

**ADMINISTRATIVE
INTERNAL USE ONLY**

DDS&T 872-73

26 MAR 1973

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Destruction of Paper Copies After
Microfilming

1. The Office of the DDS&T requests authority to destroy the following temporary records, described as the item indicated in Records Control Schedule 90-70, after they have been converted to an acceptable microfilm copy:

Item 10B Chronological Files

2. The Office plan is to microfilm these records on 16 mm roll film. Agency recommended procedures for file preparation, filming, processing, and inspection will be followed, and the records destroyed only after the film is verified and found to be satisfactory.

3. As part of standard office procedure the DDS&T Registry plans to destroy the temporary paper copies of these records, and preserve a silver film original negative for the retention period indicated in the O/DDS&T Records Control Schedule. Work copies will be made from the master negative for Office use as necessary. Your approval for the disposal of these converted records is requested.

[Redacted Signature]

STAT

Technical Advisor
to the
DDS&T Records Management Officer

STAT

CONCUR:

[Redacted Signature]

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3/26/73
Date

APPROVED:

CIA Records Administration Officer

Date

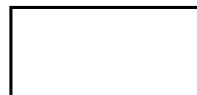
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Approved For Release 2006/10/31 : CIA-RDP78-07317A000100250001-6

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RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE

FOR THE

DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY
ADD/S&T, EO/DD/S&T, AND IMMEDIATE STAFFS



RECORDS DISPOSITION AUTHORITY

Records Control Schedule 90-70 for the Deputy Director/
Science and Technology is approved and authority hereby
given to implement the disposition instructions therein.

Approvals:

STAT

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DDS&T Records Management Officer

CIA Records Administration Officer

8 OCT 1969

31 Oct 1969

Date

Date

STAT
Review:

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Records Admin Staff

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CONCURRENCE

OFFICE, DIVISION, BRANCH

DEPUTY DIRECTOR FOR SCIENCE AND TECHNOLOGY
 A/DDS&T, EO/DDS&T, and IMMEDIATE STAFF.

SIGNATURE

25X1

TITLE
 C/Administ

OCT 1969

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p><u>POLICY FILES</u> Consists of correspondence, executive memoranda, cables and studies which document the policies, planning, and coordination of the DDS&T. Also included are records that reflect the internal organization and policies and directives issued in coordinating and directing the Offices within the DDS&T area. These files include (incoming materials that have been circulated to the DDS&T and his immediate staff as well as copies of outgoing) correspondence, memoranda, etc., either initiated by the DDS&T and his immediate staff or originated by a component of DDS&T and forwarded for approval and signature of the DDS&T. The DDS&T Registry is the Office of Record for the maintenance of these files. These files are maintained subjectively. Period covered: 1963-Present</p>	5.0	<p>Permanent - Disposal not authorized in accordance with General Records Schedule 19-1. Cut off at end of each calendar year; retain in current file area for two (2) years then transfer to Archives and Records Center.</p>
2	<p><u>SUBJECT FILES</u> A. Records pertinent to the general administration and operation of the DDS&T Immediate Office. These relate to such subjects as Budget, Logistics, Personnel, Security, Liaison, Foreign Travel, Training. The DDS&T Registry is the Office of Record for these files. These files are maintained subjectively. Period covered: 1963 - Present</p>	18.0	<p>Temporary - Destroy after six (6) years in accordance with General Records Schedule 19-9. Cut off at end of each calendar year; retain in current files area for two (2) years, then transfer to the Archives and Records Center.</p> <div data-bbox="1169 1822 1404 1942" style="border: 1px dashed black; padding: 5px; margin-top: 20px;"> <p>GROUP 1 Excluded from automatic downgrading and declassification</p> </div>

