

OSA-2960-70

16 November 1970

MEMORANDUM FOR: CIA Records Administrative Staff, DD/S
THROUGH : DD/S&T Records Management Officer
SUBJECT : Amendment to Records Control Schedule 93-67-1

This memorandum is a request for approval to amend item No. 14 of Records Control Schedule 93-67-1 to read as follows:

a. BRIEFING FILES:

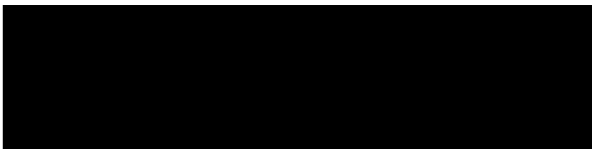
TEMPORARY. Disposal authorized. Destroy when superseded, obsolete, or no longer required for reference purposes except that material determined to be of future value which will be transferred to the Records Center for one year. (GRS 19-14)

b. VU GRAPHS: (BRIEFING FILES)

PERMANENT. Disposal not authorized. Transfer to Agency Archives as historical records when graphs have been superseded, declared obsolete, or no longer required for reference purposes. (GRS 19-4)

Storage space for this type of files is very critical. Therefore, expeditious handling of this request for approval will be appreciated.

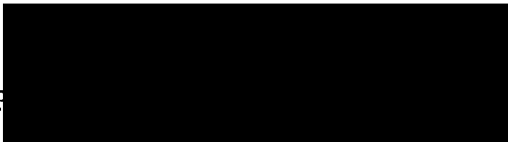
25X1A



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RECORDS MANAGEMENT OFFICER
Office of Special Activities

CONCUR



25X1A

Records Management Officer
DD/S&T

APPROVED



CIA Records Administration Officer

RECORDS CONTROL SCHEDULE

SECRET

SIGNATURE

TITLE

Director, OSA, DDS&T

31 JAN 1967

OFFICE, DIVISION, BRANCH

DIRECTOR, OFFICE OF SPECIAL ACTIVITIES, DDS&T

TITLE

Director, OSA, DDS&T

25X1A

ITEM NO.

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

VOLUME
(CUBIC FT.)

APPROVED:

CIA Records Administration Officer

6 FEB 1967
Date

0.

INTRODUCTION

This schedule covers the records maintained in the executive offices of the Director, Office of Special Activities, DDS&T, including the immediate office of the Director, the Deputy Director, the Executive Officer, the Special Assistant to the Director, and the Registry Branch.

1.

SUBJECT FILES

This file series contains memoranda, cables, letters, and other documents pertaining to the Office of Special Activities projects, operations, administration, policy, and planning. These records are maintained under a subjective system arranged alphabetically by file title. These files generally duplicate the records of other Office of Special Activities staff and line elements, but do also contain some documents designated record copies. Period covered: 1959 to present.

14.0

Temporary. Break files annually. Retain 2 additional years, and transfer to the Records Center. Review 5 years and destroy 10 years after receipt in the Records Center.

2.

BACKSTOP FILES

These files consist of memoranda, cables, studies, proposals, and other documents pertaining to the development and maintenance of backstop cover to sensitive Office of Special Activities operations. These records are maintained under a subjective system arranged alphabetically by file title. These are record copies. Period covered: 1960- present.

4.0

Temporary. Break files annually. Retain an additional year, and transfer papers pertaining to inactive or terminated projects or operations to the Records Center. Destroy 25 years after receipt in the Records Center.

