

mrc
12 April 1957

MEMORANDUM FOR RECORD

SUBJECT: List of Selected Historical Records in O/DCI, 1953-56

1956
1. Among the 29 major groups or series of records in the Director's Office for the period 1953-56, the following 27 have been selected (from the Records Management Staff's "Records Control Schedule" for that office), as the ones most likely to contain historical information of value for the projected CIA History for the period 1953-56. The total bulk selected is 130 linear feet (the equivalent of about 65 file drawers). The entries below, which have been summarized from those Schedules, indicate in each case when (if at all) a given file will eventually be retired to the CIA Records Center. (In one case such a file is already on deposit there.) The series are listed numerically according to the "series" number in the Schedule. The Schedules, which were prepared in 1956 by the Records Management Staff in cooperation with the Executive Registry and other offices, do not, however, indicate which other files (if any) may already have been transferred to the Records Center before February-June 1956, when the schedules were approved and filed. (The latter information will be forthcoming as soon as the Records Center's own inventories of retired records, on file in the Records Center, have been examined by the Historical Staff.) *

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Records in the Executive Registry
(in custody of [REDACTED] Admin. Bldg., as of June 1956)

1. "Director's Subject File," 1946-56. 27.5 linear feet. Correspondence and other papers, arranged chiefly as follows: (a) files on each office or other major component of CIA, about 8.5 feet; (b) files on each major agency in the national security organization, such as White House, NSC, Joint Chiefs of Staff, and IAC member agencies; about 8 feet; (c) files on individuals, about 7.5 feet; and (d) "general subject file," about 3.5 feet. Entire file regarded as "permanent" records, scheduled to be transferred to Records Center "when no longer needed for reference purposes."

2. "Senior Representatives Correspondence," 1951-56. 6 linear feet. Deals with DCI's relations with his SR's and other chiefs of stations overseas, presumably both those of DD/P interest and those of DD/I and DD/S interest. Organized into two major files, both of them as "permanent" records which are to be transferred to Records Center "when no longer needed for reference purposes": (a) "Station Correspondence," arranged by station, containing "letters of instruction, directives, actions, and correspondence" of DCI with SR's, "sent through [REDACTED] channels" (2 feet); and (b) "Monthly Letters" to the DCI from SR's and chiefs of stations, comprising progress reports from the field on activities in each station (also filed by station), 4 feet in bulk.

3. "Speech File," undated. 3 feet. Copies of speeches (by DCI alone? those of his key assistants as well?) delivered "before groups and organizations on various occasions," including in each case a "record copy" (to be retired to the Records Center in "annual blocks), and extra copies for reference and distribution. (No mention is made of any corresponding speech-related files and correspondence in Colonel Grogan's office.)

4. "National Security File," 1948-56. 22 linear feet. Organized into three major files (below), of which the first two are "permanent" records, kept in Executive Registry "indefinitely" (no mention of Records Center in this case), and the third a "temporary" file transferred to Records Center in annual blocks, when one year old. Files are as follows: (a) CIA's "record copies" of NSC files accumulated by DCI in his capacity as "Intelligence Adviser to the NSC," including "final NSC reports, directives for carrying out policies of NSC programs, progress reports, and amendments to those reports" filed by "report number" (presumably NSC's numerical system); (b) "Records of Action," 1948-56, containing ". . . minutes, agenda, status of projects, and records of actions of the Council meetings (3 feet); and (c) "Index to NSC File," 1955-56 (only), comprising a ". . . cumulative index to NSC papers and reports on status of projects," filed "chronologically" (meaning of latter not clear).

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5. "National Security Council Planning Board File," undated. 1 linear foot. Consists of ". . . minutes of Planning Board meetings, agenda for Council meetings, reports on status of projects, and other records of meetings." Filed "chronologically." Kept as "permanent" records, "indefinitely" in Executive Registry.

6. "Daily Diaries," 1951-54 (only). 2.8 linear feet. Contains ". . . chronologies of daily visitors or calls to the Director," including "excerpts of the conversations and summaries of any decisions arrived at." This file was apparently retired to the Records Center sometime later in 1956, according to a pencilled note on the schedule. Whether similar diaries exist for 1955 or 1956 is not indicated; perhaps they are filed in the Director's immediate office, although there is no records control schedule for the Director's immediate office.

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7. "Intelligence Estimates Files," 1951-55. 9.4 linear feet. Copies of NIE's and SE's, arranged numerically. Regarded as a "temporary" file, to be destroyed "when no longer needed for reference purposes." (For other sets of NIE's and SE's, as well as related papers, see schedules for O/DDI and of ONE, listed in other Historical Staff memoranda.) Some related correspondence on Intelligence Estimates is also contained in the DCI's "Subject File," listed above (see series 1 above).

