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FBI 6411-88  
11 February 1988

MEMORANDUM FOR: Chief Administrative Staff, FBIS

FROM: FBIS IMO

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SUBJECT: FBIS Records Control Schedule

1. The DD/S&T Records Control Schedule (RCS 60-84) was internally created according to FBIS needs at the time. The document was written in 1984, and approved by NARA in 1986. Today it remains the legal and binding document containing appropriate disposition instructions approved by NARA for FBIS official records.

2. With the coming on-line of AFS and the change of a great many of our records from paper form to electronic form, we must address the Records Control Schedule with a view towards determining if our new product will be in compliance with the requirements of the Records Schedule.

3. With the exception of Item #21, the first thirty items of the Schedule are general items relating to all offices and are items which will not be affected by AFS. However, Item 21 and Items 31 through 46 are items that specifically relate to FBIS and its records. These are the items which must be reviewed with an eye towards compliance.

4. Please have ESG review the attached Records Control Schedule (items 21 and 31-46) and insure that their proposed implementation of AFS will not put us in contempt of NARA's requirements. I have also attached a copy of the Code of Federal Regulations 36, 1228.188 which is the National Archives and Records Administration regulation on machine-readable records, and is the regulation that the Agency follows. I will be glad to work with their designated official to rewrite any portions of the Schedule which will require re-writing due to the new electronic form, or to amend any portions of the current Schedule which no longer meet the FBIS requirements.

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Attachment:  
RCS 60-84 Items 31-46  
CFR 1228.188

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Declassified in Part - Sanitized Copy Approved for Release 2013/06/11 : CIA-RDP91-01355R000400390002-2 s are appraised as permanent, the Office of the National Archives will return the SF 258 with a transfer date and shipping or delivery instructions. Legal custody of the records passes to NARA when the records are received in a NARA depository.

(3) Annotated prints from aerial film, conventional aircraft.

(4) Infrared, ultraviolet, multispectral (multiband), video, imagery radar, and related tapes, converted to a film base.

(5) Indexes and other finding aids in the form of photo mosaics, flight line indexes, coded grids, and coordinate grids.

(c) *Architectural and related engineering drawings.* (1) Design drawings, preliminary and presentation drawings, and models which document the evolution of the design of a building or structure.

(2) Master sets of drawings which document the condition of a building or structure in terms of its initial construction and subsequent alterations. This category includes final working drawings, "as-built" drawings, shop drawings, and repair and alteration drawings.

(3) Drawings of repetitive or standard details of one or more buildings or structures.

(4) "Measured" drawings of existing buildings and original or photocopies of drawings reviewed for approval.

(5) Related finding aids and specifications to be followed.

[42 FR 57315, Nov. 2, 1977. Redesignated at 50 FR 15723, Apr. 19, 1985]

#### § 1228.188 Machine-readable records.

(a) *Magnetic tape.* Computer magnetic tape is a fragile medium, highly susceptible to the generation of error by improper care and handling. To ensure that permanently valuable information stored on magnetic tape is preserved, Federal agencies should schedule files for disposition as soon as possible after the tapes are written. When NARA has determined that a file is worthy of preservation, the agency should transfer the file to the National Archives as soon as it becomes inactive or whenever the agency cannot provide proper care and handling of the tapes (see Part 1234 of this chapter) to guarantee the preservation of the information they contain. The tapes to be transferred to the National Archives shall be on one-half inch 7 or 9 track tape reels, written

traneous control characters removed from the data (except record length indicators for variable length records, or marks designating a datum, word, field, block, or file), blocked no higher than 30,000 bytes per block, at 800, 1600, or 6250 bpi. The tapes on which the data are recorded shall be new or recertified tapes (see Part 1234 of this chapter) which have been passed over a tape cleaner before writing and shall be rewound under controlled tension.

(b) *Other magnetic media.* When a machine-readable file that has been designated for preservation by NARA is maintained on a direct access storage device, the file shall be written on new or recertified one-half inch 7 or 9 track tapes, written in ASCII or EBCDIC, with all extraneous control characters removed from the data (except record length indicators for variable length records, or marks designating a datum, word, field, block, or file), blocked no higher than 30,000 bytes per block, at 800, 1600, or 6250 bpi. This copy shall be transferred to the National Archives.