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p><u>SAFSS FILES</u></p> <p>This file series contains papers of various origins and types, pertaining to the activities directed by the Special Assistant to the Secretary of the Air Force, involving special intelligence collection projects. These papers cover such subjects as interagency agreements, funding, monthly forecasts, etc. These papers are maintained subjectively under alphabetic file titles. These papers need no longer be retained in the Office of Special Activities because of a transfer of responsibility. Period covered: 1960 to present.</p>	<p>SECRET</p> <p>1.0</p>	<p>Temporary. Transfer to the Records Center. Review for destruction after 5 years. Destroy after 10 years in the Records Center.</p>
4. ✓	<p><u>CENTRAL RECORD FILES</u></p> <p>These files constitute the central record holdings of the executive office of the Director, Office of Special Activities. This file series consists of cables, dispatches, and other types of correspondence and documents. These papers are filed chronologically by control or reference number under project or activity designators. These files are designated official records of the Director, Office of Special Activities. Period covered: 1954 to present.</p>	<p>14.0</p>	<p>Temporary. Break files annually. Retain an additional year, and transfer to the Records Center. Destroy after being held in the Records Center 50 years.</p>
5.	<p><u>CABLE FILES</u> <i>(See revision 30 June 1967 -) next page.</i></p> <p>This file series consists of incoming and outgoing cables processed through communication facilities assigned exclusively to the Office of Special Activities, and pertaining to projects, operations, and administration of the Office of Special Activities. These cables are filed chronologically by cite or in and out number. Period covered: Current year 1966.</p>	<p>36.0</p>	<p>Temporary. Retain for 6 months. Retire to the Records Center. Destroy after 5 years in the Records Center.</p>

RECORDS CONTROL SCHEDULE		SCHEDULE NO.	93-67-1	REVISED	STATINTL
		SIGNATURE	[REDACTED]		
OFFICE, DIVISION, BRANCH		TITLE		DATE	
DIRECTOR, OFFICE of SPECIAL ACTIVITIES, DDS&T		DIRECTOR, OSA DDS&T		30 JUN 1967	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS		
5	<p>CABLES FILES</p> <p>This File series consists of incoming and outgoing cables processed through communications facilities assigned exclusively to the office of Special Activities, and pertaining to projects, operations and administration of the Office of Special Activities. These cables are filed chronologically by cite or by in and out numbers.</p> <p>PERIOD COVERED: CURRENT YEAR</p> <p>APPROVED: [REDACTED] CIA Records Administration Officer</p>	36	<p>TEMPORARY. Retain 1 year Retire to Records Center. Destroy after 15 years in Records Center</p>		
			25 August 1967		STATINTL
			Date		

ITEM NO.

IDENTIFICATION

VOLUME
SECRET

DISPOSITION INSTRUCTIONS

6. CRYPTIC REFERENCE FILES

Identification cards consisting of pseudonyms, cryptonyms, aliases, and sensitive operational indicators filed alphabetically. Period covered: 1954 to present.

1.0

Temporary. 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 an inactive file. Hold as inactive 1 year, then destroy.

7. TRANSMITTAL MANIFESTS

These files contain in and out transmittal manifests, Form No. 1236, filed chronologically. Period covered: 1965 to present.

1.0

Temporary. Break files annually. Retain an additional year and destroy.

8. POUCH RECORDS

These files contain pouch manifests, address information, logs, and related records. Period covered: 1965 to 1966.

1.0

a. Pouch Manifests: These files are maintained in chronological order and contain information as to pouch contents.

Temporary. Break files annually. Retain an additional year and destroy.

b. Pouch Addresses: These files contain the addresses used in the preparation and forwarding of pouches to field installations under the Office of Special Activities.

Temporary. Retain on a current basis. Destroy when superseded or cancelled.

c. Pouch Number Logs: These records contain the numbers assigned pouches as a sequential control.

Temporary. Retain for 1 year and destroy.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	<p><u>TOP SECRET MATERIALS</u></p> <p>This material includes documents, cover sheets, logs, and other control papers handled in the Office of Special Activities and maintained under Agency top secret control procedures as managed by the OSA/Area Top Secret Control Officer. This material is controlled centrally in the Registry Branch, although filed in the pertinent files throughout OSA. This material does not include documents handled under other sensitivity controls. Period covered: 1955 to present.</p> <p>a. <u>Documents</u></p> <p>These records are controlled under the Agency system by number issued by the Top Secret Control office of the DD/P-RID. These documents are filed throughout OSA under central numeric control of the Registry Branch.</p> <p>b. <u>Cover Sheets (Form 26)</u></p> <p>These papers include cover sheets to top secret materials which have either been destroyed or transferred from the custody of the Office of Special Activities. These documents are maintained in numeric sequence by the Registry Branch.</p>	<p>SECRET</p> <p>2.0</p>	<p>Temporary. These documents are to be given the same retention periods of 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 Branch to insure proper continuing control.</p> <p>Temporary. Accumulate in the Registry Branch until the volume of 1.0 cubic foot is amassed. Retire to the Records Center. Destroy 25 years after receipt in the Records Center.</p>

