

MANUAL OF OPERATIONS & ADMINISTRATION

ADMINISTRATIVE SERIES

III-520B

EXCERPTS FROM

**RECORDS
CLASSIFICATION
HANDBOOK**

DEPARTMENT OF STATE
and
U.S. INFORMATION AGENCY
(For Domestic USIA Use)

Part III
MANUAL OF OPERATIONS & ADMINISTRATION

INTRO. (p.1)

RECORDS CLASSIFICATION HANDBOOK

INTRODUCTION

A. PURPOSE AND SCOPE:

The State-USIA Records Classification Handbook issued jointly by the Dept. of State and USIA in 1965, embodies the official uniform file system to be used throughout the U. S. Information Agency, its overseas establishments and the Department of State. It is comprised of seven subject categories. This handbook is an excerpt from the overall uniform file system and is comprised of two subject categories which should suffice for most USIA domestic offices. For those requiring broader subject coverage the other five categories are available. The system is intended for use by operating offices as well as central file operations. Revised regulations prescribing use of the official file system will be incorporated in MOA Part III.

Since the official file system was developed for the uniform arrangement of subject files, it need not be applied to "case" files, such as official personnel files, security investigative files, vouchers and contract files, etc., which are usually arranged alphabetically by name or numerically by voucher or contract number. However, some offices may prefer to incorporate small series or groups of case files into the subject system under the appropriate file designation or key them into the system through use of the proper color coded labels (see Introduction Sections D-3 & 5).

Offices may continue to maintain chronological files of incoming and outgoing communications where necessary. Reference files consisting of printed or processed publications, newspaper clippings and similar materials, should be maintained apart from subject files (either official records or information working files) and need not be arranged according to the official file system. Likewise, technical, handout materials and morgue files do not come within the scope of the system.

Any questions concerning subject matter coverage or application of the file system should be referred to the Records Management Staff, M/ASP, USIA.

B. CONTENT:

This Records Classification Handbook consists of the following parts:

1. Subject File Outlines

These file outlines are arranged within two broad subject categories, each preceded by a divider sheet listing the specific outlines and related code symbols. The first page of each outline carries the appropriate code symbol on the right margin. The outlines within each category are arranged in alphabetical sequence by a code symbol. The code symbols have been printed on the edge of the pages in such a way that they can be cut or tabbed to provide quick access to the individual outlines.

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Each file outline is preceded by specific instructions regarding its subject matter coverage and cross reference to related subject matter in other outlines in the handbook. Special ways of arranging subject matter peculiar to specific outlines are described immediately preceding the outline concerned. The various common methods of arrangement available to meet individual office needs are illustrated in Section D of the Introduction.

In addition to the instructions preceding each file outline, detailed statements or explanations of the coverage of specific secondary and tertiary breakdowns of the primary subject are provided beneath them. Specific cross references to related subject matter within the same or in other outlines are also indicated. Classifiers should find these instructions useful in determining proper file designation, particularly in the case of subject matter which may not be familiar to them.

2. Index

A detailed index to the subject matter contained in the file outlines is included in the handbook. This should prove useful not only to the classifier in locating the appropriate file designation but also to officer personnel as a finding aid to the files. It should not be used, however, to classify documents without reference to the file outlines. In addition, a list of all categories and primary subjects and an alphabetical listing of the primary subject symbols is included.

C. TYPE OF SYSTEM

1. Subject-Numeric System

The uniform official file system is of the subject-numeric type. It has been selected because of flexibility which it provides for expansion purposes and the simplicity of file designations for marking purposes. A mnemonic symbol has been selected for each of the primary subjects for which file outlines have developed. These symbols range from two to four letters in length and have been chosen because of their meaning or obvious relationship to the subject matter for which they stand. In some cases the key letters in the primary subject constitute the symbol (e.g., INF for INFORMATION, BUD for BUDGET). The simplicity and meaningfulness of these code symbols make them easy to learn and remember.

While many small offices will find that the primary subjects alone will suffice to meet their filing needs, larger offices will require further breakdowns of these primary subjects for more detailed subject matter coverage. The use of the more specific secondary and tertiary subjects in each outline will be determined by such factors as the quantity of papers filed and the reference requirements of each office or person maintaining files. Simple serial numbers have been assigned to subject breakdowns at both the secondary and tertiary level. For example, a paper relating to the subject of English language training in general is classified EDU 10; a paper dealing with specific technical equipment and materials used in this type of training EDU 10-7. The most detailed subdivision in the handbook contains no more than four digits, making for a relatively simple file designation.

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2. Parallel Numbering

As an additional aid to the classifier, the same number has been assigned to similar secondary and tertiary subjects appearing in different file outlines to the extent possible. In most outlines the first five secondary subjects are standard (e.g., General Policy, Reports & Statistics, Organizations & Conferences, Agreements, Laws & Regulations). This same principle has been applied to other similar or related subjects (e.g., effectiveness of books, exhibits, libraries, motion pictures, television, and radio programs) have been assigned a "8" number - BKS 8, EXH 8, LIB 8, MVP 8, RP 8, respectively; rights and clearances has been assigned a "12" number in the various media outlines - BKS 12, p 12, MVP 12, RP 12.

3. Expansion of Existing Subjects

While no attempt has been made to provide breakdowns for subject matter beyond the tertiary level, there are many cases in which an office may desire or need to subdivide a secondary or tertiary subject alphabetically by name, geographic location, or other appropriate breakdown. For example, papers relating to agreements between countries on exhibits may be subdivided by country (e.g. EXH 4-1 Country Agreements -- USSR), papers relating to speeches by an individual may be subdivided by name (e.g. PR 12 Speeches--Marks, Leonard); or papers relating to an antenna project by type (e.g. RIO 17 Antennas & Transmission Lines--Curtain.) Under no circumstances may an office add new numbers or subjects to the file outlines in the handbook. Any need for additional subjects or breakdown thereunder should be referred to the Records Management Staff M/ASP by memorandum, Subject: Records Classification Handbook. A State/USIA committee will review such requests and determine the need for new subjects. Revisions will be issued periodically in the MOA-TL series as supplements to the Records Classification Handbook in order to keep it current.

