

25.051-64

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE

FOR THE

FOREIGN BROADCAST
INFORMATION DIV.

DOC	1	REV DATE	8-12-81	BY	
ORIG COMP	-	OPI	30	TYPE	01
ORIG CLASS	5	PAGES	35	REV CLASS	
JUST	22	NEXT REV	204	AUTH	HR 18-2

STAT



Supervised by
25.051-68
RD

Chief, Administrative Staff/FBID

4 December 1964

ATTN : Area Records Officer

Chief, Records Administration Staff

Revised Records Control Schedule

1. The revised Records Control Schedule covering your headquarters records is approved for application. Two copies are forwarded for your use, one copy was sent to the Records Center, and the record copy is retained by this Staff. The schedule reflects changes required and supersedes the previous schedule 25.051 dated April 1956.
2. As the date for moving to the new building approaches, I'm sure you will find a greater need to reduce records holdings. The records control schedule provides a planned program for retention, transfer and disposal of records. Since the cut-off period for many records is the end of the calendar year, FBID should at this time cut off files for 1963 and transfer or destroy the files not needed for current activities. New files should be established for the coming year. The timely application of the disposition instructions by your people will alleviate the last minute rush to reduce files prior to the move.
3. The schedule covers 1,344 cubic feet of records of which 25% have been evaluated as permanent. Included in the permanent group are both hard copy and microfilm of the Daily Reports. Ordinarily, this office would disapprove the retention of duplicate copies of records. However, GSA is currently studying the microfilm processes where defects in the film have appeared. Until the study is completed, all agencies have been requested to withhold final decision on the disposition of hard copy material that has been microfilmed. As soon as the restriction is lifted we will expect all offices to review any holdings that are being retained in both forms with a view to eliminating one.
4. I wish to express my appreciation to [redacted] for the fine job she did on preparing your records control schedule. She should feel free to call us for any assistance she may need in promoting the program in FBID.

25X

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Atts: Records Control Schedule

DDS/RAS/[redacted] (4 December 1964)

CONFIDENTIAL

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240001-3

Effective Mar 1, 1967
FDD less Acquisition Br was
transferred from OCR to FBID

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Records Administration Staff

DATE: 17 November 1964

FROM : Area Records Officer, FBID

SUBJECT: Revision of FBIS Records Control Schedule 25.051-56

1. Attached is a revised schedule covering records currently being retained in FBID Headquarters. Also attached is a listing showing how each item number on the rescinded schedule has been changed on the new one.

2. This revision of the Records Control Schedule will permit the destruction of 26 cubic feet of records now being held in the Records Center, and the release of this storage space for other purposes. The records authorized for destruction by the Records Center are listed below.

Job No. 54-143 - - 13 Boxes

Job No. 54-208 - - Box 1, 2, 13, 14 and 15

Job No. 61-436 - - Boxes 5 and 6 (Boxes 1 thru 4 to be retained by Records Center and returned to FBID for review as previously indicated.)

Job No. 62-315 - - 1 Box

Job No. 64-428 - - 5 Boxes

FOR THE CHIEF, FBID/OO



25X

Attachments

SCHEDULE 25.051-56

- Items 1 thru 3 - No Change
- Item 4 - Reference Publication File - Discontinued
- Items 5 thru 10 - Renumbered 4 thru 9
- Item 11 - Replaced by new Item 10
- Item 12 thru 17 - Renumbered 11 thru 16
- Item 18 - Target List File (Requirements) - Discontinued (All previous deposits in the Records Center under this Item number may be destroyed.)
- Items 19 thru 26 - renumbered 17 thru 24
- Item 27 - Collection Requirement File - Discontinued (All previous deposits in the Records Center under this item number may be destroyed.)
- Item 28 - Renumbered to Item 25
- Item 29 - No Change
- Item 30 - Renumbered to Item 34b
- Item 31 - Renumbered to Item 26
- Item 32 - Renumbered to Item 27
- Item 33 - Renumbered to Item 32
- Item 34 - Renumbered to Item 28 (Items 34b (1) and 34b (2) made separate Items - Now Numbered Item 30 and 31)
- Item 35 - renumbered to Item 33
- Item 36 - Reproduction Stencils - Discontinued
- Items 37 thru 44 - renumbered 35 thru 42
- Item 45 - Renumbered Item 43. Items 45c, d and e were discontinued and all previous deposits in the Records Center under these Items may be destroyed.
- Items 46 thru 49 renumbered 44 thru 47
- Item 50 - Press Scrutiny File - Discontinued
- Item 51 thru 53 - renumbered 48 thru 50
- Item 54 dropped from Schedule 11 April 1961

SCHEDULE 25.051-56

Items 55 and 56 renumbered Items 51 and 52

Item 57 included in Item 45 as of 11 April 1961 (Replaced on new schedule by Item 53, which is a newly scheduled item.)

Items 58 thru 62 renumbered 54 thru 58 (Note new addition under Item 58c)

Item 63 - BBC Wire - Discontinued

Items 64 and 65 - Renumbered 59 and 60

Item 66 - Telecommunications Engineering Report File - discontinued
(Replaced on new schedule by Item 61, which is a newly scheduled item.)