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ITEM NO.			
<p>1</p> <p>3</p> <p>9</p> <p>10</p>	<p>B. Consists of copies of correspondence and memoranda described in A and B above. These files are maintained by the staffs within the O/DDS&T for their convenience and to Administer their day-to-day activities. These files are filed by subject. The DDS&T Registry is the centralized Office of Record for these documents. Period covered: 1963 - Present</p> <p><u>PROJECT FILE</u></p> <p>A. This file consists of copies of Directorate projects which serve as informational and reference purposes for the DDS&T. Contents of these files are arranged categorically as follows: Missions and Functions, Requirements, Evaluations, Funding, Personnel, Security, and Status Reports. Filed primarily by project name and functional category thereunder. The DDS&T Registry is the Office of Record for these files. Period covered: 1963 - Present</p>	<p>22.0</p> <p>11.0</p>	<p>Temporary - Cut off files at end of the calendar year; place in inactive files for one (1) year and then forward to the DDS&T Registry for screening and appropriate action.</p> <p>19-9</p> <p>Temporary - Destroy after three (3) years in accordance with General Records Schedule 19-10. Cut off at end of the calendar year; hold for an additional two (2) years or send to the DDS&T Registry for disposition. Screen file for possible transfer to the Office responsible for the projects. Destroy remainder of files.</p>
4	<p><u>BACKGROUND AND REFERENCE FILE</u></p> <p>Consists of correspondence, memoranda, scientific and technical publications, Bureau of the Budget circulars, cost accounting procedures, "personal collections" of Staff personnel used for background purposes in their day-to-day operations. These files are maintained variously. Period Covered: Current.</p>	142.0	<p>Temporary - Disposal authorized in accordance with General Records Schedule 19-14. Screen file periodically and destroy materials no longer needed for reference purposes or incorporate into subject files as appropriate.</p>

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DD/S&T 123-72

13 January 1972

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Destruction of Paper Copies After Microfilming

1. The Office of the DD/S&T requests authority to destroy the following permanent records, described as the item indicated in Records Control Schedule 90-70, after they have been converted to an acceptable microform copy:

Item 5A - Boards, Committees, and Panels (R&D Coordination Board files on the Agency R&D Program Call)

2. The Office plan is to put these records on microfiche. Agency recommended procedures for file preparations, filming, processing, and inspection will be followed. The records will be destroyed only after the microfiche has been verified and found to be acceptable.

3. As part of standard office procedures, the Office of the DD/S&T plans to destroy the temporary paper copies of these records, and preserve a silver film copy for the retention period indicated in the Office of the DD/S&T Records Control Schedule. Work copies will be made from these master microfiche for the Office and the R&D Coordination Board's use as necessary. Your approval for the disposal of these converted records is requested.

[Redacted Signature Box]

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DD/S&T Records Management Officer

APPROVED:

[Redacted Approval Box]

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CIA Records Administration Officer

14 Feb 72

Date

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GROUP 1
Excluded from automatic
downgrading and
declassification

ITEM NO.			
5	<p><u>BOARDS, COMMITTEES, AND PANELS</u></p> <p>Consists of copies of agenda, minutes of meetings, reports, memoranda for the record, and related papers pertaining to various committees on which members of the DDS&T have interest or participate as members. Included are the following: Suggestion Awards Committee, Personnel Advisory Board, Safety Committee, Scientific Intelligence Committee, GMAIC, Science and Technology Board, CIA Records Management Board, ExCom, etc. These files are maintained by committee. Period covered: 1967 - Present</p> <p>A. Committees on which the DDS&T serves as Executive Secretary or has been designated as the Office of Record.</p> <p>B. Committees on which the DDS&T Representative serves only as a member or material is maintained for interest only.</p>	18.0	<p>Permanent - Disposal not authorized in accordance with General Records Schedule 19-2a. Hold indefinitely in current files area. When no longer needed for reference, research, or operational purposes, screen and retire to the Archives and Records Center.</p> <p>Temporary - Disposal authorized in accordance with General Records Schedule 19-2b. Destroy when committee dissolves or when material is no longer needed.</p>
6.	<p><u>CAREER MANAGEMENT FILES</u></p> <p>Consists of correspondence, memoranda, Career Board meeting agenda, minutes and actions as well as personnel profiles and case files of all key Officials presently employed in the DDS&T. This file also includes applicant case files that are being considered for future employment in key positions with the DDS&T. The Office of Record is the Chief, Administrative Support Staff, DDS&T.</p> <p>A. Career Board Material. These files are maintained subjectively. Period covered: 1964 - Present</p>	2.0	<p>Permanent - Disposal not authorized in accordance with General Records Schedule 19-2a. Hold indefinitely in current files area. When no longer needed for reference purposes, screen and retire to the Records Center in one (1) cubic foot lots.</p>