D. METHODS OF ARRANGEMENT:

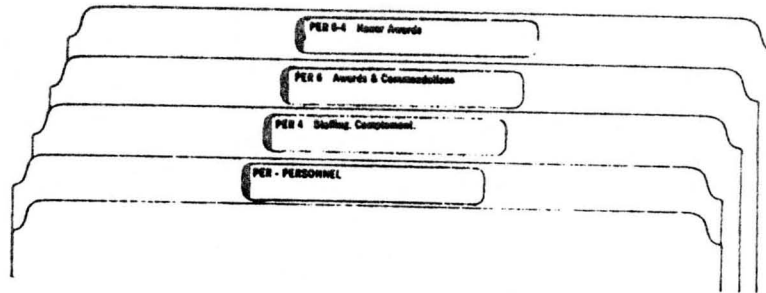
Flexibility is an important feature of a uniform file system which must be adapted to the needs of both large and small offices and posts. The official file system embodies an unusual amount of flexibility by providing end-users with several methods of arranging material according to their specific requirements. The most common methods of arrangement are illustrated below:

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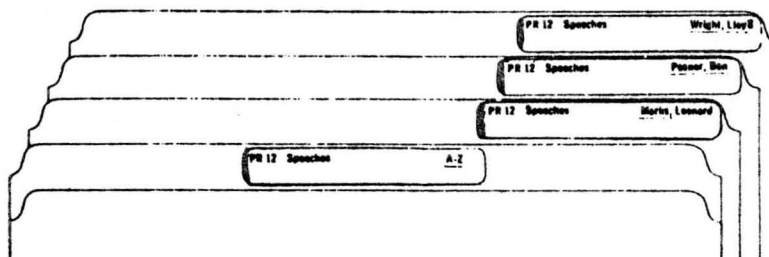
RECORDS CLASSIFICATION HANDBOOK

1. Subject
 - a. Use the subject in the file outlines at the primary, secondary or tertiary level without any qualifying subject. Example:

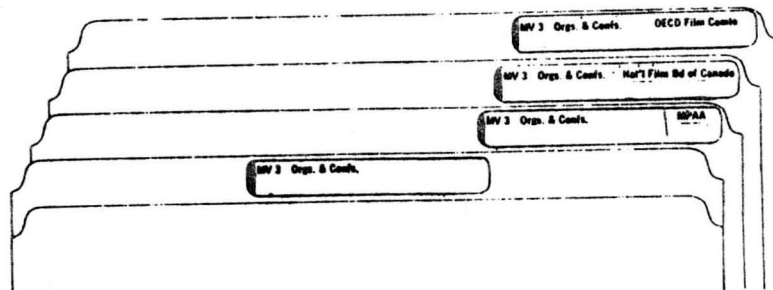


This method of arrangement is the simplest. It will suffice when the volume of papers to be filed under any of the subjects is relatively small and there is no need to subdivide by specific name, organization, country, etc.

- b. Subdivide the secondary or tertiary subject breakdowns in the file outlines by any necessary qualifying subjects, such as:
 - (1) By name of individual:



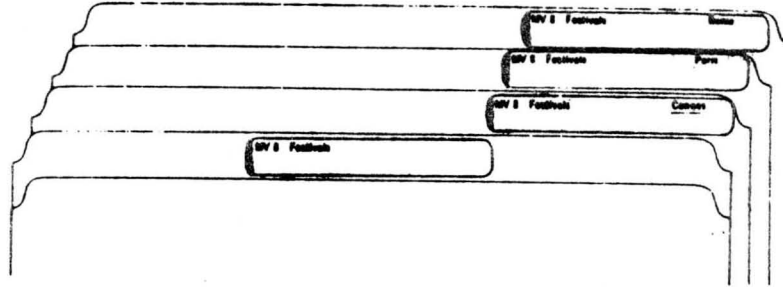
- (2) By name of organization:



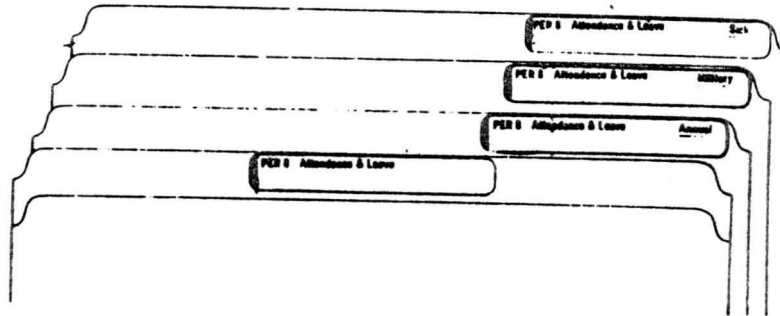
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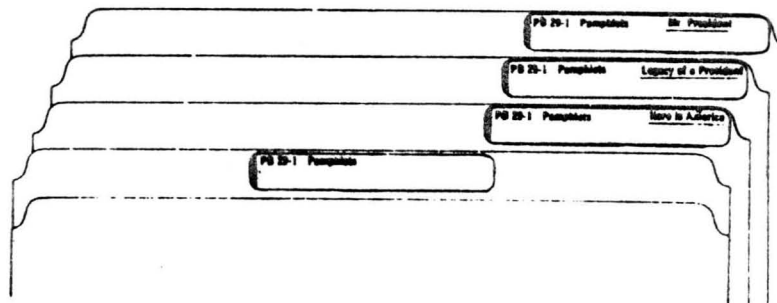
(3) By geographic location:



(4) By subject:



(5) By title:



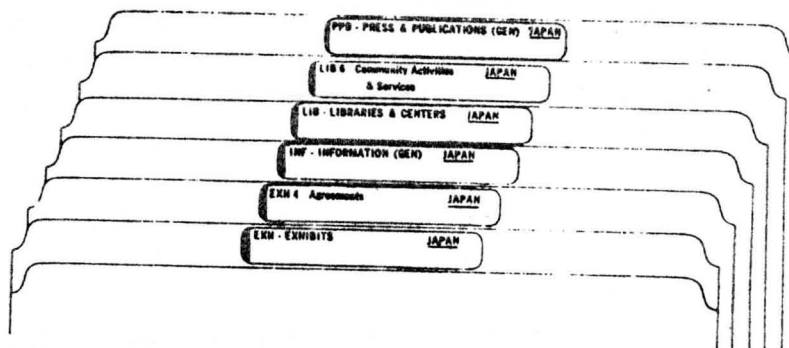
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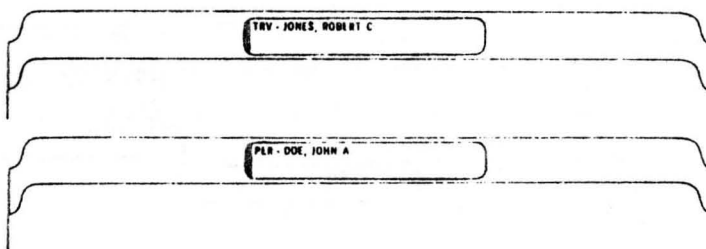
2. Geographic Location

- a. Arrange the subjects in the file outlines by area, country, or other geographic location. Subdivide by the secondary and tertiary breakdowns if volume warrants. Example:



3. Name of Individual or Firm

Certain offices have a primary interest in programs concerned with individuals or firms and, therefore, have a need to arrange a rather large proportion of the papers which they accumulate by the name of the individuals or firms concerned (e.g., case files). This is particularly true of certain administrative functions (e.g., personnel, security, travel, etc.); educational and cultural programs (e.g., exchange grantees). Even if the volume of such case files makes it desirable to maintain them separately from the subject files, they can be keyed into the system through folder labels prepared with the appropriate code symbol or file designation. Examples:



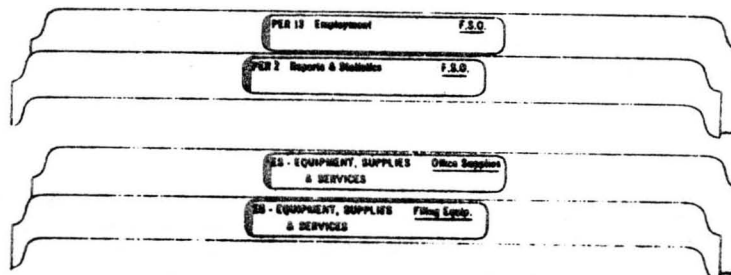
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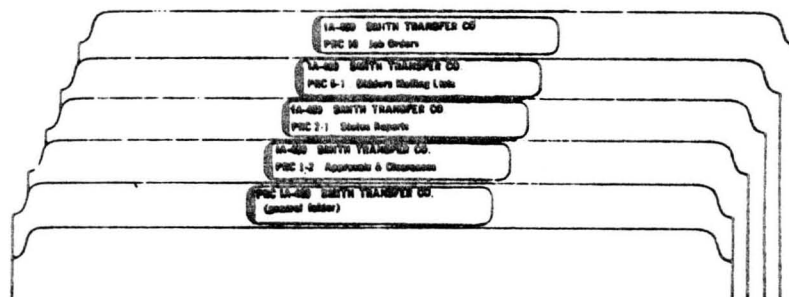
4. Type of Person, Product, etc.

Certain offices are responsible for programs which relate to specific categories of persons, products, etc. If the volume of material warrants, the files may be arranged by type of worker, product, etc. These categories may be further subdivided, if necessary, by appropriate secondary and tertiary subjects within a specific file outline. Examples:



5. Number of Case or Project

Certain offices have a primary interest in maintaining papers on numbered cases. This is particularly true of projects and contracts. Although the volume of such case files may make it desirable to maintain them separately from subject files, they can be keyed into the system through folder labels prepared with the appropriate code symbol or file designation. Examples:



E. RELATED HANDBOOKS:

The Records Classification Handbook embodies the official file system to be used by all offices of the Agency and all USIA overseas establishments.

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Detailed procedures regarding the creation, organization, maintenance, use and disposition of records of USIA overseas establishments and domestic offices are contained in the USIA Overseas Records Management Handbook (MOA III 600) and the Domestic Records Management Handbook (MOA III 500), respectively. All subject outlines in this Records Classification Handbook will be incorporated in the uniform State/USIA/Records Classification Handbook.

F. REFERENCE:

The Records Classification Handbook shall be cited as "RCH". References to specific file outlines shall use the appropriate code symbol and indicate the specific file designation in question where necessary.

G. DISTRIBUTION:

The handbook is distributed throughout the Agency and USIA overseas establishments to all personnel responsible for maintaining subject files. In certain circumstances, officer personnel may also require copies. Copies will be provided to personnel of other agencies upon request. Additional copies may be obtained from the Records Management Staff (M/ASP).

H. KEEPING HANDBOOK CURRENT:

It is extremely important that the handbook be kept current. A list of the persons or organizational units whose assignments require a copy of the handbook should be maintained in executive offices or in message centers and in each central records unit in order to insure proper distribution of subsequent material. A similar record should be maintained by USIA posts and media extensions for distribution purposes.

