send cover sheets to CIA TS Control Officer thru Area TSCO for disposal.

c. Top Secret Controls

These records include logs, signature cards (Form 36), Courier's Classified Mail Receipt (Form 240a), and other control documents as required.

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TEMPORARY: Destroy 10 years after documents shown on forms are downgraded, transferred to the Records Center, destroyed or sent outside control point. (CIA Top Secret Control Officer, Office of Security ruling 12 August 1964.)

14. CHRONOLOGICAL FILES

10.0

These files consist of extra copies of all correspondence and memoranda originated by the Office of Special Projects. In these files are copies of outgoing memoranda for signature, approval and concurrence. These files are maintained for reference and convenience use. The official file is maintained by the OSP Registry. Filed chronologically by the control number.

a. Chrono files thru 1968

PERMANENT: Disposal not authorized in accordance with Central Records Schedule 19-1. Retire files dated thru 1968 to the Archives and Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
13.	TOP SECRET MATERIAL Approved For Release 2005/08/17 : CIA-RDP87A000400190001-9	SECRET	OSP ILLEGIB
	a. <u>Documents</u>	1.0	These documents are to be given the same retention periods as the files to which they pertain, and in which they are held. At the time the respective file series reaches a disposition point, these documents are to be processed through the Registry Section to insure continuing control.
	These records are controlled under the Agency system by number issued by the Agency Top Secret Control Officer.		
	b. <u>Cover Sheets (Form 26)</u>	.5	<u>TEMPORARY:</u> Destroy 10 years after document has been downgraded, destroyed, or sent outside CIA. (CIA Top Secret Control Officer, Office of Security ruling 12 August 1964.) Send cover sheets to CIA TS Control Officer thru Area TSCO for disposal.
	These cover sheets pertain to top secret documents which have either been destroyed or transferred from the custody of the Office of Special Projects.		
	c. <u>Top Secret Controls</u>	.5	<u>TEMPORARY:</u> Destroy 10 years after documents shown on forms are downgraded, transferred to the Records Center, destroyed or sent outside control point. (CIA Top Secret Control Officer, Office of Security ruling 12 August 1964.)
	These records include logs, signature cards (Form 36), Courier's Classified Mail Receipt (Form 240a), and other control documents as required.		
14.	<u>CHRONOLOGICAL FILES</u>	10.0	<u>TEMPORARY:</u> These files are non-record and can be destroyed when eighteen (18) months old, or sooner, depending upon reference value.
	These files contain incoming and outgoing cables, dispatches, memoranda, and other correspondence maintained throughout <u>OSP</u> as <u>extra copy reading or reference files</u> and have no record value. These files are generally held chronologically by date. Period covered: 1967 to present.		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14.	<p>Approved For Release 2005/08/17 : CIA-RDP78-00487A000400190001-9</p> <p>SECRET</p> <p><u>CHRONOLOGICAL FILES (cont'd)</u></p> <p>b. Chrono files subsequent to 1968</p> <p>c. Chrono files held by the Office of Special Projects Divisions for convenience purposes. The official file copy is maintained by the OSP Registry.</p>		<p><u>TEMPORARY:</u> Cut off at end of each calendar year, retain in current files area for two (2) additional years, and then transfer to the Archives and Records Center. Destroy after ten (10) years in the Archives and Records Center.</p> <p><u>TEMPORARY:</u> Cut off at end of each calendar year, retain in current files area an additional year, then destroy.</p>
			<p>Approved</p> <div style="border: 1px solid black; width: 100%; height: 100%;"></div>

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
15.	<p><u>MAIL CONTROL FILES</u></p> <p>Approved For Release 2005/08/17 : CIA-RDP78-00487A000400190001-9</p> <p>These files contain Request for Office of Security Mailing (Form 1637), and other mail control documents as required. These records are maintained in the Support Branch, Registry Section. Period covered: 1967 to present.</p>	<p>1.0</p> <p>TEMPORARY: Disposal authorized by General Records Schedule 12, Items 6 and 7. Maintain for two (2) years and destroy.</p>
16.	<p><u>DOCUMENT CONTROL FILES</u></p> <p>These files contain Document Control Form 238, and are maintained in the Support Branch, Registry Section. Period covered: 1966 to present.</p>	<p>8.0</p> <p>TEMPORARY: Disposal authorized by General Records Schedule 18, Item 3. Retain until the respective document has been either destroyed or transferred from OSP, then remove to an inactive file. Purge the inactive file every two (2) years.</p>
17.	<p><u>POUCH RECORDS</u></p> <p>These files are maintained by the Support Branch, Registry Section, and contain pouch addresses, manifests, logs, and related records. Period covered: 1966 to present.</p>	<p>1.0</p> <p>TEMPORARY: Disposal authorized by General Records Schedule 12, Item 2. Break files annually, or when no longer needed for reference purposes. Retain an additional year and destroy.</p>
18.	<p><u>PUBLICATIONS</u></p> <p>These files contain regulatory issuances, and other publications of DDS&T, CIA, as well as periodicals, newspapers, commercial publications, and other printed material received in the Office of Special Projects for reference purposes. These are not the official records of OSP. Period covered: 1966 to present.</p>	<p>5.0</p> <p>TEMPORARY: These records are non-record to the Office of Special Projects. Retain on a current basis. Destroy when superseded, obsolete, or when no longer needed for reference purposes.</p>