Items 67 thru 74 renumbered 62 thru 69

Item 75 - Library Loan Record - Discontinued

Items 76 and 77 - Renumbered 70 and 71

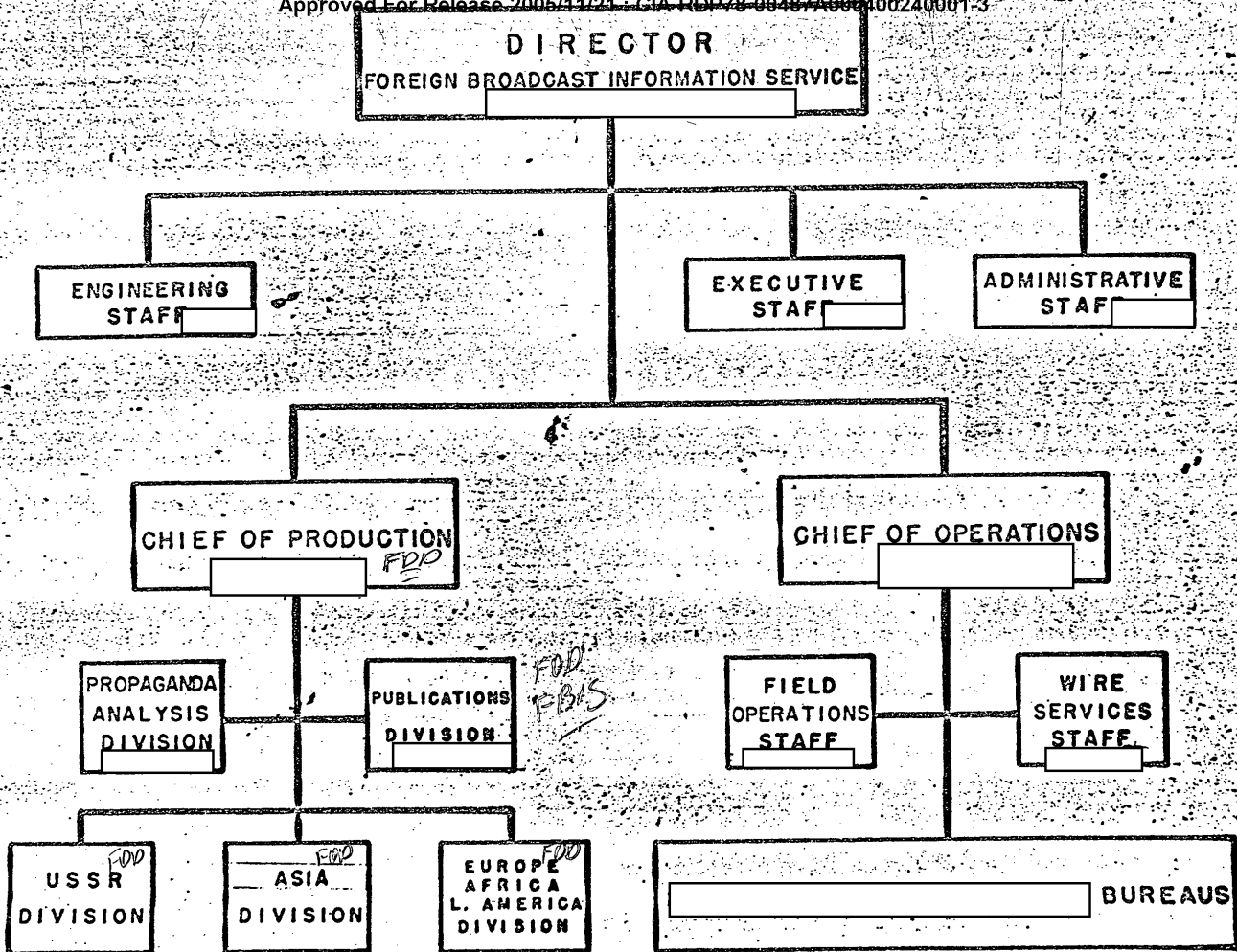
Item 78a and 78b - FBID Publications - included in Item 49; 78c now
numbered Item 34a; 78d included in Item 29; 78e now Item 30; 78f -
Press Scrutiny Project - discontinued

Item 79 - Renumbered Item 72

Item 80 - Economic Abstract Raw Copy - Discontinued (Replaced on new
Schedule by Item 73, which is a new Item.

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240001-3

RECORDS CONTROL RELEASE 2005/11/21 : CIA-RDP78-00487A000400240001-3

SCHEDULE NO.

25X

OFFICE, DIVISION, BRANCH

Office of Operations, Foreign Broadcast Information Division
Office of the Chief

SIGNATURE

TITLE

Acting Chief, FBID/OO

64

ITEM
NO.

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

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. CONVENIENCE FILE

Extra copies of letters, memos and studies pertaining to subjects of primary concern to the Division Chief and maintained for convenience of reference. Subjects include Letters of Information, Division Staff Minutes, Issuances, OO Staff Meetings and similar documents. Portions of this material are record copies filed by folder title. (1946 to date)

3.2

Permanent. Transfer inactive material to the Records Center when no longer needed. Extra copies will be destroyed.

2. DAILY DIARY

A chronology of daily activities of the Chief and Deputy Chief of the Division. Filed chronologically. (1950 to date)

1

Permanent. Cut off at end of each calendar year; retain in current files area. Transfer to Records Center when no longer needed for reference.