RECORDS CLASSIFICATION HANDBOOK

ADMINISTRATION

TABLE OF CONTENTS

PRIMARY SUBJECT	CODE SYMBOL
ACCOUNTING & DISBURSING	ACC
BUILDINGS & GROUNDS	BG
BUDGET	BUD
COMMUNICATIONS & RECORDS	CR
EMERGENCY PLANNING	EP
EQUIPMENT, SUPPLIES & SERVICES	ES
FINANCIAL MANAGEMENT	FMGT
FACILITATIVE SERVICES	FSV
LEGISLATIVE & LEGAL AFFAIRS	LEG
ORGANIZATION & MANAGEMENT	OR
PERSONNEL	PER
PUBLIC RELATIONS	PR
PROCUREMENT & CONTRACTING	PRC
SHIPPING & WAREHOUSING	SHW
SECURITY	SY
TRAVEL	TRV
VEHICLES	VEH

United States Information Agency

**MANUAL OF OPERATIONS
AND
ADMINISTRATION**

TRANSMITTAL LETTER

TL 887D

December 2, 1991

PART III

1. MATERIAL TRANSMITTED

MOA, Part III, Section 520B - Records Classification Handbook
"Administration" has been reissued to include missing pages.

2. FILING INSTRUCTIONS

Remove and destroy entire "Administration" portion of the Records
Classification Handbook ACC(p.1) through VEH(p.1) and insert the attached
pages ACC(p.1) through VEH(p.1).

DISTRIBUTION: M - Domestic

RECORDS CLASSIFICATION HANDBOOK

ACCOUNTING & DISBURSING

Instructions

Use for papers relating to accounting systems in general, procedures and operations involved in accounting for agency funds and special programs, accountability for funds, paying and collecting transactions and reports, and related subject matter.

SEE: BUDGET outline for budget policy, formulation and submission of estimates, and budget execution.

FINANCIAL MANAGEMENT outline for basic systems and techniques, financial designations, audit of funds, etc.

ACC-ACCOUNTING & DISBURSING

1 GENERAL POLICY. PLANS. PRINCIPLES.

Use only for material of a general nature which cannot be filed under one of the specific subjects in this outline. Includes projects to study and determine feasibility of modern accounting systems.

2 GENERAL REPORTS & STATISTICS

Use only for reports of a general nature which cannot be filed under one of the specific subjects in this outline.

3 TRANSACTIONS (OTHER AGENCY)

Includes purchase requests, procurement, payment, and transfer documents.

4 GENERAL LEDGER

Includes journal vouchers, balance sheets and financial statements.

5 LAWS & REGULATIONS

Includes agency and other agency directives and procedural handbooks, Comptroller General decisions, etc. Subdivide by agency if volume warrants.

6 FUND ACCOUNTING

Subdivide by type of funds (e.g., appropriations, revolving, trust, foreign currency, tech.), if volume warrants.

7 ALLOTMENT ACCOUNTING

Includes allotments, obligations, unliquidated obligations, liquidations, refunds, etc. Subdivide by type if volume warrants.

8 EXPENSE ACCOUNTING

Subdivide by type of expense (e.g., allowances, communications, medical, printing and reproduction, travel, etc.) if volume warrants.

9 PERSONAL PROPERTY ACCOUNTING

Includes motor vehicles, expendable and nonexpendable equipment. Subdivide by type if volume warrants.

10 REAL PROPERTY ACCOUNTING

Includes land, buildings and "built-in" equipment. Subdivide by type if volume warrants.

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|--|--|
| <p>11 ACCOUNTS RECEIVABLE</p> <p>Includes debtor accounts; uncollected reimbursements, refunds and miscellaneous receipts; and recoverable advances. Subdivide by type if volume warrants.</p> <p>12 ACCOUNTS PAYABLE</p> <p>Includes creditor accounts, withholding tax, employee insurance, retirement, etc. Subdivide by type if volume warrants.</p> <p>13 ADVANCES</p> <p>Except travel, for which SEE: ACC 23-13. Includes progress payments and contracts advances.</p> <p>14 OTHER AGENCY ACCOUNTING</p> <p>Subdivide by agency.</p> <p>15 SALES ACCOUNTING (INCOME)</p> <p>Includes services, properties, rentals, earned reimbursements, miscellaneous receipts, etc. Subdivide by type if volume warrants.</p> <p>16 PAYROLL</p> <p>Includes domestic and overseas payroll; salaries for Civil Service and Foreign Service employees; deductions, contributions, etc. Subdivide by type if volume warrants.</p> <p>17 TRAVEL</p> <p>Includes fare, per diem, transportation, etc.</p> <p>18 COMMERCIAL VOUCHERING</p> <p>Includes processing of voucher claims for payment of transportation, communications, utilities, rentals, printing and binding expenses, etc. Subdivide by type if volume warrants. For actual payments, SEE: ACC 23.</p> | <p>19 NON-OPERATING EXPENSE</p> <p>Includes depletion, loss, taxes, duties, claims, grants, etc. Subdivide by type if volume warrants.</p> <p>20 VOUCHER EXAMINATION</p> <p>Use for examination of travel and commercial vouchers by accounting staff.</p> <p>20-1 Suspensions & Disallowances</p> <p>21 CLAIMS & EXCEPTIONS</p> <p>22 ACCOUNTABILITY</p> <p>Includes accountability for cash, checks, check stock, savings bonds, foreign currency and other negotiables. Subdivide by type if volume warrants.</p> <p>23 PAYING AND COLLECTING TRANSACTIONS</p> <p>23-1 Overages & Shortages</p> <p>23-2 Reports & Statements</p> <p>Use only for those that cannot be filed under one or more specific subject breakdowns. Subdivide by type (e.g., foreign currency reports, deposit and trust fund record, etc.) if volume warrants.</p> <p>23-3 Receipts</p> <p>23-4 Disbursements</p> <p>23-5 Savings Bond Issuance & Redemption</p> <p>23-6 Accommodation Exchange</p> <p>23-7 Bank Accounts</p> <p>23-8 Cash Payments</p> <p>Includes petty cash, imprest fund, and payments in foreign currency.</p> |
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23-9	Check Operations	23-14	Tax Levies
	Includes Treasury Checks and depository checks in local banks.	23-15	Travelers Checks
23-10	Notices of Exception	23-16	Sale of Postage Stamps
23-11	GAO Claims	23-17	Interested Party Message Transactions
23-12	Cash Verifications	23-18	Passport & Visa Fee Accounting
23-13	Cash Advances	23-19	Medical Deposits for Dependents
	Includes travel advances.	23-20	Consolidated Payment-Stateside Storage

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RECORDS CLASSIFICATION HANDBOOK

BUILDINGS & GROUNDS

Instructions

Use for materials on the acquisition, construction, management, use and disposition of government-owned or government-leased buildings, residences and other structures and upkeep of grounds.