(c) *Documentation.* Documentation adequate for servicing and interpreting machine-readable records that have been designated for preservation by NARA shall be transferred with them. This documentation shall include, but not necessarily be limited to completed Standard Form 277, Computer Magnetic Tape File Properties, or its equivalent. Where it has been necessary to strip data of extraneous control characters (see paragraphs (a) and (b) of this section), the codebook specifications defining the data elements and their values must match the new format of the data. Guidelines for determining adequate documentation may be obtained from the Office of Records Administration (mailing address: National Archives (NI), Washington, DC 20408).

[50 FR 26935, June 28, 1985; 50 FR 27951, July 9, 1985]

#### § 1228.190 Transfer of records listed in records control schedules.

This section applies to the transfer of records that have been appraised by NARA and that are listed as perma-

proved since May 14, 1973.

(a) *From agency space.* Sixty days before the scheduled date of transfer to the National Archives, the transferring agency shall submit Standard Form 258, Request to Transfer—Approval and Receipt of Records to National Archives of the United States, to the National Archives (NN), Washington, DC 20408, or to the appropriate Regional Archives if so provided in the schedule. The remarks area of SF 258 shall include the appropriate records control schedule number or NARA appraisal job number and item number. NARA will review the SF 258 to determine whether specified restrictions are acceptable and whether adequate space and equipment are available, and will return the form to the agency with shipping or delivery instructions before the scheduled transfer date. Legal custody of the records passes to NARA when the records are received in a NARA depository.

(b) *From Federal records centers.* Federal records centers will initiate SF 258 and send it to the agency 90 days before the scheduled transfer date. The agency shall approve or disapprove the SF 258 and send it to the address indicated by the center 60 days before the transfer date. Legal custody of the records passes to NARA when the authorized agency and NARA representatives have signed the SF 258.

[42 FR 57316, Nov. 2, 1977. Redesignated and amended at 50 FR 15723, 15725, Apr. 19, 1985]

#### § 1228.192 Transfer of unscheduled records.

This section applies to the transfer of records that have not been appraised by NARA or that were listed as permanent or retained on records control schedules approved before May 14, 1973.

(a) *From agency space.* The transferring agency shall send SF 258 to the Records Appraisal and Disposition Division (NIR), National Archives (NIR), Washington, DC 20408, for appraisal. If the records are not appraised as permanent, the Records Appraisal and Disposition Division (NIR) will return the SF 258 to the agency with suggestions for disposition of the records. If

ment, the Office of the National Archives will return the SF 258 with a transfer date and shipping or delivery instructions. Legal custody of the records passes to NARA when the records are received in a NARA depository.

(b) *From Federal records center space.* Standard Form 258 may be initiated by either the agency or the Federal records center. If initiated by the agency, the agency shall submit SF 258, accompanied by SF 135, Record Transmittal and Receipt, to the Records Appraisal and Disposition Division (NIR); the review and notification procedures are the same as in paragraph (a) of this section. If initiated by the Federal records center, the center will attach the SF 135 before sending the SF 258 to the agency for review, approval, and submission to the Records Appraisal and Disposition Division (NIR). In either case, legal custody of the records passes to NARA after the records have been appraised and when a NARA representative signs the SF 258.

[42 FR 57316, Nov. 2, 1977. Redesignated and amended at 50 FR 15723, 15725, Apr. 19, 1985]

#### § 1228.194 Records subject to the Privacy Act of 1974.

Transfers of records constituting systems of records subject to the Privacy Act of 1974 (5 U.S.C. 552a) shall be accompanied by the most recent agency privacy notice covering the records.

[42 FR 57316, Nov. 2, 1977. Redesignated at 50 FR 15723, Apr. 19, 1985]

#### § 1228.196 Release of equipment.

Equipment received with the transfer of records to the National Archives will, when emptied, normally be retained by NARA or disposed of in accordance with applicable excess property regulations, unless the transferring agency requests its return.

[42 FR 57316, Nov. 2, 1977. Redesignated at 50 FR 15723, Apr. 19, 1985]