3. T.S. CLASSIFIED MAIL RECEIPT FILE

Classified mail receipt signed by courier for the pick up of top secret material for delivery from the Division. Filed numerically by receipt number. (Current)

.1

Temporary. Destroy after 3 months.

4. READING FILE

Extra copies of all communications signed by the Division Chief or Deputy Division Chief and maintained for convenience of reference. Record copies maintained in Executive Subject File. Filed chronologically. (1952 to date)

1.5

Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5	<p>TOP SECRET DOCUMENT RECEIPT AND LOG FILE</p> <p>Log recording all Top Secret material in and out of the Division. Signed Classified Document Receipts are attached to Log when documents are sent out of the division. Filed chronologically. (Current)</p>	.3	<p>Temporary. Transfer to Records Center in cubic foot lots. Destroy 10 years after documents shown on forms are downgraded, transferred to the Records Center, destroyed or sent outside control point.</p>

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SECRET

SCHEDULE NO. 35.051-64

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Operations, Foreign Broadcast Information Division,
Administrative Staff

SIG

Chief, Administrative
Staff, FBID

5 November 1964

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
6	<p>EXECUTIVE SUBJECT FILES</p> <p>Correspondence, reports and studies reflecting the division's policy and procedures for the administration and operation in collecting intelligence information from foreign radio and press broadcasts of news and propaganda and the dissemination of selected information to consumers. Also reflects administrative support to headquarters and field bureaus on matters pertaining to personal security, budget, finance, travel, supply and similar support functions. Filed according to Agency File Manual.</p> <p>a. Departmental (1962 to date)</p> <p>b. Bureau (1962 to date)</p> <p>(NOTE: 8 cubic feet of records dated 1948 thru 1952 are maintained under the old file system. This material is to be screened and active material brought forward to the current files and the remainder retired.)</p>	<p>14</p> <p>18</p>	<p>Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for 2 years and transfer to the Records Center.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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7.	INDIVIDUAL PERSONNEL FILES		
	a. Classified Employees		
	Individual personnel folders maintained on all classified employees of FBID Headquarters and field for administrative purposes. Includes extra copies of Personnel History Statement, Personnel Action Request, Notification of Personnel Action, Personnel Qualification Questionnaire, Security Clearance and similar material. Essential material duplicated in Official Personnel Files. Filed alphabetically by surname. (1943 to date)	22	Temporary. Destroy 2 years after separation of employee. Place in inactive file upon separation of employee; retain in current files area for 2 years and destroy.
	b. Native Employees		
	Individual personnel folders maintained on native employees. Folders contain copies of Employment Agreement, Travel Orders, Notification of Personnel Action and related correspondence. Maintained separate from Executive Subject File for convenience. Filed alphabetically by surname.	10	Temporary. Destroy after 10 years. Upon separation of employee retain in current file area for 3 years, then transfer to Records Center. Destroy after 10 years.
8.	EMPLOYEE RECORD CARD FILES		
	a. Classified Employees		
	Service Record Card maintained on all classified employees of FBID, headquarters and field. Card contains summary of data on personnel actions, training, security and other matters necessary for administration of personnel. Filed alphabetically by surname.	1	Temporary. Place in Individual Personnel Folder upon separation of employee. Upon intra-agency transfer forward to gaining office.
	b. Native Employees		
	Employee Record Card maintained on all native personnel employed at the field bureaus. Card contains summary of data on personnel actions, security, training and other matters necessary for administration of personnel. Filed by Bureaus and alphabetically by surname thereunder.	1	Temporary. Place in individual folder (Item 7b) upon separation of employee. See Item 7b for disposition.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	CONVENIENCE FILES Extra copies of communications signed by the Chief, Administrative Staff and maintained for convenience of reference. Filed chronologically. (1961 to date)	1	Temporary. Destroy after 2 years. Cut off at end of each calendar year; retain in current files area for 2 years and destroy.
10.	COST CENTER STATUS REPORT Copies of Automatic Data Processing List furnished by Fiscal Division for use in verification of transactions. Filed chronologically by fiscal year. (FY 1964 to date)	.1	Temporary. Destroy after 2 years. Cut off at end of each fiscal year; retain in current files area for two years and destroy.
11.	COMMUNICATION CONTROL FILES Logs maintained on all classified mail entering or leaving the Division. Filed chronologically. (Current)	.3	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
12.	COURIER RECEIPT AND LOG Courier Mail Receipt and Log Record signed by courier on pick up of material in the Division for delivery outside the division. Form also serves as log record of all material leaving the Division. Filed chronologically. (Current)	1	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
13.	REPRODUCTION REQUISITION Copies of Reproduction Requisition returned from Reproduction Plant showing due date of completion of job. Maintained as a control for follow up. Number log maintained in connection therewith for use in assigning requisition numbers. Filed numerically by requisition number. (Fiscal Year 1961 to date)	.4	Temporary. Destroy after 1 year. Cut off at end of each fiscal year; retain in current files area for 1 year and destroy.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14	<p>SUPPLY AND EQUIPMENT REQUISITION FILE</p> <p>Tissue copies of Requisition, reproduced copies of requisitions, copies of Purchase Orders (if any), reproduced copies of Shipping Document. Files reflect the administrative and technical support given to field Bureaus in controlling and expediting supplies and equipment required by the Bureaus. Record copies maintained in Logistics Office. Filed numerically by Requisition Number. (FY 1962 to date)</p>	6	<p>Temporary. Retain in current files area for 3 years and destroy.</p>
15	<p>REQUISITION LOG</p> <p>Log maintained to reflect requisition number, date, nomenclature, field bureau and related information on all requisitions issued. Used for reference purposes and to assign requisition number. Filed by Bureau and by number. (FY 1962 to date)</p>	.1	<p>Temporary. Cut off at the end of each fiscal year; retain in current files area for 5 years and destroy.</p>

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RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000400240001-3

SCHEDULE NO. 25-051-64

OFFICE, DIVISION, BRANCH

Office of Operations, Foreign Broadcast Information Division,
Liaison and Requirements Staff

SIGNATURE

TITLE

Chief, Liaison & Requirements Staff 15 October 1964

ITEM NO.