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APPROVED:
 CIA Records Administration Office

Date 25X

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
19.	BRIEFING FILES:	10.0	<p>TEMPORARY: Disposal authorized in accordance with General Records Schedule 19, Item 14. Destroy when superseded, obsolete, or no longer needed for reference purposes except materials determined to be of future value will be transferred to the Records Center for a period of 5 years.</p>
	<p>Consists of charts, maps, listings, briefing boards, etc., used in presentation and briefings given by the Director, OSP, and other OSP officials.</p>		<div style="border: 1px solid black; width: 100%; height: 100%;"></div>

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Approve

25X

SECRET

Approved For Release 2005/08/17 : CIA-RDP78-00487A000400190001-9

CLASSIFICATION

DATE

MICROFILMING PROPOSAL FOR EVALUATION

19 March 1973

TO: Agency Records Management Officer
702 Magazine Building

FROM:

Special Projects Staff/ DDS&T

THRU: Directorate Records Management Officer

FILE IDENTIFICATION (Include Title, Description, and inclusive dates)

Cable Reference file
1970 - present

CUSTODIAN OF FILE EXTENSION OFFICE LOCATION OF FILE (Room and Building)

O/SPS/DDS&T 2-E-11

IS FILE ON RECORDS CONTROL SCHEDULE

SCHEDULE NO.

ITEM NO.

RETENTION PERIOD

YES NO

Schedule in
DRAFT Stages

OFFICE SPACE

RECORDS CENTER

PRESENT VOLUME (cu. ft.)

REFERENCES PER MONTH

EST. ANNUAL GROWTH (cu. ft.)

ANNUAL GROWTH

OFFICE SPACE

RECORDS CENTER

OFFICE SPACE

REC CTR.

INTERFILED

12

-

Daily

-

4

ADDITIONS TO FILE

FILE ARRANGEMENT (alpha, numeric, chrono, etc.)

IF REARRANGEMENT OF FILE NECESSARY, DESCRIBE

Filed numerically by CITE

FILE USAGE

WHO HAS ACCESS TO FILES (clerks, analysts)

FILE SERVES HOW MANY

WHERE ARE USERS LOCATED

SPS Staff

Approx.

DESCRIPTION OF FILE MAKEUP

LETTER

CARD

MAPS

AD. TAB PAPER

LEGAL

PLANS

ENG. DRAWINGS

OTHER (specify)

PAPER SIZE

UNIFORM

VARIES

MAX. SIZE

MIN SIZE

PAPER STOCK

UNIFORM

VARIES

BOND

TISSUE

CARD

PHOTOS

OTHER (specify below)

PAPER COLOR

UNIFORM

VARIES

WHITE

YELLOW

BLUE

GREEN

OTHER (specify below)

FILE MAKEUP

ORIGINAL

CARBONS

REPROS

OTHER (specify below)

1 SIDE

2 SIDES

FASTENERS

PRONGS

CLIPS

STAPLES

STITCH

GLUE

OTHER (specify below)

OTHER FACTORS WHICH MAY AFFECT MICROFILMING

EST % OF UNPRODUCTIVE MATERIAL CURRENTLY IN THE FILE

WHO WILL PURGE FILE BEFORE FILMING

ADDITIONS TO FILE WILL BE FILMED

INDEXING NEEDED

5%

Custodian & RMO

QUARTERLY

ANNUALLY

SEMI-ANNUAL

OTHER

YES

NO

PURPOSE OF MICROFILMING

DISPOSAL (To reduce cost of space or equipment)

TO PRODUCE FILM OR PAPER COPIES

TO SAVE LABOR AND TIME IN REPETITIVE OPERATIONS

PRESERVATION OF DETERIORATING RECORDS

SECURITY (Vital Records)

OTHER (Describe below)

INDICATE NATURE OF PURPOSE, IF ABOVE DESCRIPTION IS NOT ADEQUATE. (Also include proposed disposition of hard copy after filming is completed.)

Indexing will be accomplished on Form 3192. Hard copies will be proofed for accuracy and then destroyed.

REVIEWS AND CONCURRENCES

AGENCY RMO