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
(29-76 Item 19a)	21	<u>Intelligence Publications Files.</u>			
60-77 Item 2a		a. Consist of the record set and extra copies of component intelligence publications, monthly reviews, and annual reports, maintained for reference and supplemental distribution. File also contains memoranda and dissemination instructions for those publications disseminated and controlled.		49/5	PERMANENT. Hold in current files area for 2 years, then transfer to AARC. Prior to offer to NARS, consolidate with Item 21a(2) below to assure complete record set.
60-77 Item 2a		(1) Production Case Files. Contain source information, background material, correspondence, and distribution information on intelligence publications produced by component as well as one copy of the publication. (1941 to present)		13/1	PERMANENT. Transfer 1 copy to AARC upon publication.
60-77 Items 2b & 49f(5)		(2) Record copy of intelligence publications, papers, or videotapes. (1941 to present)			TEMPORARY. Hold in current files area or transfer to AARC when published. Destroy in accordance with pre-established instructions.
29-76 Item 19b		(3) Supplemental Distribution copies. (Nonrecord)			TEMPORARY. Destroy 6 months after cutoff. Cut off at end of each month, hold in current files area for 6 months, then destroy.
29-76 Item 19c		b. Masters file for publications. Consists of negative or printed masters of formal publications. Used to reprint issuances for reclassification. (Nonrecord)			TEMPORARY. Destroy 1 year after cutoff. Cut off at end of each calendar year, hold in current files area for 1 year, then destroy.
		c. Project status log. Maintained on all projects showing status and disposition.			

OLD SCHEDULE AND ITEM NO(S)	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
29-76 Item 19d	21	d. Dissemination files on materials released to foreign governments. (1961 to present)	SECRET	1/.1	PERMANENT. Cut off at end of each calendar year, hold in current files area for 1 year, then transfer to AARC.
29-76 Item 19e		e. Processing media. Magnetic cards, tapes, and disks containing the various stages of publications.			TEMPORARY. Cut off at completion of each project and reuse.
NEW		f. Daily Reports files (FBIS). Daily periodical published by the Foreign Broadcast Information Service (FBIS) containing current news and commentary based on monitoring foreign broadcasts, news agency transmissions, newspapers, and periodicals. (DRD and AG)		<del>125/</del>	
		(1) Record copy. (1941 to present) (1941-1978 volumes are bound paper; 1979 to present are microfiche.) (1941-1949 volumes have been transferred to AARC.)  (2) Other copies.		125/5	PERMANENT. Hold 1950-1978 volumes in current files area for 20 years, then transfer to AARC. Microfiche 1979 to present reports upon publication, verify as an acceptable substitute based on FPMR 101-11.5, then transfer silver original and 1 diazo copy of microfiche to AARC.  TEMPORARY. Destroy when no longer needed for reference.

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OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION <b>SECRET</b>	VOLUME	DISPOSITION INSTRUCTIONS
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<p>NEW</p>	<p>31</p>	<p><u>FBIS Subject Files (FBIS).</u></p> <p>Contain substantive material relating to the day-to-day operations of FBIS, not covered elsewhere in this schedule. Filed chronologically by subject.</p> <p>a. Office of the Director.</p> <p>b. Below Office level.</p>		<p>TEMPORARY. Destroy 30 years after cutoff. Cut off at end of each calendar year, hold in current files area for 3 years, transfer to AARC for 27 years, then destroy.</p> <p>TEMPORARY. Destroy 5 years after cutoff. Cut off at end of each calendar year, hold in current files area for 5 years, then destroy.</p>
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OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
29-76 Item 42	32	<p><u>Independent Contractor Files (FBIS).</u></p> <p>a. Independent Contractors. Individual personnel folders maintained on independent contractor employees affiliated with FBIS. Contain letters of application, Background Information Form (BIF), language tests and evaluations, administrative documents on compensation and benefit commitments, termination agreements and correspondence, biographic data, and contract data. (FBIS is the office of record--files are not maintained by the Office of Personnel.) (JPRS)</p> <p>b. Applicants. Files contain records and correspondence relating to application for FBIS contract employment, testing, evaluation, and disposition of application. (JPRS)</p>			<p>TEMPORARY. Destroy 57 years after cutoff. Cut off upon separation of contractor, hold in current files area for 1 year, transfer to AARC for 56 years, then destroy.</p> <p>TEMPORARY. Transfer files on successful applicants to Item 32a above. Place files on unsuccessful or cancelled applicants in inactive file for 1 year, then destroy.</p>
	33	<p><u>Joint Publications Research Service (JPRS) Files (FBIS).</u></p> <p>JPRS is responsible for translating upon request unclassified foreign documents and publications printed in almost all languages of the world, on a contractual basis.</p>			