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

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

16 STAFF SUBJECT FILE

Contains memos, reports and studies reflecting collection requirements and targets, and the evaluations of FBID products. Also reflects the dissemination policies in connection with the distribution of FBID products to the consumer. Contains material on Liaison, Meetings, Security and similar subjects. Reports and studies going to higher echelons and essential material are duplicated in the Executive Subject File (Item #6). Filed according to Agency File Manual. (1963 to date)

20

Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and retire to the Records Center.

17 MAILING LIST CARD FILE

3x5 card maintained on all individuals, government agencies and other organizations (except internal CIA recipients) who are on the mailing list for all reports produced by FBID. Filed by report and alphabetically thereunder. (Current)

2

Temporary. Place individual cards in inactive file upon removal from mailing list; retain in current files area for 1 year and destroy.

18 REFERENCE PUBLICATION FILE

Copies of Daily Reports and other publications maintained for reference purposes.

20

Temporary. Destroy when obsolete or no longer needed.

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RECORDS CONTROL SCHEDULE

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SECRET

SCHEDULE NO.

25,051.64

OFFICE, DIVISION, BRANCH

Office of Operations, Foreign Broadcast Information Division
Engineering Staff

SIGNATURE

TITLE

DATE

Chief, Engineering Staff, FBID 14 October 1964

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
19	STAFF SUBJECT FILE Correspondence, teletypes, form documents and issuances reflecting the technical administration of the procurement, installation, maintenance and improvement of technical equipment at the field bureaus. Also reflects staff supervision of technical personnel and budget. Essential material duplicated in Executive Subject File (Item #6). File according to Agency File Manual.	6	Temporary. Cut off at end of each calendar year; retain in current files area for 2 years and destroy.
20	BUREAU PROJECT FILES a. Project File Correspondence, TWX's, photographs, reports and other documents reflecting the selection and construction of FBID sites for monitoring stations and the installation of equipment. Also reflects major changes or additions to existing field bureaus such as the construction of housing, recreational facilities, and other facilities required at the bureau. Material essentially duplicated in Executive Subject File (Item #6). Filed alphabetically by bureau and thereunder by projects. (Current)	2	Temporary. Place in inactive file upon completion of project; retain in current files area until no longer needed, then destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	BUREAU PROJECT FILE (CONTINUED)		
	b. Plans and Blueprints File		
	Copies of plans, blueprints, tracings, drawings, working papers and charts prepared by contractors, Logistics Office, Field Bureaus and this Office in connection with construction projects at FBID Field Bureaus. Used as a working file and reference in the technical supervision of the project. Essentially duplicated in Logistics Office. Filed by Bureau. (Current)	10	Temporary. Destroy when obsolete or no longer needed for reference purposes.
21	TECHNICAL REFERENCE FILE		
	Extra copies of memos, technical manuals, photographs, commercial publications and other material pertaining to technical subjects such as antennas, tubes, wiring, testing of special equipment, wire facilities and similar subjects maintained as technical reference. Filed alphabetically by subject. Essential material duplicated in Executive Subject File. (Item #6)	2	Temporary. Destroy when obsolete or no longer needed for reference purposes.
22	REFERENCE PUBLICATION FILE		
	Magazines, periodicals, extra copies of various agencies' publications and commercial publications collected and maintained for technical reference. Publications consist of such titles as Catalogues, Technical Manuals, Proceedings of Institute of Radio Engineers, Electronics, Electrical Communications and similar technical material.	74	Temporary. Destroy when obsolete or no longer needed for reference purposes.
23	LIBRARY MATERIAL		
	Reference books such as Electrical Engineers Handbook, Vacuum Tubes, Radiation Laboratory Series, Measurements in Radio Engineering, Electrical Code Diagrams, Communications Circuits and similar technical books collected and maintained for reference purposes.	17	Temporary. Disposal not authorized. Return to CIA Library when no longer needed.

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000400240001-3

SCHEDULE NO.

SIGNATURE

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Operations, Foreign Broadcast Information Division
Field Operations Staff

TITLE

DATE

Chief, Field Operations Staff 10/19/64

ITEM
NO.

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

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

24 STAFF SUBJECT FILE

Correspondence, messages and reports pertaining to the assignment and coordination of broadcast coverage among the monitoring stations. File also reflects the operation of communications network. Specific subjects include Committees, Communications, Dissemination, Equipment and Supplies, Informations, Liaison, Personnel Reports and others. A portion of these files are duplicated in the Executive Subject File (Item #6). Filed according to Agency File Manual. (1962 to date)

6

Temporary. Cut off at end of each calendar year. Retain in current files area for 1 year and transfer to the Records Center for five years and then return to FBIS for review.