<p>ITEM NO.</p> <p>7</p>	<p>B. Personnel and Applicant case files These files are maintained alphabetically by name. Period covered: 1963 - Present</p> <p><u>PERSONNEL FILES</u></p> <p>⑨ A. Subject File: Consists of copies of correspondence and memoranda maintained for administering the personnel program in DDS&T. The following subjects are included in the file: Agency training records, fitness reports, tables of organization, employee relations, language evaluations, recruitment, etc. Period covered: 1966 - Present</p> <p>B. Personnel Soft Files: Consists of folders on each person within the O/DDS&T. These files contain copies of all requests for personnel actions, fitness reports, biographic data, and other related personnel information. These files are used for administrative and reference purposes and the content is essentially duplicated in the Official Personnel Folder. Period covered: Continuous</p> <p>C. Applicants File: Consists of copies of personal history statements (PHS), if available, notes and comments of interviewer, and other related documents necessary in processing an applicant. Period covered: Continuous</p> <p>D. Training Reference File: Consists of copies of OTR catalogs, copies of scientific research and development programs in colleges and universities and other reference materials used in administering the training program in DDS&T.</p>	<p>17.0</p>	<p>Temporary - Hold indefinitely in the Office of Record until termination of active status plus 6 months. Screen and destroy or forward to gaining Office.</p> <p><i>Gen Schick 1</i></p> <p>Temporary - Cut off at end of 1 year, hold for 1 year destroy material no longer needed and send remainder to DDS&T Registry for further disposition.</p> <p>Temporary - Upon reassignment of personnel, forward to the gaining Office. Upon separation, hold for six (6) months, then screen file to exclude official record material which will be transmitted to the Office of Personnel Folder; destroy balance of material.</p> <p>Temporary - Transfer successful applicant material to employee file upon EOD. Destroy unsuccessful or cancelled applicant file immediately.</p> <p>Temporary - Destroy when rescinded, superseded or no longer needed for reference purposes.</p>
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ITEM NO.		VOLUME	DISPOSITION INSTRUCTIONS
8	<p><u>BUDGET AND FINANCE FILES</u></p> <p>E. Consultants' File: Consists of correspondence, memoranda, etc., on individuals employed as consultants with DDS&T. These files contain personnel actions, personal history statements, rate of pay, hours of work, copy of contract and related information. Period covered: 1963 - Present</p> <p>A. Subject Files: Consists of documents which reflect the preparation and submission of budget estimates, Congressional budget hearings, project funding, allotment authorizations, materials and operating budgets for all DDS&T components, and budget background information. These files are maintained subjectively. Period covered: 1964 - Present</p> <p>B. Allotment Files: These files reflect the fiscal operations of the DDS&T. Included in file are requisitions for property, travel obligations and property, issues. These files are maintained numerically by cost center number. Period covered: 1967 - Present</p> <p>C. Unvouchered Allotment Control Records: Consists of original of allotment control ledger account record to reflect unvouchered obligations and property requisitions. These files are maintained by account number. Period covered: 1967 - Present</p> <p>D. Travel File: Consists of case files on personnel who have performed official travel. These files include request for travel, advance of funds, official travel order, copies of travel voucher, and other related material. These files are maintained alphabetically by name. Period covered: 1967-Present</p>	24.0	<p>Temporary - Hold in Office area one (1) year after termination of consultant contract. Screen and transfer material not previously forwarded to Office of Personnel for filing in the Official Personnel file.</p> <p>Temporary - Disposal authorized in accordance with General Records Schedule 5-4. Cut off at end of each fiscal year; retain for two (2) additional fiscal years then destroy.</p> <p>Temporary - Disposal authorized in accordance with General Records Schedule 7-4b. Cut off at end of each fiscal year; retain two (2) additional years then destroy.</p> <p>Temporary - Disposal authorized in accordance with General Records Schedule 7-4b. Cut off at end of each fiscal year; retain for two (2) additional years then destroy.</p> <p>Temporary - Disposal authorized in accordance with General Records Schedule 9-3b. Destroy after two (2) years. Screen file annually; destroy materials two (2) years old.</p>