SEE: RADIO ENGINEERING & CONSTRUCTION outline for land acquisition, site preparation, engineering and construction of buildings and facilities for relay stations and other radio installations.

PROCUREMENT & CONTRACTING outline for purchase of equipment, supplies and materials.

EQUIPMENT, SUPPLIES & SERVICES outline for maintenance, use and disposition of furniture and furnishings household and office equipment, supplies, etc.

BG-BUILDINGS & GROUNDS

1 GENERAL POLICY. PLANS.

Use for material too general in nature to be filed under more specific subjects in outline.

2 GENERAL REPORTS & STATISTICS

Use for material too general in nature to be filed under more specific subjects in outline. Includes reports to GSA.

3 CLAIMS

Includes claims by lessees. For property damage claims, SEE:BG 20.

4 CONTRACTS

Use when office needs can best be met by keeping all contracts together in lieu of filing under more specific subject in this outline.

5 LAWS & REGULATIONS

Use for material too general in nature to be filed under more specific subjects in outline.

6 ACQUISITION

Use for materials on the acquisition or proposed acquisition of sites, buildings, and other structures in the U.S. and abroad. Includes title deeds, easements and rights of way, permits, licenses, etc. Subdivide by type of property (e.g., office, residential, storage and utility, etc.) if volume warrants.

6-1 Purchase

Includes condemnation.

6-2 Lease

Subdivide by short-term and long-term if volume warrants.

6-3 Site Surveys. Data.

7 DESIGN. CONSTRUCTION. ALTERATION.

Includes architectural plans, engineering, landscaping, etc. For interior decoration. SEE: BG 8.

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8	FURNISHINGS	14	TAXATION
	Use for design and selection. For procurement, SEE: PRC outline.	15	DISPOSITION
9	INSPECTION		Includes disposition of buildings and grounds, furnishings, fixtures, etc.
	Of buildings already constructed. For inspection of buildings under construction, SEE: BG 7; for security survey reports, SEE: SY 2-2.	15-1	Abandonment
10	MAINTENANCE & OPERATIONS	15-2	Demolition. Dismantling.
	Of government-owned buildings and the fixtures and furniture therein, and upkeep of ground. Includes cost estimates and work orders. For guard service, SEE: BG 17 and 18.	15-3	Sale
10-1	Utilities & Services	15-4	Transfer
	Subdivide by type (e.g., air conditioning, elevators, janitorial service, etc.) if volume warrants.	16	FACILITIES & EQUIPMENT SECURITY
11	SPACE ASSIGNMENT & USE MOVES		Includes buildings, rooms, areas, vaults and other storage facilities, penetration, etc. Subdivide by type if volume warrants. For security survey reports, SEE:SY 2-2.
	Subdivide by type (e.g., office, parking, storage, etc.) if volume warrants. For assignment of staff housing, SEE: PER 15-12.	16-1	Alarm Systems
12	SPECIAL FACILITIES & CONCESSIONS	16-2	Electronic Equipment & Counter Measures
	Such as eating facilities, commissaries, ramps, snackbars, etc. Includes dining room passes. Subdivide by type of facility if volume warrants. For commissary services, SEE: PER 15-2.	16-3	File Equipment
13	SAFETY PROGRAM		Includes safes.
	Use for protection of buildings and grounds and their occupants from damage or injury. Includes fire drills, civilian defense measures, such as designation of shelter area, etc. For physical security, SEE: BG 16; for employee accidents, SEE: PER 14-12; for property damage or loss inflicted by natural causes, mob violence, etc., SEE: BG 20.	16-4	Firearms & Ammunition
		16-5	Incinerators
		16-6	Keys & Locks
		16-7	Photographic Equipment
		16-8	Restricted Areas
		16-9	Sabotage
		16-10	Technical Penetration
		16-11	Vaults. Storage Facilities.
		16-12	Entry & Departure
			Includes building passes, issuance of keys, registers, etc.

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17	BUILDING GUARDS. WATCHMEN.	18-1	Handbook & Orders
	Other than Marines, for which SEE: BG 18.	18-2	MARINE Inspection Report
		18-3	Guard Survey
18	MARINE GUARDS	19	(Reserved for future use)
	Other than personnel matters, for which use PER outline.	20	REAL PROPERTY DAMAGE LOSS.

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BUDGET

Instructions

Use for papers on administrative and program budget policy and procedure, including budget formulation, Budget Bureau and Congressional submissions and hearings, Committee reports and appropriation bills, budget execution, and related budget matters. Specific types of budget estimates covered are annual, supplemental and deficiency.

SEE: ACCOUNTING & DISBURSING outline for all aspects of accounting for appropriated and other funds, paying and collecting transactions relating thereto, etc.

FINANCIAL MANAGEMENT outline for basic systems and techniques, financial designations, audit of funds, etc.

BUD-BUDGET

1 GENERAL POLICY PLANS

Includes studies and projects to improve budgeting procedures, long-range budget planning, and budget policy and principles. Subdivide by title of study or project if volume warrants. For financial plans, SEE: BUD 15.

1-1 Agency Position

Use for agency stand to be reflected in budget estimates.

1-2 Program Planning Budget System

Use for general materials only.

2 GENERAL REPORTS & STATISTICS

For fund status reports, SEE: BUD 13-1; for financial plan reports, SEE: BUD 15-2.