OLD SCHEDULE AND ITEM NO(S)	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
29-76 Item 43d	33d	<p>(2) Consolidated Translation Survey file (CTS). A cross index, on microfilm (1946 to 1971) and computerized data base (1972 to present) to all foreign language translation projects in process or completed by all NFIB agencies, foreign governments, private institutions, universities, and commercial organizations. File arrangement is by author and source and is used for reference to prevent translation duplication. This file saves the U.S. Government an estimated \$1,000,000 per year in translation effort. (Silver negative of microfilm processed prior to October 1974 is in AARC.) This file is the only systematic means available to the U.S. Government. (1946 to present)</p> <p>e. Requests for translation services.</p> <p>(1) Translation Contract Service Orders (CSO). A 3x5 card file prepared by project officer for items submitted to JPRS for translation. Cards contain CSO number, date submitted, and bibliographic information. (TSS)</p> <p>(2) <u>Ad hoc</u> Requirements. Requests for translation from or to foreign languages levied by Agency and NFIB members. Form contains requesters' name and office, bibliographic information, method of publication, and number of completed pages/words. Also used for indexing into CTS and for statistical reporting. (TSS)</p>	SECRET	18/.1	<p>PERMANENT. Transfer to AARC when no longer needed for current research.</p> <p>TEMPORARY. Destroy when no longer needed.</p> <p>TEMPORARY. Destroy 3 years after completion of service.</p>

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION <b>SECRET</b>	VOLUME	DISPOSITION INSTRUCTIONS
NEW	33	f. Completed invoices for reimbursable customers. Bills are issued monthly to other federal government agencies who utilize our reimbursable translation service. File also contains the original copy of one-time only purchase orders. Completed invoice includes date and amount of payment, check number, and date forwarded to A&C/OF. (JPRS)			TEMPORARY. Destroy when 2 years old.
NEW		g. Reimbursable translating job requests. A 3x5 card file which lists pertinent information essential to the processing of reimbursable jobs for other government agencies. Cards contain CSO number, date submitted, and bibliographic information. (JPRS)			TEMPORARY. Destroy when 2 years old.
29-76 Item 44	34	<u>Cabinet and Diplomatic Changes Files (FBIS).</u> a. Pages containing names of individuals and diplomatic or cabinet position held. Information is obtained from various publications and from the Department of State. Filed alphabetically by country. File also includes extra copies of pages used for supplemental requests. Issued weekly. b. 3x5 cards maintained on pending changes in diplomatic lists. Changes are published each week. (Reference Library)			TEMPORARY. Destroy when superseded or no longer needed.  TEMPORARY. Destroy when 2 years old.

OLD SCHEDULE AND ITEM NO(S)	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
<p>29-76 Item 45a</p> <p>NEW</p> <p>29-76 Item 45b</p> <p>29-76 Item 45c</p> <p>29-76 Item 45d</p>	35	<p><u>Wire Room Service Files (FBIS).</u></p> <p>Files are maintained as a wire room processing activity. Essential material is duplicated in the office responsible for the particular function.</p> <p>a. Copies of all administrative messages to and from the various field bureaus. Files are maintained for wire room reference. (Comm Center/Registry)</p> <p>b. Non-administrative messages to the various field bureaus.</p> <p>c. Copies of all incoming operational teletypes of monitored broadcasts from the various bureaus and messages requesting routine information such as reruns, corrections, spellings, verifications, and other requests for wire services. (Wire Center)</p> <p>d. Monitored material edited and transmitted to numerous consumers as fast wire service and daily log of what is sent. The material is essentially duplicated in the Daily Reports which are received by the consumers at a later time. Files maintained for reference purposes. (Wire Center)</p> <p>e. Classified Cable File. Copy of all incoming and outgoing classified cables between FBIS Headquarters and its field bureaus. (The Office of Communications does not maintain copies of these cables.) (Wire Center/Registry)</p>	SECRET		<p>TEMPORARY. Destroy 5 years after cutoff. Cut off at end of each calendar year, transfer to FBIS Registry and hold for 1 year, transfer to AARC for 4 years, then destroy.</p> <p>TEMPORARY. Destroy when 1 month old.</p> <p>TEMPORARY. Every day destroy material over 1 month old.</p> <p>TEMPORARY. Destroy when 6 months old. (Complies with GRS 12-3a)</p> <p>TEMPORARY. Destroy 20 years after cutoff. Cut off at end of each calendar year, hold in current files area for 2 years, transfer to AARC for 18 years, then destroy.</p>