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ITEM NO.		
	<p>E. Budget Reference Files: Consists of Bureau of the Budget circulars, cost accounting procedures, and budgetary instructional manuals used for guidance in the administration of budget and fiscal operations.</p> <p>F. CIA/AF Programs and Budget File: Consists of correspondence, budget submissions, program plans, authorization of funds, and background information on projects and programs conducted jointly by the CIA and the USAF. The DDS&T is the Office of Record for this material and it is maintained by the Comptroller Staff. Period covered: 1963 - Present</p>	<p>Temporary - Destroy when revised, superseded or of no further reference value.</p> <p>Temporary - Cut off at end of each fiscal year; retain in office at least two (2) additional fiscal years and retire to the Archives and Records Center. Destroy after 25 years in the Archives and Records Center.</p>
9	<u>SECURITY FILES</u>	8.0
	<p>A. Security Subject Files: Consists of correspondence, memoranda, reports and related material pertaining to the security activities of the DDS&T. These files include requests for special badge and clearances, requests for project information, security directives, liaison, security violations, cover, emergency planning, and other related security material. The Office of Record for these files is the Office of Security. Filed alphabetically by subject. Period covered: 1965 - Present</p> <p>B. Personnel Security Files: Consists of case files for employees of the DDS&T. These files contain security clearances, briefings, debriefings, memos of understanding, etc. Filed alphabetically by surname. Period covered: 1965 - Present</p>	<p>Temporary - Screen files annually. Destroy when two years old.</p> <p>Temporary - Upon transfer or separation of employee, screen and forward material not previously forwarded to the Office of Security. Destroy the remainder.</p>

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10	<p>C. <u>Company Security Files:</u> SECRET Consists of case files for all companies that have contracts with DDS&T for purposes of research and development. These files include security clearances, inspection reports, certification clearance information, etc., and are usually duplicated in the Office of Security. Filed alphabetically by name of company. Period covered: 1965-1969</p> <p><u>CHRONOLOGICAL FILE</u> Consists of extra copies of all correspondence and memoranda originated by the DDS&T and his staff. In addition, this file includes copies of outgoing correspondence and memoranda originated for signature, approval, or concurrence of the DDS&T. These files are maintained for ready reference and convenience. The official file is maintained by the DDS&T Registry. Filed chronologically by date. Period covered:</p> <p>A. Chrono file through 1963</p> <p>B. Chrono files subsequent to 1963 <i>(being microfilmed)</i></p> <p>C. Chrono files held by the DDS&T and his staff for convenience purposes. The official file copy is maintained by the DDS&T Registry.</p>	<p>12.0</p> <p>Temporary - Hold for one (1) year after termination of contract; then destroy. <i>95-10-24</i></p> <p>Permanent - Disposal not authorized in accordance with General Records Schedule 19-1. Retire files dated through 1963 to the Archives and Records Center.</p> <p>Temporary - 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 10 years in the Archives and Records Center.</p> <p>Temporary - Cut off at end of each calendar year; retain in current file area an additional year, then destroy. <i>95-10-24</i></p> <p>SECRET</p>