25 COVERAGE FILE

Communications, reports, and schedules pertaining to the assignment and coordination of broadcast coverage among the monitoring stations. Filed by folders titled FBID, Bureaus, Areas, Countries, Planning, Coordination, Reports and Schedules. (1962 to date)

a. FBIS and BBC Coverage Schedules

Periodic reports prepared from information received from field bureaus listing broadcasts covered by field monitoring stations showing language and beam, method of transmission, day and time of broadcast, the days covered by FBIS or BBC and the priority of the coverage. (1962 to date)

10

Temporary. Cut off at the end of calendar year; retain in current files area for two years. Transfer to the Records Center for eight years and then destroy.

.8

Permanent. Disposal not authorized. Cut off at end of each calendar year, retain in current files area for two years, and transfer to the Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
26	BROADCAST INFORMATION SECTION SUBJECT FILE Copies of Communications, transitory material such as requests for information, copies of agency issuance and other reproduced publications on such subjects as Coverage, Jamming, Language Aids and others. File also contains reproduced maps and copies of administrative instructions to the field bureaus. Classified and unclassified files maintained separately and filed according to Agency File Manual. (1961 to date)	3	Temporary. Cut off at end of each calendar year; retain in current files area for 3 years and then destroy.
27	COUNTRY FILE Background information collected from various sources and used as a reference in preparing schedules and as a history of foreign stations. Contains State, Army, Navy, Air and Commerce Reports and various Agency reports and copies of teletypes. File also contains newspapers and magazines. Filed alphabetically by country in classified or unclassified file.	26	Temporary. Destroy when obsolete or no longer needed.
28	REFERENCE PUBLICATIONS FILE a. copies of foreign magazines and newspapers and other publications pertaining to radio and broadcasting collected and maintained for reference purpose. Filed by country and by publication thereunder. b. Extra copies of publications issued by FBID and retained solely for reference purpose and for distribution.	20	Temporary. Destroy when obsolete or no longer needed. Temporary. Destroy when obsolete or no longer needed.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240001-3			
29	CRUISING REPORTS FILES Cruising Report Forms sent in by the bureau or prepared by headquarters from teletypes. Contains information on foreign radio stations (technical and programming), collected by the cruising monitors. Provides information for the preparation of "Broadcasting Stations of the World," "Program Schedules of Foreign Broadcasting Stations", and "Foreign Press Transmission Schedules." Also used to answer inquiries as file reflects a running history of the stations. Filed by country and then chronologically. (1940 to date)		
	a. Voice Stations	10	Permanent. Disposal not authorized. Retain in current files area indefinitely.
	b. Morse and Radioteletype Stations	1.5	Permanent. Disposal not authorized. Retain in current files area indefinitely.
30	PROGRAM SCHEDULES FILES Program Schedules of Foreign Broadcasting Stations consisting of publications separated into cumulative files by country and year. (1940 to date)	10	Permanent. Disposal not authorized. Retain in current files area indefinitely.
31	STATION AND PROGRAM NOTES Publication reflecting all changes to program schedules, alterations of frequencies or transmitting facilities of foreign broadcasting stations including telecommunication stations transmitting press dispatches. (1959 to date)	1	Permanent. Disposal not authorized. Retain in current files area indefinitely.
32	LIBRARY MATERIAL Consists mainly of foreign language dictionary used as reference in translations.	10	Temporary. Disposal not authorized. Return to CIA Library when no longer needed.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240001-3		
33	RECEPTION REPORTS Reproduced copies of reception reports received from various sources such as BBC, National Radio Club and others. Files are used for finding leads or information on foreign broadcasting stations. Filed by report. (1950 to date)	2	Temporary. Destroy when obsolete or no longer needed.
34.	BROADCASTING STATIONS OF THE WORLD a. Lists all known radio broadcasting and television stations of the world except those in the continental USA on domestic channels. Published annually in three volumes. These are the permanent record sets of this publication. Maintained for historical purposes. (1955 to date) b. Coding Card File Contains coded information from which machine record cards are punched. File reflects frequency, power record and ownership of all foreign broadcasting stations of the world and are used in the publication of "Broadcasting Stations of the World." Also serves as index to code numbers assigned to each station. Filed by country and numerically by station code numbers. (Current)	2	Permanent. Disposal not authorized. Retain in current files area indefinitely.
		12	Temporary. Destroy deleted cards when no longer needed.
35	PW RECORDINGS a. These are recordings of American POW's (Korean War) and various selected recordings of VIP's sent in by the Field Bureaus to the Records Center and later transferred from the Records Center to this office. They were returned to the Records Center on 16 August 1960 under Job No. 61-85. These records are no longer created. b. Index - 5x8 card index filed by name and record number. (No longer created)	7	Permanent. Disposal not authorized. Transfer en bloc to the Records Center when no longer needed. (NOTE: These records are now in the Records Center under Job #61-85.)
			Permanent. Disposal not authorized. Transfer to the Records Center with the recordings
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240001-3 above.		

RECORDS CONTROL SCHEDULE 5

SECRET

SCHEDULE NO.