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
<p>29-76 Item 46a</p> <p>29-76 Item 46b</p> <p>29-76 Item 46c</p> <p>NEW</p>	36	<p><u>Commentary List Files (FBIS).</u></p> <p>a. Raw teletype list received from London of Moscow commentaries monitored worldwide and from Okinawa of Beijing commentaries monitored worldwide, as well as teletypes from various field bureaus showing their contributions to the daily consolidated lists. File is maintained as a suspense and is used by analysts to request processing of unsent items from the field and by commentary list coders to clarify items garbled on the consolidated list and to determine broadcast items. Filed chronologically. (AG)</p> <p>b. Beaming Slips. Form prepared from Moscow and Beijing commentary list showing number of commentaries broadcast and the target area. Maintained by country and event; filed chronologically by country or event. (AG) (1953-1977)</p> <p>c. Tally Sheet. Unnumbered sheet prepared weekly from commentary list showing commentaries from Moscow and Beijing in a language for a certain country. Used to prepare quarterly summaries and statistics such as beam analysis and area analysis, and figures are used in various reports. Filed chronologically. (AG) (1949-1978)</p> <p>d. Event Counting Sheets. Unnumbered sheet prepared weekly from Moscow and Beijing commentary lists showing special events occurring that week and the number of languages devoted to that event each day. Replaces beaming slips and tally sheets (Items 36b&amp;c above). Used as record of Moscow and Beijing radio propaganda activity. (AG) (1978 to present)</p>	SECRET	<p>105/0</p> <p>1/0</p> <p>1/.2</p>	<p>TEMPORARY. Every day destroy material over 1 month old.</p> <p>PERMANENT. No longer being prepared. Hold previous material in current files area for 10 years, then transfer to AARC.</p> <p>PERMANENT. No longer being prepared. Hold previous material in current files area for 10 years, then transfer to AARC.</p> <p>PERMANENT. Cut off at end of each calendar year, hold in current files area until no longer active, then transfer to AARC.</p>

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
29-76 Item 46d	36	e. Commentary Lists. Consolidated daily lists of Moscow and Beijing commentaries. Used by analysts to request processing of unsent items from the field and to get an idea of commentaries broadcast about their area of responsibility. Research Branch codes each item by country, event, number of times broadcast, and broadcast languages to determine percentage of broadcast time devoted to specific countries or events. Resulting statistics provide analytical tool. Filed chronologically. (AG) (1953 to present)		35/3	PERMANENT. Cut off at end of each calendar year and microfiche. Verify microfiche as an acceptable substitute based on FPMP 101-11.5 and destroy paper copy. Transfer silver original and 1 diazo copy of microfiche to AARC. Hold 1 diazo copy in current files area until no longer needed for reference, then destroy.
29-76 Item 46e		f. Administrative Message File.  (1) Copies of messages to and from the field requesting clarifications, refiles, notifying of delays, monitor absences, or program changes, etc. (AG)  (2) Copies of messages to and from the field containing instructions and procedures in connection with the commentary lists. (AG) (1959 to present)		.5/.1	TEMPORARY. Destroy when no longer needed.  PERMANENT. Transfer to AARC when no longer needed in current files area.
29-76 Item 47	37	<u>Key Themes Activity Files (FBIS).</u>  Card and tear sheet files on thematic categories and subcategories drawn from elite pronouncements of USSR, China, Vietnam, and North Korea relating to such issues as war and peace, foreign policy, international negotiations, military and disarmament, and internal political and leadership matters. (AG) (1956 to present)		52/ 2.5	PERMANENT. Transfer to AARC when no longer needed in current files area.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
29-76 Item 48a	38	<u>Propaganda Indicator Files (FBIS).</u>			TEMPORARY. Destroy when no longer needed.
29-76 Item 48b		a. Copies of raw teletype reports containing Soviet news items on foreign affairs and Soviet military affairs, Press Monitoring Unit (PMU) lists for Russian newspapers prepared by London Bureau, and teletype lists of Moscow TV items available for Headquarters selection. (AG)			TEMPORARY. Destroy when no longer needed.
NEW		b. Copies of teletype field summaries of Chinese Hellschreiber and Beijing Domestic Service in Mandarin (except 1200 GMT). (AG)		5/1.5	PERMANENT. Transfer to AARC when no longer needed in current files area.
NEW		c. Beijing Domestic Service in Mandarin, 1200 GMT Program. Logs of Russian-language Beijing broadcasts. The 1200 program is the national hookup and contains newscasts broadcast to the entire Chinese nation. The Russian-language broadcast log is a record of Beijing broadcasts to the Soviet Union. These logs are a valuable research tool and provide information on Chinese radio behavior not available anywhere else in government. (AG) (1981 to present)		3/1	PERMANENT. Transfer to AARC when no longer needed in current files area.
		d. XINHUA in English 10950. This list of programs carried by XINHUA, the official Chinese news service, is a vital research tool in studying Chinese propaganda behaviour. This material is not available anywhere else in government. (AG) (1979 to present)			