SECRET

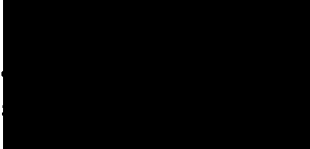
ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	<p><u>TOP SECRET MATERIALS (con't)</u></p> <p>c. <u>Top Secret Controls</u></p> <p>These records include logs, signature cards (Form 36); Project HQS Document Receipt (Form 2157); Courier's Classified Mail Receipt (Form 240a). Logs are maintained by number and to whom assigned, as well as date assigned. Form 2157 is held by document number. Form 240a is filed according to a receipt number.</p>	<p>SECRET</p>	<p>Temporary;</p> <p>Logs - Retain 1 year after the last number in a respective block has been issued. Retire to the Records Center. Destroy 25 years after receipt in the Records Center.</p> <p>Signature Cards (Form 36) - Retain in the Registry Branch after the respective document has been destroyed or transferred from OSA responsibility until sufficient volume has been accumulated for transfer to the Records Center. Destroy after 25 years in the Records Center.</p> <p>Document Receipt (Form 2157) - Retain in the Registry Branch until sufficient volume has been accumulated for transfer to the Records Center. Destroy after 25 years in the Records Center.</p> <p>Mail Receipt (Form 240a) - Retain in the Registry Branch 1 year and then Destroy.</p>

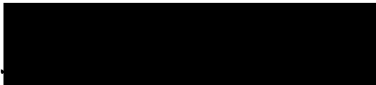

SECRET

ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
10.	<p><u>MAIL CONTROL FILES</u></p> <p>These files contain Request for Office of Security Mailing (Form 1637), and log Form 311. These records are maintained on incoming and outgoing documents and packages not controlled by any other procedures in the Office of Special Activities. Form 1637 is maintained by the preprinted number. Form 311 is completed by the insertion of a control number, source, document date, document number, subject, etc. Form 311 is maintained in date sequence. Period covered: 1964 to present.</p>	.5	Temporary. Maintain for two years and destroy.
11.	<p><u>PUBLICATIONS</u></p> <p>These files contain regulatory issuances, and other publications of DDS&T, OSA, CIA, and other Agencies and offices. The office of the Director of the Office of Special Activities, DDS&T is not the office of record for any of this type of publication. Period covered: 1965 to present.</p>	.5	Temporary. Retain on a current basis. Destroy when superseded, obsolete, or when no longer needed for reference.
12.	<p><u>SPECIAL ACTIVITIES DOCUMENT CONTROL</u></p> <p>These files contain Document Control Form 238, and Project HQS Document Receipt, Form 2157, for sensitive documents covering special activities subject to special security requirements. These files are maintained in the Registry Branch. Period covered: 1955 to present.</p>	1.0	Temporary. Retain in the Registry Branch after the respective document has been either destroyed or transferred from OSA, and until sufficient volume has been accumulated for transfer to the Records Center. Destroy after 25 years in the Records Center.

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SECRET

RECORDS CONTROL SCHEDULE		SCHEDULE NO. KAB	
OFFICE, DIVISION, BRANCH		SIGNATURE	STATINTL
Director, Office of Special Activities/DDS&T		TITLE	DATE
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
13	<p>CHRONOLOGICAL FILES</p> <p>These files constitute the central record holdings of the executive office of the Director, Office of Special Activities. This file series consists of memorandums and other correspondence and documents. These papers are filed chronologically by control or reference number. Period covered 1956 to present.</p>		<p>Temporary. Retain for one year, then transfer to the Records Center. Destroy after being held in the Records Center for 5 years.</p> <p style="text-align: right;">02-3 6-6-6 8-1-6</p> <p style="text-align: right;">STATINTL</p> <p style="text-align: right;">APPROVED  Date <i>8 Apr 69</i></p> <p style="text-align: center;">CIA Records Administration Officer</p>