35-051-64

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240001-7

CONCURRENCE

OFFICE, DIVISION, BRANCH

OO, FOREIGN BROADCAST INFORMATION DIVISION,
RADIO PROPAGANDA BRANCH

SIGN

TITLE

Chief, Radio Propaganda
Branch

DATE

15 October 1964

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
36	BRANCH SUBJECT FILE Copies of processed material and extra copies of documents pertaining to subject folders such as Meetings, Personnel, Security, Training and similar subjects maintained for administrative purposes. Filed according to Agency File Manual. (1954 to date)	2	Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center.
37	CONVENIENCE FILE (READING) Extra copies of all communications signed or prepared by the Branch Chief. Maintained as a ready reference. Filed chronologically. (1953 to date)	.4	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
38	COMMENTARY LIST SUSPENSE FILE Raw teletype reports received from field stations summarizing information of interest as required. Teletypes are used to prepare a daily commentary list for circulation and use of the analysts. File is maintained as a suspense as all items are published in the commentary list. Copy of list is filed with the teletypes. Record copy of commentary list is filed in Item #44. Filed chronologically. (Current)	1.5	Temporary. Destroy after 1 month. Maintain a 1 month level; thereafter destroy oldest date upon filing of current date.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240001-3		
39	<p>REFERENCE PUBLICATIONS FILE</p> <p>Extra copies of published reports prepared by the branch and maintained for reference purposes or until bound copy has been received. Consists of Trends and Highlights, Surveys, Radio Propaganda Reports and others.</p>	16	Temporary. Destroy upon receipt of bound copy.
40	<p>CENTRAL RESEARCH ADMINISTRATIVE FILE</p> <p>Copies of messages and correspondence to and from the field with regard to Commentary List. Contains instructions and procedures as to topics, deadlines, clarifications and other administrative matters in connection with Commentary List. Filed chronologically.</p> <p>(1949- to date)</p>	1	Temporary. Disposal not authorized. Retain in current files area indefinitely.
41	<p>AREA AND TOPIC FILE</p> <p>Background information maintained for use of branch personnel in preparing reports. Contains copies of Radio Propaganda Branch Surveys, and Reports together with individual analysts contribution, ONE Reports, Information Reports (non FBID), Special Reports (published and unpublished) newspaper clippings, Graphs and Figures and other material. Filed by Global Topics and by Areas, countries and subjects within country.</p> <p>(1948 to date)</p>	60	Temporary. Destroy when obsolete or no longer needed.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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42	AREA AND BEAM DATA FILES		
	a. Beaming Slip		
	Form prepared from Commentary Lists showing number of commentaries made by Soviet on each event or topic. File is used by analysts for research purposes. Filed by Western Events, Orbits Events and Topics. (1949 to date)	9	Temporary. Disposal not authorized. Retain in current files area indefinitely.
	b. Tally Sheet		
	Unnumbered sheet prepared weekly from Commentary Lists showing commentaries made from Radio Moscow in a language for a certain country. These are used to prepare quarterly summaries and statistics such as beam analysis and area analysis and figures are used in various reports. Filed chronologically. (1949 to date)	1	Temporary. Disposal not authorized. Retain in current files area indefinitely.
	c. Tally Sheets		
	Unnumbered sheets prepared weekly from Peking Commentary Lists. These are used to prepare quarterly summaries and statistics such as beam analysis and area analysis; figures are used in various reports. Filed chronologically. (1952 to date)	5	Temporary. Disposal not authorized. Retain in current files area indefinitely.
43	PROPAGANDA INDICATOR FILES		
	a. Newswatch Data File		
	Newsletter prepared weekly from raw teletypes sent in for Newswatch requirements showing number of times Radio Moscow beams to USSR on selected topics. Contains related correspondence and instructions to the field in connection therewith. File is used by analysts for research data. Filed chronologically. (1952 to date)	1	Temporary. Destroy when no longer needed. Retain in current files area until destroyed.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
43	<p>PROPAGANDA INDICATOR FILES (CONTINUED)</p> <p>b. Newswatch Teletype Reports</p> <p>Copies of raw teletype reports received from field bureaus in connection with Newswatch requirements. Files reflect broadcasts monitored on Radio Moscow pertaining to selected topics and Peking Home Service monitored summaries. Teletypes are used to prepare weekly reports. (Jan. 1961 to date - Radio Moscow) (Jan. 1960 to date - Peking Home Service)</p>	5	Temporary. Retain in current files area until destroyed.
44	<p>COMMENTARY LIST FILE</p> <p>Record set of Commentary List prepared daily from raw teletypes sent in from the Field Bureaus. Commentary Lists reflect consolidation in easy reading style of all Bureau reports and is used as reference and guide by the analysts for requesting a detailed report from the field on items appearing in the Commentary List. Filed chronologically. (1949 to date)</p>	6	Permanent. Disposal not authorized. Transfer inactive material to the Records Center when no longer needed.
45	<p>COMMUNIST SPEECH FILE</p> <p>Full text of speeches made by Communist personalities. Speeches are taken from daily reports and other sources. Files are used for reference and research purposes by the analyst. Filed by area and thereunder by name of speaker. (1945 to date)</p>	110	Temporary. Disposal not authorized. Retain in current files area indefinitely.
46	<p>PERSONALITY CARD FILE</p> <p>5x8 card maintained on Soviet commentators and other Soviet Party members. Cards contain biographic information taken from the Daily Reports and other sources. Filed alphabetically by name.</p>	3	Temporary. Destroy when obsolete or no longer needed.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240001-3			
49	FBID PUBLICATIONS (CONTINUED)		
	c. Trends and Highlights of Moscow and Peking Broadcasts. A brief report on the principal trends of Moscow and Peking Propaganda, a comparison of attention given to them, and the subjects on which Moscow and Peking is silent or has little to say. Published weekly.	3	Permanent. Disposal not authorized. Transfer to the Records Center in annual blocs when no longer needed in current files.
	d. Radio Propaganda Reports. This series presents integral studies of the total monitored propaganda relevant to particular events, intelligence problems, or operational requirements. Issued frequently but irregularly.	3	Permanent. Disposal not authorized. Transfer to the Records Center in annual blocs when no longer needed in current files.
50	COMMUNIST EDITORIAL FILE		
	Clippings taken from the Daily Reports reflecting all Pravda and Peoples Daily Editorials. Used for reference and research purposes by analysts. Filed chronologically by paper. (1952 to date)	6	Temporary. Disposal not authorized. Retain in current files area indefinitely.
51	REFERENCE PUBLICATION FILE		
	Extra copies of processed publications maintained in the Central Research Files and by individual analysts solely for convenience of reference. Files contain various publications of CIA including the Daily Report of FBID and FDD publications. Contains copies of publications such as State Department's "Psychological Intelligence Digest" and "Current Foreign Relations" and publications of other government agencies. Also contains commercial published magazines, journals and newspapers such as New Times, New York Times, and publications of foreign governments. Filed by type of publication.	133	Temporary. Destroy when obsolete or no longer needed for reference purposes.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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52	<p>LIBRARY MATERIAL</p> <p>Books obtained from the library on an indefinite loan basis. They include various foreign language dictionaries, Whos Who and others.</p>		<p>Temporary. Disposal not authorized. Return to the Library when no longer needed.</p>
53	<p>WAR THEMES AND EXTRACTS OF KHRUSHCHEV STATEMENTS</p> <p>Card file from November 1956 cataloging paragraph or sentence references in Soviet and Chinese communist elite pronouncements to key themes relating to basic issues of war and peace and relations between the communist and non-communist worlds. Categories cover such issues as preventability, likelihood and consequences of war; kinds of war, etc.</p> <p>Card file dating from late 1950's of extracts of Khrushchev references to the German question, Laos, Cuba and other key international issues.</p>	12	<p>Temporary. Disposal not authorized. Retain in current files indefinitely.</p>
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SECRET