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
29-76 Item 48d	38	e. Personality Card Files. 5x8 cards maintained on Soviet commentators showing articles written or commentaries broadcast, the date and Daily Report page references, and on Vietnamese personalities extracted from JPRS publications. Files are used for reference purposes. (AG)	SECRET		TEMPORARY. Destroy 20 years after cutoff. Cut off at end of each calendar year and microfiche. Verify microfiche as an acceptable substitute based on FPMR 101-11.5. Hold silver original and 1 diazo copy in current files area for 20 years, then destroy. Destroy cards upon verification of microfiche.
29-76 Item 49	39	<u>Regional Files (FBIS).</u>			
NEW		a. PRC Regional files. Consist of Daily Report articles filed by individual province. Only such compilation in government. Filed chronologically. File discontinued April 1978. (AG) (1966-1978)		38/0	PERMANENT. Transfer all material to AARC.
NEW		b. USSR Republic Files. Consist of Daily Report and JPRS translation articles filed by individual republics. Only such compilation in government. Filed chronologically. (AG) (1981 to present)		6/2	PERMANENT. Transfer to AARC when no longer needed in current files area.
NEW		c. Moscow and Beijing television program summaries and video tapes. Program summaries of Moscow and Beijing television programs monitored by FBIS. Serves as record of one element of communist propaganda. Only record of its kind in government. Video tapes of the television programs as well as compilations of TV material on specific events or topics. (AG) (1980 to present)		18/3	PERMANENT. Transfer to AARC when no longer needed in current files area.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
29-76 Item 50	40	<p><u>Area and Topic Files (FBIS).</u></p> <p>Individual files of published Analysis Group reports and articles, published under many different titles, filed by global topics and by areas, countries, and subjects within countries. Only such collection in Agency. Material is filed in chronological order and indexed. (AG) (1947 to present)</p>		120/5	PERMANENT. Transfer to AARC when no longer needed in current files area.
29-76 Item 51	41	<p><u>Authoritative Communist and Third World Statements Files (FBIS).</u></p> <p>Record copy of full texts of authoritative communist pronouncements; leaders' statements, party and government statements, official press agency statements, party newspaper editorials and authoritative articles, bloc meetings (Warsaw Pact, Council for Economic Mutual Assistance (CEMA), etc.), selected joint communiques, bloc agreements and protocols, treaties, and statements by non-bloc communist parties and their leaders. Used for reference and research purposes by analysts. Filed chronologically in paper by speaker. Files are indexed. Only such collection in Agency; some files only ones in government. Some files date back to 1945, others begin in early 1950's. (AG) (1920 to present)</p>		500/ 25	PERMANENT. Transfer to AARC when no longer needed in current files area.
29-76 Item 52b	42	<p><u>Teletype Copy Files.</u></p> <p>Teletype copies of articles not published in the Daily Report. Maintained by analysts for reference.</p>			TEMPORARY. Destroy when no longer needed.



OLD SCHEDULE AND ITEM NO(S)	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
<p>29-76 Item 53a</p> <p>NEW</p> <p>29-76 Item 53b(1)</p> <p>29-76 Item 53b(2)</p>	43	<p><u>Direction and Administration of FBIS Field Bureaus Files (FBIS).</u></p> <p>a. Policy and planning files. Include information dealing with the planning and relocation of bureaus and coverage including surveys. (MOD/Ops) (1941 to present)</p> <p>b. Site surveys. (MOD/Ops)</p> <p>c. Construction project files.</p> <p>(1) Correspondence, TWX's, photographs, reports, and other engineering documents reflecting the selection and construction of FBIS sites for monitoring stations and installation of equipment. Also reflect major changes or additions to existing field bureaus such as construction of housing, recreational, or other facilities. (Engineering)</p> <p>(2) Plans and blueprints files. Contain copies of plans, blueprints, tracings, drawings, working papers, and charts prepared by contractors, Office of Logistics, Field Bureaus, and FBIS Hqs. in connection with construction projects at FBIS Field Bureaus. Used as working files and reference in the technical supervision of the projects. (Engineering)</p>	SECRET	5/1	<p>PERMANENT. Cut off at end of each calendar year. Screen. Destroy duplicate copies and housekeeping records. Hold remainder in current files area until no longer needed, then transfer to AARC.</p> <p>TEMPORARY. Destroy when 20 years old or no longer needed, whichever is sooner.</p> <p>TEMPORARY. Screen upon completion of project. Transfer policy and planning records to Item 43a above. Destroy remainder when no longer needed for reference.</p> <p>TEMPORARY. Destroy when obsolete or no longer needed for reference.</p>

