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DOCUMENTS OF HISTORICAL IMPORTANCE TO BE COLLECTED AND HELD IN THIS COUNTRY HISTORICAL FOLDER MAINTAINED AT BRANCH LEVEL.

- Tab A Brief Station Chronological History
- Tab B List of Important Policy Papers
- Tab C Operational and Political Climate Statements
- Tab D Lists of Key Personnel
- Tab E Third Country Representatives and Liaison
- Tab F Special Reports
- Tab G Additional Area or Functional Information of Country Interest

(Do not destroy or remove information inserted previously in the folder; all new information is supplemental. Older information contributes to continuity and the chronology of events which will be essential to the ultimate writer of this segment of the CS History.

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Tab A Brief Station Chronological History

(Update with a paragraph or two every twelve months; include arrival time of new COS and other senior officers.)

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Tab B List of Important Policy Papers

(Include appropriate reference information on each OCB paper,
SGO/303 submission, NIE, etc; insert a copy if available.)

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Tab C Operational and Political Climate Statements

(Sporadic insertions on the reason for and the effect of each major political or economic shift, and operational redirection.)

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Tab D Lists of Key Personnel

(Keep separate running lists updated annually of (1) Headquarters, (2) Field, (3) Host Country, (4) Liaison Contacts, (5) Other Assets. By numerical cross-reference relate cryptos and pseudos to separate true list.)

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Tab E Third Country Representatives and Liaison

(Use cryptos and pseudos where necessary and cross-reference to separate true list.)

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Tab F Special Reports

(Include appropriate reference information on background studies, reviews, chronological summaries and similar historical papers; insert a copy if available, and if not note the office of retention and record.)

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Tab G Additional Area or Functional Information of Country
 Interest

(Include such items as organizational charts, projects, international operations, minutes of conferences, debriefings, etc.)

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