RECORDS CONTROL SCHEDULE		SCHEDULE NO.	STATINTL
OFFICE, DIVISION, BRANCH		SIGNATURE	
Office of Special Activities, DD S&T		TITLE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
14.	<p>a. <u>BRIEFING FILES:</u></p> <p>Consists of charts, maps, listings, briefing boards, etc., used in presentations and briefings given by the Director, OSA, and other officials of OSA.</p> <p>b. <u>VU GRAPHS:</u> (Briefing files)</p> <p>Briefing narrative, i.e., of topic, person(s), and attendants briefed.</p>	10.	<p><u>TEMPORARY.</u> Disposal authorized. Destroy when superseded, obsolete, or no longer required for reference except that material determined to be of future value which will be transferred to the Records Center for one year. (GRS 19-14)</p> <p>1. <u>PERMANENT.</u> Disposal not authorized. Transfer to Agency Archives as historical records when graphs have been superseded, declared obsolete, or no longer required for reference purposes. (GRS 19-4)</p>
<p>Approved:  11/16/70</p> <p>DD/S&T Records Management Officer</p>		<p>STATINTL</p> <p>STATINTL</p> <p>APPROVED:  11/16/70</p> <p>CIA Records Management Officer</p> <p>Date</p>	

RECORDS CONTROL SCHEDULE

SECRET

SCHEDULE NO.

93-67-2

25X1A



Chief, Security Staff, OSA

30 JAN 1967

DISPOSITION INSTRUCTIONS

25X1A



APPROVED:

CIA Records Administration Officer

6 Feb 1967
Date

Temporary. Break files annually, or at such time as volume considerations render the retention of these files in active file space impracticable. Retire to the Records Center in lots of 1 cubic foot. Destroy 5 years after receipt in the Records Center.

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
0.	<p><u>INTRODUCTION</u></p> <p>This schedule covers the records maintained by the Security Staff, Office of Special Activities, which is responsible to the Director, Office of Special Activities, for development, direction, and administration of plans, programs, policies, and procedures for the security control of OSA in its sensitive activities. The Staff exercises supervision over implementation of standards and systems pertaining to industrial security, personnel security, physical security, counter-intelligence, and operational security of existing and planned projects. Maintains liaison and coordination with the Office of Security and other security agencies as necessary for specialized training, technical assistance, courier support, classified document management, and protection of personnel and equipment.</p>		
1.	<p><u>SUBJECT FILES</u></p> <p>These files consist of cables, dispatches, and other types of correspondence, reports, surveys, and documents pertaining to the missions and responsibilities of the Security Staff, OSA. These files are maintained by subject and are filed alphabetically by title. Period covered: 1960 to present.</p>	32.0	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	<p><u>PROJECT FILES</u></p> <p>These files consist of cables, dispatches, and other correspondence and documents pertaining to personnel, physical, and operational security support to OSA projects. These files are maintained by project, and are held subjectively by alphabetical arrangement. Period covered: 1960 to present.</p>	24.0	<p>Temporary. Break files annually. Retain an additional year and retire to the Records Center. Destroy 25 years after receipt in the Records Center.</p>
3.	<p><u>PERSONNEL FILES</u></p> <p>These files consist of documents and papers pertaining to the personnel security of staff, contract, and contractor employees assigned to OSA elements, programs, or projects. These files are maintained alphabetically by name of the individual. Period covered: 1956 to present.</p>	16.0	<p>Temporary. Maintain on a current basis. Retain for 6 months after termination, or transfer. Screen and forward material not previously forwarded to the Office of Security.</p>
4.	<p><u>CHRONOLOGICAL FILES</u></p> <p>These files consist of incoming and outgoing cables. These files are held by area with sub-classifications, and are filed by date. Period covered: 1965 to present.</p>	6.0	<p>Temporary. Break files annually. Retain an additional 6 months and destroy.</p>
5.	<p><u>DOCUMENT CONTROL FILES</u></p> <p>These files consist of Document Control, Form 238, and other controls maintained on 3x5 cards for documents classified Top Secret and below. These files are held by document type and number. Period covered: 1957 to present.</p>	1.0	<p>Temporary. Retain on a current basis. Destroy when no longer needed.</p>

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