3 CALL FOR ESTIMATES

3-1 Bureau of the Budget

Includes budget ceiling on level of estimates imposed by BOB.

3-2 Agency Instructions

4 REIMBURSEMENTS ESTIMATES. AGREEMENTS

Use for agreements, including negotiations, with other agencies for reimbursement (e.g., for administrative support). Includes prepaid, billed, and no-cost agreements. Subdivide by agency and type if volume warrants.

4-1 Reimbursement Criteria

5 LAWS & REGULATIONS

Includes Bureau of the Budget Circulars, Comptroller General Decisions, Treasury and Office of Personnel Management Regulations, etc. Subdivide by source if volume warrants. For appropriation acts, SEE: BUD 12.

6 PROJECTIONS. PREVIEWS.

Use for preliminary estimates requested of offices prior to detailed submissions. Includes flash estimates.

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7	OFFICE & POST SUBMISSIONS	11-3	Senate Hearings
	Use for estimates prepared and submitted by individual offices and posts for agency review.		Includes schedule, principal witness statements, supplementary data, Senate Report, etc.
8	AGENCY REVIEW	11-4	Conference Action
	Includes hearings held within agency on office and post submissions.		House-Senate conference to resolve differences on appropriation bill.
9	OFFICE OF MANAGEMENT & BUDGET SUBMISSION	12	APPROPRIATION ACT
	Use for agency estimates as submitted to OMB for review.		Includes analyses of final action on bill and copy of act.
9-1	OMB Hearings	13	FUND AVAILABILITY
	Includes hearings schedule, witness statements, summaries of testimony, etc.		Includes appropriated funds, earned reimbursement, refunds, contributions, allocations received, transfer appropriations (in), earned income and sales income. Subdivide by type if volume warrants.
9-2	Supplemental Data	13-1	Fund Status Reports
	Requested by OMB during review.		
9-3	OMB Allowance	14	BUDGET EXECUTION
	Amount of estimates allowed by OMB to be incorporated in President's Budget.		14-1 Apportionment
10	PRESIDENT'S BUDGET		Includes requests to OMB for quarterly appropriated funds and approvals.
	Use for agency estimates as included in Federal Budget.	14-2	Annual Authorizations
11	CONGRESSIONAL SUBMISSION	14-3	Allocations (Transfers Out)
	Use for agency estimates as submitted to Congress.	14-4	Transfer Appropriations (Out)
11-1	House Hearings	14-5	Allotment Authorities
	Includes schedule, principal witness statements, supplementary data, House Report, etc.	14-6	Allotments
11-2	Restoration Appeal to Senate		Includes adjustment of allotments.
	Agency appeal to Senate for restoration of funds reduced by House action.	15	FINANCIAL PLANS
			Use for agency overall plan for expenditure of appropriated and other funds. Includes requests, submissions, consolidations, approvals and reviews.

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15-1 Reprogramming

Use for revision of plan based on changes in availability of funds.

15-2 Financial Plan Reports

16 POSITION AUTHORIZATION

Use for requests for, establishment of, and control over numerical authorization of staffing levels or personnel ceilings.

16-1 Request

16-2 Control Registers

16-3 Allocations

17 BUDGET BACK-UP

Use for back-up materials when it is desirable to maintain them separate from the particular estimates or submissions to which they may relate.

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RECORDS CLASSIFICATION HANDBOOK

COMMUNICATIONS & RECORDS

Instructions

Use for papers on government-wide and agency communications and records policy, systems and procedures, services and operations. Included are paper work management programs; regulations and procedures regarding classified records and information.

SEE: TELECOMMUNICATIONS AND POSTAL AFFAIRS outlines for matters pertaining to communications and mail matters other than those pertaining to agency operations and services.

BUILDING & GROUNDS outline for physical and technical security aspects of protecting communications and records facilities and classified material.

EMERGENCY PLANNING outline for E & E and vital records programs.

CR-COMMUNICATIONS & RECORDS	3-5 Message Centers
1 GENERAL POLICY. PLANS. COORDINATION. Use for overall agency program and coordination between agencies. For separate telecommunications and records management programs, SEE: CR 7 and 10, respectively.	Subdivide by organizational element if volume warrants.
2 GENERAL REPORTS & STATISTICS Use for those which cannot be filed under more specific subjects in outline. Subdivide by title if volume warrants.	3-6 Delivery Systems Includes pneumatic tube system, conveyor belt, etc.
3 MAIL FACILITIES & SERVICES	3-7 Addresses. Mailing Lists.
3-1 Courier Service	4 COMMUNICATIONS ANALYSIS & DISTRIBUTION Includes determination of office to which communications should be routed, distribution guidelines, number of copies distributed, etc. Subdivide by type if volume warrants.
3-2 Pouch Service	5 AUTHENTICATION
3-3 Postal Services Includes U.S. Postal Service, Military Postal Services, etc. Subdivide by type, as required.	5-1 Regulations & Procedures (Auth)
3-4 Messenger Service	5-2 Reports & Statistics (Auth)
	5-3 Schedule of Fees (Auth)
	6 (Reserved for future use)

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RECORDS CLASSIFICATION HANDBOOK