ITEM NO.			POSITION INSTRUCTIONS
11	<p><u>REGULATORY ISSUANCES</u></p> <p>A. DDS&T Issuances: Consists of complete sets of DDS&T Instructions and Notices which constitute the DDS&T records set. Maintained by the Registry as the Office of Record.</p> <p>B. Regulatory Issuances Files: Consists of copies of Agency Regulations, Notices, and Handbooks, extra copies of DDS&T Notices and Instructions and other notices received from various Agency components. These are maintained by staff employees for working & information purposes.</p>	3.0	<p>Permanent - Disposal is not authorized in accordance with General Records Schedule 16-1. Retain in Office area indefinitely. Send a copy of each issuance to the Archives and Records Center for historical purposes.</p> <p>Temporary - Destroy when revised or superseded, or no longer needed for reference purposes.</p>
12	<p><u>CONTRACTS MANAGEMENT SUBJECT FILE</u></p> <p>Consists of correspondence, memoranda, and documents used by the Senior Contracting Officer for the DDS&T to administer the contracting program in the Directorate. Some of the subjects in these files are: Delegations of authority, Contractors, Training facilities, Legislation, Projects, Universities, and Meetings. The Procurement Management Staff is the Office of Record for this Material. These files are maintained subjectively. Period covered: 1964 - Present</p>	4.0	<p>Temporary - Retain in the Office of Record until termination of the contract plus an additional six (6) months. Screen and transfer files to the DDS&T Registry for final disposition.</p>
13	<p><u>LOGISTICS FILE</u></p> <p>A. Subjects Files: Consists of correspondence, memoranda, and related form records pertaining to the supply and services function of the DDS&T. This file includes the following subjects: Buildings and Grounds, Communications, Equipment and Supplies, Requisitions for publications, and other related records. Period covered: 1967 - Present</p>	2.0	<p>Temporary - Destroy when two (2) years old. Cut off at end of calendar year, transfer to inactive file in Office area, hold one (1) year and destroy.</p> <p style="text-align: right;">GS. 11-2 GS. 2-3</p>

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ITEM NO.	VOLUME	DISPOSITION INSTRUCTIONS
<p>B. <u>Logistical Reference File:</u> Consists of copies of brochures, catalogs, and manuals used as reference in the procurement of equipment and supplies.</p>		<p>Temporary - Destroy when revised, superseded, or no longer needed for reference purposes. <i>non rec.</i></p>
<p>14 <u>UNITED STATES INTELLIGENCE BOARD FILE</u> Consists of copies of USIB documents retained for reference of the DDS&T and his staff. These files include copies of the following series: A, AM, C, D, M, S, and SC. These are filed by appropriate series and sub-committees. The record copy of these files are kept in the USIB. The DDS&T copies are maintained in the DDS&T Registry. Period covered: 1968 - Present</p>	6.0	<p>Temporary - Destroy when no longer needed for reference purposes. <i>non rec.</i></p>
<p>15 <u>CABLE FILES</u> Consists of extra copies of all incoming and outgoing cables received by the DDS&T from the DCI cable Secretariat, OSA, OSP, and the Special Center. These cables are used for purposes of information and reference. These files are maintained by the DDS&T Registry. Filed by cable type & chronologically thereunder. Period covered: Current</p>	5.0	<p>Temporary - Destroy when cables are 3 months old. <i>non rec.</i></p>
<p>16 <u>INTELLIGENCE PUBLICATIONS FILES</u> Consists of correspondence, memoranda, documents, publications, etc., of particular interest to the DDS&T and his staff. Some of the publications included in the collection are selected NIE's and SNIE's, material from DIA, IDA, RAND, and other sources. This file is maintained by the DDS&T Registry. Period covered: 1966 - Present</p>	5.0	<p>Temporary - Destroy when revised, superseded, or no longer needed for reference purposes. <i>non rec.</i></p>