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Operations, Foreign Broadcast Information Service,
Editorial Branch

SIGNATURE

TITLE

Chief, Editorial Branch, FBID 15 October 1964

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
54	BRANCH SUBJECT FILE Correspondence, teletype messages, and reproduced or published material accumulated for administrative and reference use of the Branch Chief. File contains material pertaining to the selection, processing and editing of monitored broadcast information and the preparation of reports such as the Daily Report, Economic Abstracts, etc. File also contains copies of Guide Requirements from various consumers and administrative messages to and from the field editors. Essential material duplicated in the Executive Subject File. Filed according to Agency File Manual. (1961 to date)	8	Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area or transfer to the Records Center.
55	SIGNAL SERVICE FILE Unnumbered teletype messages requesting routine information such as reruns, correction, spelling, verifications and various other requests for wire services which upon reply have little or no reference. Filed chronologically. (Current)	2.5	Temporary. Destroy after 3 months.
56	REFERENCE PUBLICATION FILE Extra copies of publications maintained for reference and distribution. Includes Field Manual, Style Manuals, Daily Reports and similar published material.	8	Temporary. Destroy when obsolete or no longer needed.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
59	WIRE SERVICES FILES (FBIS WIRE) a. Wire Service File of monitored material which has been edited and transmitted to numerous consumers. This is a fast wire service to the consumers so they may receive important news or propaganda material expeditiously. Files are essentially duplicated in the Daily Reports which are received by the consumer at a later time. (Current) b. Editors copy of incoming material which has been edited and becomes the draft for the outgoing messages to the consumers. (Current)	4.5	Temporary. Destroy after 18 months. Cut off at end of six months and transfer to Records Center. Destroy after 18 months. (per [redacted] 12/14/85) bgh
60	FBIS WIRE LOG This is a daily log maintained by country showing items sent. Maintained for reference purposes. (Current)	.5	Temporary. Destroy within 7 days after transmission.
61	[redacted]	1	Temporary. Maintain a 6 month level; thereafter destroy oldest date upon filing current date.
62	EDITORS' FILES Files being maintained by the various editors of the branch for the production of FBIS reports such as Daily Report, Political Abstracts, Economic Abstracts, etc.		Temporary. Retain in current files area. Destroy when obsolete or no longer needed.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
62	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240001-3		
	EDITORS FILES (CONTINUED)		
	a. Section Administrative File. Files maintained by the various section chiefs for reference purposes. They contain extra copies of administrative and operational material under subjects such as Security, Style Manual, Training, Notices, Contributions and others. Files are maintained by subject.	3	Temporary. Destroy when obsolete or no longer needed for reference purposes.
	b. Teletype Copy File. Teletype copy of monitored broadcasts which are retained by editors for possible correction of any errors. Copy is edited and becomes the draft of the reports. Important items are essentially duplicated in the Daily Report. Editors maintain these files by country and chronologically thereunder. (Current)	33	Temporary. Destroy within 30 days.
	c. Reference Publication File - Extra copies of FBIS publications such as Daily Report and CIA and other government agency publications such as NIS, Gazetteers, Air Maps, Industrial Registers and others. Also contains commercial newspapers and magazines such as New York Times and Reporter.	57	Temporary. Destroy when obsolete or no longer needed.
	d. Library Material. Library books such as Foreign Language Dictionary, Who's Who, Political Handbook, Congressional Directory, Yearbook and similar books maintained for reference purposes.	14	Temporary. Disposal not authorized. Return to agency library when no longer needed.
	e. Personality Card Files. Card files maintained on key personalities of countries showing name of individual and office, cabinet position or diplomatic title held. Card files are also maintained on newspapers and correspondents. Files are used by editors for reference purposes and are essentially duplicated in FBID Library.	4.2	Temporary. Destroy when no longer needed.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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63	PRODUCTION REPORTS FILE Production reports prepared weekly showing number of stencils typed by each clerk for each day. Used to prepare personnel evaluations and for time and attendance purposes. Filed chronologically.	5	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
64	MASTER CONTENTS SHEET FILE The Daily Report "Master Content Sheet", unnumbered form, prepared by Production Section. This form shows the report number, date, requisition number, book (area) number of pages in a book by area, by voice, press and total of both and full total. The number of pages produced on the "White Book" is added at bottom of page. Used to make production reports when called upon. Filed chronologically. (Current)	2	Temporary. Destroy after 3 months.
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RECORDS CONTROL SCHEDULE 5
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240001-3