8. "Project Review Committee Files," 1951-55. 2 linear feet. Contains copies of "approvals, project outlines, justifications, authority for expenditure of funds, and other papers" on projects that exceed \$25,000. Filed according to "project name." This is a "temporary" file, to be sent to Records Center in annual blocks when one year old, and destroyed when five years old. The so-called "official" copies of these records are meanwhile held, presumably as "permanent" records, in the PRC secretariat (location not indicated; presumably somewhere in DD/S, but the schedule has not yet been seen).

9. "Intelligence Advisory Committee File," 1953-55 (only). 1.6 linear feet. Contains copies of IAC documents, including "agenda, minutes of meetings, directives, and other papers." (This is a "temporary" file to be destroyed "when no longer needed for reference purposes." The so-called "record copies" are meanwhile kept in the IAC secretariat, in ONE.

10. "Operations Coordinating Board File," 1953-56. 1.6 linear feet. Consists of the Director's copies of "OCB status reports," filed "by subject or program title." This is a "temporary" file that is to be destroyed "when no longer needed." The "official" copies of these and other OCB records are kept by the SA/DCI

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(Mr. Bissell's office?), "who serves as Agency representative on the Board." (The latter's records are not listed, however, in the Management Staff's records schedule for the O/DCI.) For still other OCB-related records, see office of [REDACTED] separately described later, below.

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11. "Special Reports File," undated. 2 linear feet. Consists of "extra" copies of such reports as Hoover Commission reports, "Jackson Committee Report" (meaning not clear), "Jackson-British Report" (meaning?), "Eberstadt Committee Report" (1945 or 1948 survey? meaning not clear). A "temporary" file to be destroyed "when no longer needed for reference purposes."

14. "Locator Card Files," 1951-56. 9 linear feet, in the form of 3 x 5 cards. Constitutes an index to the Director's subject file (see series 1 above), an index to an unidentified "catalog" (?), and an index to other records in the Executive Registry; specifically it serves as "a cross reference to the mail logs" (probably series 13) and "to the various [other] files maintained by the Registry." Serves also as an "address locator." This card file is regarded as a "temporary" file, to be destroyed "when obsolete or no longer needed for reference purposes." (Apparently the Records Management Staff has approved the decision to destroy this index!)

15. "Discontinued Programs and Committee Files," undated. 4 linear feet. Consists of "accumulations of the correspondence and other documents which remain when programs or committees have been discontinued," along with "the inactive files of members of the Director's staff who are no longer active in such capacity." Although in this instance the Executive Registry is designated as the archival agent or "records center," so to speak, for other offices in O/DCI, the Executive Registry apparently follows the somewhat anti-archival practice of inter-filing these records, item by item, into the Director's main subject files, rather than keeping intact (at least in significant cases) the records of a given project or office filed according to a subject classification meaningful for a particular project. In this process, the Executive Registry also screens out and destroys duplicates, so the schedule indicates.

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Inspector General's Records

(in the custody of [REDACTED] as of June 4, 1956, date of schedule)

1. "IG Subject File," 1951-56. 2 linear feet. Files pertain to those IG functions that are outlined in Reg. 1-110. Arranged by "subject or area." These are "permanent" records that are to be retired to the Records Center "when 5 years old." (The date "1951"

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actually precedes the official establishment of the IG in 1952; this point in particular may be worth exploring sometime to improve Historical Staff sub-chapter on IG, in Chapter X of the 1950-53 history.--M. P. C.)

2. "Survey Reports," 1953-56. 1.8 linear feet. This series contains "reports furnished to the Director on inspections conducted throughout the Agency relating to the proper assignment of Agency functions and missions and the methods and procedures of such performances by the components of the Agency." These files are expected to be retired to the Records Center, when a given "inactive project" is 5 years old.

3. "Individual Case Files," 1953-56. 1.5 linear feet. These files deal with individual complaints, suggestions, or problems "which are brought or referred to the Inspector General for investigation." Files are arranged "numerically, " with cross references to personal names. This is a "temporary" file, to be destroyed "when no longer needed for reference purposes."

4. "External Committee Reports," 1953-56. 1.2 linear feet. Papers relating to "external" committee reports, including investigations and studies of CIA or of U. S. intelligence generally. Committees include Doolittle Committee in particular. This is a "permanent" file, to be retired to the Records Center "when 5 years old."

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Records of the Office of Legislative Liaison
(now a section of the IG's office)

(records in custody of [REDACTED] as of June 1, 1956, schedule) 25X1A

5. OLL's "Subject File," 1946-56. 7 linear feet. Contains correspondence; Senate and House reports, bills, resolutions; and other papers relating to legislation affecting CIA. Also, correspondence with individual Congressmen and others with respect to "individuals sponsored by Congressmen, suggestions for Agency intelligence coverage, and other liaison activities with members of Congress." File is arranged by subject and by name of Congressman. This is a "permanent" file, to be retired in annual blocks, when 2 years old, to the Records Center.