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ITEM NO.			POSITION INSTRUCTIONS
17	<p><u>DOCUMENT CONTROL AND RECEIPT FILES</u></p> <p>Consists of records that reflect the receipt, routing and disposition for all records logged and or controlled, either received or dispatched by the DDS&T Registry for the DDS&T and his staff.</p> <p>A. Top Secret and Registered Document Files: Consists of Forms 36 and 1225 used to record the receipt, routing and disposition of all T.S. and Registered documents received or dispatched by the O/DDS&T.</p> <p>B. Incoming Mail Control Files: Consists of two (2) copies of form 238 which reflects the receipt, internal routing and disposition of all materials necessitating the preparation of this mail control form. One (1) copy of this is filed alphabetically by source and the other is filed by control number. Period covered: 1962 - Present</p> <p>C. Courier Receipt File: Consists of Forms 240 and 240A used for transmitting Top Secret and collateral mail. Filed chronologically by date.</p> <p>D. CIA Document Receipt File: Consists of original copy of CIA Document receipt file, Form 615, prepared for all classified documents dispatched from this office. These receipts bear the recipients signature or his designee. These documents are filed Period covered: 1967 - Present</p>	6.0	<p>Permanent -- Disposal not authorized. Cut off at end of each calendar year; retain in current files area until no longer needed for quick reference; and transfer to Records Center for use as a locator and index file for retired or sensitive files.</p> <p>Permanent - Disposal not authorized. Same instructions as outlined in item 16A above.</p> <p>Temporary - Destroy after 3 months.</p> <p>Temporary - Disposal authorized in accordance with General Records Schedule 18-3. Destroy after 2 years.</p>

ITEM NO.			DISPOSITION INSTRUCTIONS
18	<p><u>CRYPTIC REFERENCE FILE</u></p> <p>Consists of two (2) separate 3X5 card files. One file contains the true name and the other file is either crypto or pseudo. They are used in conjunction with two (2) notebooks for purposes of cross reference.</p>	.2	<p>Temporary - Destroy when revised, superseded, or no longer needed for reference.</p> <p>ILLEGIB</p>
19	<p><u>PLANS AND PROGRAMS FILE</u></p> <p>This file consists of correspondence and documentation relating to the administration of the planning and programming of the DDS&T in its expenditure and manpower utilization. Subjects that may be found in this file are; Submissions to the Agency Program Call, Appropriations, Contracts, Projects, Briefing Material, Plans & Programs Reports, Contract Proposal Evaluation reviews, etc. The Plans & Programs Branch/Comptroller Staff maintains this file and is the DDS&T Office of Record. Period covered: 1965 - Present</p>	4.0	<p>Temporary - Cut off at the end of each fiscal year; retain an additional two (2) fiscal years screen and transfer to the DDS&T Registry for final disposition.</p>
20	<p><u>CONTRACT INFORMATION SYSTEM FILE</u></p> <p>This file contains current information on the status of all R&D contracts performed by external contractors for the DDS&T, TSD/DDP, OC/DDS, and NPIC/DDI. The output of this information appears on computer listings. This file also contains the input information and other material that relates to the activity, e.g., contract data input sheets, project data code sheets, instructions, procedures, etc. Period covered: 1965 - Present</p>	8.0	<p>Temporary - Hold indefinitely in the Office area until material is superseded, revised or no longer needed. Transfer, when appropriate, to the DDS&T Registry for final disposition.</p> <p>ILLEGIB</p>
21	<p><u>PRELIMINARY MISSION REPORTS</u></p> <p>These are reports on certain type missions that are compiled by the Directorate of Science and Technology for the 303 Committee. Period covered: 1964 - Present</p>	4.0	<p>ILLEGIB</p>

ITEM NO.

20
A. History File:
One (1) copy of each report will be set aside for archival purposes.

B. Extra Copies:
These copies will be used for supplemental distribution and ready reference for the DDS&T.

24
1. Supplemental Distribution -
For purposes of control, distribution of this report will be done by the O/DDS&T. Ten (10) copies of each report will be set aside for this activity.

2. Reference File -
One (1) copy of each report is to be filed in the Registry for ready reference purposes for the O/DDS&T.

Permanent - Disposal not authorized in accordance with General Records Schedule 19-7. Upon release, send a copy of the report to the Archives and Record Center for placement in the DDS&T History File.

Temporary - Destruction by the Records Center is not authorized. Two (2) years after deposit in the Center, the number of copies of each report is to be reduced to five (5). The copies in excess of five (5) are to be returned to the DDS&T Registry for destruction. All copies of these reports are to be destroyed seven (7) years from publication date.

Temporary - Destroy after three (3) years. Cut off at end of each calendar year; hold for two (2) years, then destroy.

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