SECRET

SCHEDULE NO.

25-051364

OFFICE, DIVISION, BRANCH

Office of Operations, Foreign Broadcast Information Division,
 Editorial Branch, Library

SIGNATURE

CONCURRENCE

TITLE Chief, Technical
 Information Unit, FBIS

DATE

15 October 1964

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
65	DIPLOMATIC AND CABINET LIST CARD FILES a. 5x8 cards containing names of individuals and their diplomatic or cabinet position held, Information is obtained from various publications and from the State Department. Filed alphabetically by country. (Current) b. 3x5 card maintained on pending changes to diplomatic lists. Changes are published each week. c. Extra copies of cabinet and diplomatic list cards maintained for supplemental requests. d. Memos to Headquarters office and wires to the Bureaus showing changes to be made to Cabinet and Diplomatic Lists.	6 . 1.5 . 2	Temporary. Destroy when superseded or no longer needed. Temporary. Destroy after 1 year. Temporary. Destroy when no longer needed. Temporary. Destroy when no longer needed.
66	LIBRARY MATERIAL Reference books obtained through CIA Library such as the Encyclopedia Britannica, the Encyclopedia Americana, Whos Who, Facts on File, Statesman Yearbook, N.Y. Times Index, Whitakers Almanac and similar books maintained for reference purposes.	48	Temporary. Disposal not authorized. Return to Agency library when no longer needed.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240001-3		
67	<p>REFERENCE PUBLICATION FILE</p> <p>Periodicals, newspapers and copies of Agency publications such as Gazetteers, NIS's and copies of publications of other government agencies maintained for reference purposes. Filed by type of publication.</p>	34	Temporary. Destroy when superseded or obsolete or no longer needed.
68	<p>AREA REFERENCE FILE</p> <p>Copies of State Dispatches, CIA reports, BR runs and other reference publications maintained as reference and for research purposes. Filed alphabetically by country and thereunder by General, Biographic and Geographic guides.</p>	40	Temporary. Destroy when obsolete or no longer needed for reference purposes.
69	<p>SUBJECT REFERENCE FILE</p> <p>Various types of reference material not pertaining to a specific country but maintained as a reference aid. Subjects include: World Press, Peace Conference, United Nations, Lists of Newspapers and other similar subjects. Filed by subject folders.</p>	4	Temporary. Destroy when obsolete or no longer needed.
70	<p>LIBRARY PROCUREMENT FILE</p> <p>a. Periodicals Cards. 5x8 card recording name of each periodical and to whom sent. Filed alphabetically by name of periodical.</p> <p>b. Yearbook Cards. 5x8 card showing number of copies received, date received and sent. Maintains Pending and Received files with breakdowns under Headquarters, and Field Stations.</p>	1 1	<p>Temporary. Destroy when material has been returned to library.</p> <p>Temporary. Destroy when material has been returned to library.</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
71	FIELD BUREAUS ACCESSION REPORTS These are reports received from field bureaus showing what has been received from Headquarters and what has been purchased locally. Filed chronologically. (Current)	.5	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
72	DAILY REPORT (SUSPENSE COPY) These are extra copies of the Daily Report maintained for reference and research purposes until bound copy is returned from Government Printing Office.	18	Temporary. Destroy upon receipt of bound copy from Government Printing Office
73	<div data-bbox="245 1352 578 1388" style="border: 1px solid black; height: 17px; width: 205px;"></div> These reports consist of certain FBIS materials of a specialized or technical nature, which are of interest to the intelligence community and are inappropriate for release in regular publications. These are record copies of this report and are used for reference purposes. Filed numerically by report number. (1957 to date)	.2	Permanent. Disposal not authorized. Maintain in current files area indefinitely.

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