6. "Congressional Committee File," 1947-56. 4 linear feet. Case files of correspondence, reports, Senate and House debates, hearings, testimony, etc., on bills and legislative programs affecting CIA or of interest to CIA; together with requests from Congress (and related papers) for CIA intelligence reports. Arranged by name of Committee. This is a "permanent" file kept in OLL "indefinitely."

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7. "Legislation File," undated. 6 linear feet. This file, which probably is directly related to files 5 and 6 above (but the relationship is not clear), contains House and Senate bills, resolutions, reports, and related correspondence and reports, assembled for "ready reference to new and proposed legislation of interest to the Agency." This is a "permanent" file which is to be retired to the Records Center at the end of each biennial Congress.

8. "Convenience File (Reading)," 1954-56. 1.4 linear feet. This is a "chrono file" of carbons of outgoing correspondence and memoranda, and is scheduled to be destroyed (presumably in annual blocks), when it is 2 years old. (This directive to destroy is apparently applied Agency-wide by the Management Staff, ostensibly as a routine space-saving idea, even though in sheer bulk the volume of chrono files among the key offices of CIA would probably extend to less than a file cabinet. This standard might well be challenged by the Historical Staff, from the historical viewpoint.--M. P. C.)

9. "Journal or Diary File," 1954-56. 2.6 linear feet. This may be a card file (though not so identified), judging from the fact that the Historical Staff has used such a file last year. It is described as a "summary of daily events, conversations, and activities" of OLL, chronologically arranged. It is scheduled to be retired to the Records Center when it is 2 years old (presumably in annual blocks),

10. "Applicant Card File," undated. 4 linear feet, in the form of 5 x 8 cards. Record of "all applicants for CIA employment" who have been "sponsored by a member of Congress." Used as a "tickler file." Arranged alphabetically by personal name (applicant or Congressman?).

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Records of Psychological Strategy Board

(records belonging to the O/DCI, but "previously maintained by the Information Coordination Division, PP/DDP, ext. 3381," according to the records control schedule for O/DCI, June 1956)

1. "Records of PSB." Date coverage, arrangement, and volume not indicated. (This may be the same file, of a drawer or two in bulk, that was once housed, in 1954, in the Executive Registry, and which [REDACTED] pointed out to me at that time as a "historically significant" file that the Historical Staff might sometime wish to examine.--M. P. C.) The PSB is identified as "predecessor to OCB," in the records control schedule. (PSB was liquidated sometime in the summer of 1953 or thereabouts, after the report of William H. Jackson, chairman of the President's Committee on International Information Activities.--M. P. C.)

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Records of Operations Coordinating Board

(these records, listed in the records control schedule for March 12, 1956, were then in the custody of [redacted] Board Assistant and DCI Representative on the Board, and his assistant, [redacted] [redacted] at 2032 K Street, N. W.)

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1. "Substantive and Working Papers," 1953-56. 2 linear feet. This series contains "records of meetings, status reports, and correspondence and other papers on such subjects as OCB organization, Free World Press, Communist Disaster Aid for Europe and Middle Asia, Committee on Broadcasting and TV, Overseas Education Program" (sic; punctuation as is; meaning not clear). It is arranged "chronologically" and "by subject."

2. "OCB Working Papers on NSC Papers," 1953-56. 3 linear feet. Contains status reports, recommendations, progress reports, and memos for record. Taken together, the file "reflects OCB's thinking on NSC matters." Arranged "by NSC number."

3. "Briefing Material," 1953-56. 1 linear foot. This is described as "briefing material. . . for [redacted] successor, [redacted]" and contains a chrono file, briefings for Mr. Dulles, extra copies of OCB minutes, and OCB "luncheon memos by DCI." Arranged chronologically. Regarded as a "permanent" file.

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Other Offices in the O/DCI, 1953-56

Note by M. P. C.: The Records Management Staff, DD/S, has on file no "records control schedules" for the following other offices in O/DCI, so it appears on the basis of an examination of that Staff's schedules on April 12, 1957: (a) the Director's immediate office; (b) Col. Grogan's office; (c) the offices of the other assistants, special assistants, and consultants to the DCI; (d) the SA/PC office for "planning and coordination" (Messrs. Bissell and Reber). The records of these several offices, for the period 1953-56, presumably will need to be separately surveyed or examined by the Historical Staff directly, as its needs require it and as interviews with those offices are involved. Meanwhile, the Executive Registry regards itself as the temporary records center (so to speak) for the housing of records of "discontinued" projects of these several staff assistants, including those who are separated from duty with the O/DCI. (See schedules, previously quoted, above.) Whether the Executive Registry keeps such office files intact or interfiles them with the Director's central files (see its own series no. 1, above) is not clear, from the schedules cited above. It could, in any case, be highly significant and useful for certain aspects of the 1953-56 history for the Historical Staff to be able to consult such records before they are weeded and dispersed by Registry personnel, who may or may not be intimately familiar with the history of a given discontinued office or project. Such records may have a unique arrangement or completeness which would be vital to any historical searching, and which would be adversely affected by promiscuous weeding and re-filing.

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