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
<p>29-76 Item 54a</p> <p>29-76 Item 54b(1)</p> <p>NEW</p> <p>29-76 Item 54b(2)</p>	44	<p><u>Field Monitoring Operations Files (FBIS).</u></p> <p>Correspondence, reports, teletype messages, requests, and responses dealing with support of FBIS monitoring program and field coverage operations. Contain records on operations; assignment and coordination of broadcast coverage and television monitoring; sourceline; press agencies; and schedules. (MOD)</p> <p>a. Records dealing with support of FBIS monitoring programs and field coverage operations including assignment and coordination of broadcast coverage among monitoring stations. (MOD)</p> <p>b. Television monitoring.</p> <p>(1) Files containing information on monitoring and exploiting foreign television broadcasts for the intelligence community. (MOD)</p> <p>(2) Videoselection list. Describes selected portions of a videotape in response to requirements levied on FBIS. Filed by studio (e.g., MOS, BJC, etc.). (MOD)</p> <p>(3) Video Tapes. Video material collected by FBIS Field Bureaus in response to requirements levied on FBIS. Video tapes are sent to FBIS/MOD, disseminated by OCR/GS for viewing by the Intelligence Community, and returned to FBIS/MOD when customer needs are satisfied. (MOD)</p>			<p>TEMPORARY. Destroy 3 years after cutoff. Cut off at end of each calendar year, hold in current files area for 3 years, then destroy.</p> <p>TEMPORARY. Destroy 3 years after cutoff. Cut off at end of each calendar year, hold in current files area for 3 years, then destroy.</p> <p>TEMPORARY. Destroy 3 years after cutoff. Cut off at end of each calendar year.</p> <p>TEMPORARY. Recycle tapes for reuse by field bureaus when video material no longer needed.</p>

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
29-76 Item 54c	44	c. Sourceline information. A Sourceline is a label used on all editorial copy to identify source from which material is monitored. File is maintained to insure consistent application of sourceline formulation policies. (MOD) (1941 to present)		11/2	PERMANENT. Hold in current files area until no longer needed for reference, then transfer to AARC.
29-76 Item 54d		d. Press agency coverage and press agency contracts. Files contain regulations of press agencies and FBIS contracts with press agencies. (MOD) (1950 to present)		8/2	PERMANENT. Cut off at end of each calendar year, hold in current files area until no longer needed for reference, then transfer to AARC.
29-76 Item 54e(1)		e. Schedule files.  (1) Background information collected from various sources, station schedules, and magazines, used as reference in the preparation of schedules. (MOD)			TEMPORARY. Destroy when obsolete or no longer needed for reference.
29-76 Item 54e(2)		(2) Cruising reports/station activity files. Cruising Report Forms/messages received from FBIS and BBC monitoring sites. Contain broadcast information for preparation of "Schedules of Foreign Broadcasting Stations" and "Foreign Press Transmission Schedules". (MOD) (1937 to present)		13/2	PERMANENT. Transfer to AARC when no longer needed in current files area.
NEW		(3) Liaison clandestine broadcasting files. Written documentation of coordination with Agency components on clandestine broadcasting. (MOD)			TEMPORARY. Destroy 30 years after cutoff. Cut off at end of each calendar year, hold in current files area for 2 years, transfer to AARC for 28 years, then destroy.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
<p>29-76 Item 55a(1)</p> <p>29-76 Item 55a(2)</p> <p>NEW</p> <p>29-76 Item 55b(3)</p>	45	<p><u>Field Bureau Records Files (FBIS).</u></p> <p>a. Administrative files.</p> <p>(1) Records which document the operation and administration of the field bureaus. Consist of correspondence, teletype messages, cables, and reports. (Ops/Admin)</p> <p>(2) Original vouchers. Fiscal records required by law to be kept for audit purposes. (B&amp;F)</p> <p>(3) Documents which record the coverage exchange relationship between FBIS and the British Broadcasting Corporation (BBC) and Deutsche Welle (DW) monitoring services, including coordination meeting minutes, correspondence and reports. (Ops) (1981 to present)</p> <p>b. Operational records. Files containing operational records, such as logs, intercepts, cruising reports, bureau coverage records, engineers' watch reports, copies of monitored material, and recordings of monitored broadcasts. (MOD)</p> <p>(1) Bureau coverage files containing copies of teletype messages to Headquarters pertaining to assignment and coordination of broadcast coverage. (MOD)</p>	SECRET	2/1	<p>TEMPORARY. Destroy 5 years after cutoff. Cut off at end of each calendar year. Screen, transfer policy and organizational records to Item 43a above. Hold remainder in current files area for 3 years, transfer to AARC for 2 years, then destroy.</p> <p>Hold at bureau until audit has been completed, then forward to Headquarters for transfer to the Office of Finance.</p> <p>PERMANENT. Hold in current files area for 3 years. Screen, destroy duplicates and nonrecord material, transfer all policy and organizational files to the Records Branch for inclusion with Branch files, then transfer to AARC.</p> <p>TEMPORARY. Destroy 3 years after cutoff. Cut off at end of each calendar year, hold in current files area for 3 years, then destroy.</p>