7 TELECOMMUNICATIONS SERVICES	7-12	Cryptographic Operations & Material
Except telephone, for which SEE: CR 8. Subdivide by type (e.g., telegraph, cable, radio) if volume warrants. Includes use of radio transmitters in U.S. chanceries abroad and USIA wireless file facilities and services. For similar use by foreign missions in U.S., SEE: POL 17-7.		Includes cryptographic procedures and requirements.
7-1 Policy. Plans. Coordination. (Telecom)	7-13	Frequencies & Schedules
7-2 Reports & Statistics (Telecom)	7-14	Reception
Includes monthly telegraphic report and traffic reports. For cryptographic reports, SEE: CR 7-11.		Includes reception reports and irregularity reports.
7-3 Organizations & Conferences (Telecom)	7-15	Propagation
7-4 Agreements (Telecom)		Includes forecasts, charts, and conditions.
7-5 Regulations & Procedures (Telecom)	7-16	Engineering
Except cryptographic, for which SEE: CR 7-12.		Includes design, construction and changes.
7-6 U.S. Government Facilities (Telcom)	8 TELEPHONE SERVICE	
Includes JANAP procedure.	8-1	Policy. Plans. Coordinations. (Tel)
7-7 Commercial Facilities (Telecom)	8-2	Reports & Statistics (Tel)
Includes rates. Subdivide by name of company if volume warrants.	8-3	Organizations & Conference (Tel)
7-8 Cryptographic Systems	8-4	Agreements (Tel)
7-9 Cryptographic Clearances	8-5	Laws & Regulations (Tel)
7-10 Maintenance & Repair		Includes rates.
Of telecommunications and for cryptographic equipment.	8-6	Telephone Lists. Directories.
7-11 Cryptographic Reports	9	(Reserved for future use)
Includes inventories, receipt, transfer and destruction reports.	10	RECORDS MANAGEMENT (GENERAL)
	10-1	Policy. Plans. Coordination. (RM)
	10-2	Reports & Statistics (RM)
		Except surveys, for which SEE: CR 10-6
	10-3	Organizations & Conferences (RM)

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| <p>10-4 Agreements (RM)</p> <p>Includes agreements with other governments re maintenance and disposition of multipartite records.</p> <p>10-5 Laws & Regulations (RM)</p> <p>10-6 Surveys. Studies (RM)</p> <p>Subdivide by organizational element if volume warrants.</p> <p>11 RECORDS MAINTENANCE & SERVICE</p> <p>For development and updating of official file system, SEE:CR 12</p> <p>11-1 Physical Location</p> <p>11-2 File Installations. Operations.</p> <p>11-3 Reference Service</p> <p>For questions relating to access, SEE: CR 16-1</p> <p>12 FILE SYSTEM</p> <p>Use for development and updating of system.</p> <p>12-1 Records Classification Handbook</p> <p>Includes TL's and distribution data.</p> <p>13 RECORDS EQUIPMENT & SUPPLIES</p> <p>Use for development of standards and review for proper utilization. SEE: PRC for procurement; BG 16 for equipment security; and ES outline for supply items.</p> <p>13-1 Folder Labels</p> <p>14 MICROFILMING</p> <p>Except in connection with file operations, for which SEE: CR 11-2</p> <p>15 RECORDS DISPOSITION</p> | <p>15-1 Records Retirement</p> <p>Within agency.</p> <p>15-2 Records Transfers</p> <p>Between agencies.</p> <p>15-3 Records Destruction</p> <p>15-4 Records Control Schedules</p> <p>16 DOCUMENT & INFORMATION SECURITY</p> <p>Use for systems and procedures for handling and control of information and documents. For security survey reports, SEE: SY 2-2.</p> <p>16-1 Access & Use</p> <p>For executive privilege, SEE:LEG 9.</p> <p>16-2 Accounting & Control</p> <p>Includes logs and receipts covering classified documents, TS inventory control procedures, serialization, etc.</p> <p>16-3 Classification. Designation.</p> <p>Includes downgrading, declassification, decontrol, upgrading, etc.</p> <p>17 REPORTS MANAGEMENT</p> <p>Use for program to prevent creation of or to eliminate unnecessary reports, reduce number of copies, etc.</p> <p>18 CORRESPONDENCE MANAGEMENT</p> <p>Includes correspondence procedures, instructions for use of various types of communication forms, form and guide letters, plain letters workshops, etc. Subdivide by subject if volume warrants.</p> |
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MANUAL OF OPERATIONS & ADMINISTRATION

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RECORDS CLASSIFICATION HANDBOOK

19 DIRECTIVES MANAGEMENT

Use for systems for issuing policy and procedural information for guidance of agency personnel. File published series of issuances separately.

20 FORMS MANAGEMENT

Use for forms design, control, improvement or standardization, etc.

RECORDS CLASSIFICATION HANDBOOK

EMERGENCY PLANNING

Instructions

Use for papers on planning and provisions made by the agency and overseas posts for meeting conditions which may arise from disasters, warfare, riots, or emergencies other than civilian defense planning.

SEE: DEFENSE AFFAIRS outline for civilian defense.

PROTECTIVE SERVICES outline form consular services in protecting both government and private persons and property.

COMMUNICATIONS & RECORDS outline for emergency destruction of records and cryptographic material.

EP-EMERGENCY PLANNING

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| <p>1 GENERAL POLICY. PLANS. COORDINATION</p> <p>Use for overall agency policy and planning, and coordination between agencies.</p> | <p>6-5 E & E Procedures</p> <p>Includes Handbook.</p> <p>6-6 Safehaven</p> |
| <p>2 REPORTS</p> | <p>7 EMERGENCY RELOCATION PROGRAM</p> |
| <p>3 ORGANIZATIONS & CONFERENCES</p> | <p>7-1 Policy. Plans. Guidelines.</p> <p>Includes directives and handbooks.</p> |
| <p>4 AGREEMENTS</p> | <p>7-2 Reports</p> |
| <p>5 LAWS & REGULATIONS</p> | <p>7-3 Other Agency Procedures</p> |
| <p>6 E & E PROGRAM</p> <p>Use for emergency and evacuation program.</p> | <p>7-4 Continuity of Essential Functions</p> <p>7-5 Emergency Action Documents (EAD)</p> <p>7-6 Emergency Assignments (Cadre)</p> <p>7-7 Executive Reserve Program</p> <p>7-8 Emergency Communications</p> |
| <p>6-1 E & E Policy Plans.</p> | <p>7-9 Relocation Tests. Exercises.</p> <p>Subdivide by code name and year.</p> |
| <p>6-2 Reports & Statistics</p> <p>Includes population statistics, evacuation lists, etc.</p> | <p>8 VITAL RECORDS PROGRAM</p> |
| <p>6-3 Liaison Groups</p> <p>Subdivide by name.</p> | <p>8-1 Selection Guidelines</p> |
| <p>6-4 Emergency Requirements</p> <p>Such as for communications equipment, ordinance, etc.</p> | |

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RECORDS CLASSIFICATION HANDBOOK

8-2 Status Reports

8-3 Records Protection

9 ROUND-UP PROGRAM

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ES (p. 1)

RECORDS CLASSIFICATION HANDBOOK

EQUIPMENT, SUPPLIES & SERVICES

Instructions

Use for papers on the utilization, maintenance, and disposition of expendable and nonexpendable equipment and supplies and for services related thereto, except as follows:

SEE: BUILDINGS & GROUNDS outline for design and selection of furnishings and buildings services.