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
29-76 Item 55b(4)	45b	(2) Cruising report files containing teletype messages forwarded to Headquarters containing information on foreign broadcasting stations (technical and programming). (MOD)	SECRET		TEMPORARY. Destroy 5 years after cutoff. Cut off at end of each calendar year, hold in current files area for 5 years, then destroy.
29-76 Item 55b(5)		(3) Chrono copies of classified cables sent to Headquarters. (MOD)			TEMPORARY. Destroy 2 years after cutoff. Cut off at end of each calendar year, hold in current files area for 2 years, then destroy.
29-76 Item 55c		<p>c. Monitored broadcast recordings and related material. Original copies of monitored material and of monitor's summaries, including transcriptions of recordings of statements, pronouncements, remarks, comments, interviews, or speeches made in person by certain individuals from communist and non-communist countries. Records are held on recording tape, videotape, magnetic belts, and paper.</p> <p>(1) Recordings of monitored broadcasts. Original recording of communist and non-communist broadcasts. (MOD &amp; AG)</p> <p>(2) Communist and non-communist source material. Original copies of transcriptions of monitored material and of monitor's summaries. (MOD &amp; AG)</p>			<p>TEMPORARY. Erase when 30 days old, except those selected for review under Item 45c(3) below.</p> <p>TEMPORARY. Destroy when 30 days old, except those selected for review under Item 45c(3) below.</p>

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
	45c	<p>(3) Recordings and related material of "live" speeches or statements by the personalities listed below. If available, at least one recording of the individuals in each category should be selected for permanent retention. If more than one recording in the voice of an individual is available, bureaus will select those judged to be of historical or official significance, based on the importance of the individual or subject matter. (MOD &amp; AG) (1950 to present)</p> <p>(a) Full members and candidate members of the party politburo or presidium of the USSR and the People's Republic of China.</p> <p>(b) Prime ministers/premiers and party first secretaries of Albania, Bulgaria, Cambodia, Cuba, Czechoslovakia, German Democratic Republic, Hungary, Laos, Mongolia, North Korea, Poland, Yugoslavia, and Vietnam. (For Vietnam, the President's speeches in his own voice should be considered for permanent retention.)</p>		48/4	PERMANENT. Hold in current files area for 6 months. Screen. Transfer material meeting selection criteria to AARC. Erase or destroy remainder.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
	45c (3)	<p>(c) Recordings of other communist leaders excluded from the categories above should be reviewed for permanent retention based on local evaluation of significance or on Headquarters request or stated interest.</p> <p>(d) Recordings of the actual voice of any non-U.S. person whose identity and topic are judged to be officially or historically significant to the U.S. Government.</p>			
NEW	46	<p><u>FBIS Alien Employees Personnel Files (FBIS).</u></p> <p>FBIS alien employees are foreign nationals who are appointed non-staff under the authority of the DCI to serve as employees of the U.S. Government in FBIS overseas installations. These employees perform staff functions under controlled and supervised conditions and are authorized benefits and privileges similar to those granted to staff employees. FBIS maintains official personnel file until 2 years after employee terminates and the file is transferred to the Office of Personnel. (Office of Personnel is the office of record.)</p>			<p>TEMPORARY. Hold file in FBIS Registry until 2 years after employee separates from Agency. Screen file, destroy transitory and nonrecord material, then transfer remainder to the Office of Personnel.</p>
NEW	47	<p><u>Academic Relations Files (FBIS).</u></p> <p>Correspondence, reports, and related papers maintained for convenience or to support ad hoc activities involving the academic community.</p>			<p>TEMPORARY. Screen files every 2 years. Destroy material no longer needed for operations.</p>