COMMUNICATIONS & RECORDS outline for standards for proper utilization of file equipment and supplies, telecommunications facilities and services.

SHIPPING & WAREHOUSING outline for packing, shipping and storage of household effects, equipment, and supplies.

VEHICLES outline for acquisition, use, maintenance and disposition of government-owned automotive vehicles.

PROCUREMENT & CONTRACTING outline for matters pertaining to these subjects.

ES--EQUIPMENT, SUPPLIES & SERVICES	4	REGIONAL SUPPLY CENTERS
1 GENERAL POLICY. PLANS. GUIDELINES. Use only for material which cannot be filed under one of the more specific subjects in outline.		Use for establishment and overall operation of centers. Subdivide by location if volume warrants.
1-1 Requirements. Forecasts. Other than set forth in budget estimates, for which SEE: BUD outline.	5	LAWS & REGULATIONS Includes directives and procedures. Use only for those too general to be filed under more specific subjects in outline. Subdivide by source if volume warrants.
1-2 Replacement Program	6	(Reserved for future use)
2 GENERAL REPORTS & STATISTICS Use only for material which cannot be filed under one of the more specific subjects in outline. Includes reports to GSA. For inventory reports, SEE: ES 7-2.	7	PROPERTY ACCOUNTABILITY Subdivide as expendable or nonexpendable if desired. For inventory of and accountability for blank passports, SEE: PPT 10-1.
3 ORGANIZATIONS & CONFERENCES	7-1	Stock Controls On expendable supplies and equipment.

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RECORDS CLASSIFICATION HANDBOOK

7-2 Inventories	11 UTILIZATION & DISTRIBUTION
Of non-expendable property. Includes procedures for preparing and maintaining property record cards, basic inventory reports of furniture, equipment, and office machinery.	Excludes excess property for which SEE: ES 12-3
7-3 Loans & Exchanges	12 SURPLUS/EXCESS PROPERTY
7-4 Thefts. Losses. Destruction.	12-1 Acquisition
Includes property survey reports of lost and damaged items.	12-2 Disposition
8 (Reserved for future use)	Includes disposal, scrap, transfer, or donation to non-profit organizations.
9 STANDARDS	12-3 Utilization
10 MAINTENANCE & REPAIR	12-4 Excess Listings
Subdivide by type of service (e.g., typewriter repair, furniture refinishing, etc.) if volume warrants.	12-5 Proceeds of Sales

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RECORDS CLASSIFICATION HANDBOOK

FINANCIAL MANAGEMENT

Instructions

Use for papers on financial management program in general, agency's studies and applications of basic financial management systems and techniques, authorization or certification of personnel and facilities involved in paying and collecting transactions, accountability records and related subject matter.

SEE: BUDGET outline for budget policy, formulation and submission of estimates, and budget execution.

ACCOUNTING & DISBURSING outline for all aspects of accounting for appropriated and other funds, paying and collecting transactions, and accountability therefor.

FMGT--FINANCIAL MANAGEMENT

1 GENERAL POLICY. PLANS. PRINCIPLES.

2 GENERAL REPORTS & STATISTICS

Use for general studies, surveys and reports on financial management systems and procedure and evaluation thereof.

3 CLASSIFICATION CODES

Use for handbook containing accounting symbols.

4 TERMINOLOGY

Includes glossary of terms and abbreviations.

5 LAWS & REGULATIONS

Use for agency regulations and procedures. Also includes Comptroller General Decisions, GAO Treasury and other agency directives, etc. Subdivide by agency if volume warrants.

5-1 Procedural Handbooks.

For classification codes,
SEE: FMGT 3.

6 FINANCIAL DESIGNATIONS

Use for designation of personnel perform paying and collecting functions. Subdivide by organizational element if volume warrants.

6-1 Disbursing Offices

6-2 Cashiers

6-3 Certifying Officers

7 DEPOSITORIES, LOCAL

8 BANKING FACILITIES

9 BONDING

Use for bonding of employees.

10 SAFEGUARDING OF FUNDS

Use for requirements and standards for physical protection of funds and negotiable instruments. SEE: BG 16 for construction and installation aspects.

11 INTERNAL AUDIT

Use for inspections and reports by agency audit staff.

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FMGT (p.2)

RECORDS CLASSIFICATION HANDBOOK

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| 11-1 Domestic | 13 EXTERNAL AUDIT (CPA) |
| 11-2 Overseas | Use for audit by certified public accountants. |
| 11-3 Contracts | 14 MECHANIZATION |
| 12 GAO AUDIT | Includes data processing, electric/electronic accounting (EAM) machines, electronic computers, bookkeeping machines, etc. Subdivide by type if volume warrants. |
| Use for site audit by General Accounting Office. | |

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FSV (p.1)

RECORDS CLASSIFICATION HANDBOOK

FACILITATIVE SERVICES

Instructions

Use for papers on facilitative services of the types indicated, provide to staff and operating offices by agency administrative units and to other agencies and organizations. Do not use for papers on reimbursement estimates or administrative support agreements with other agencies for papers pertaining to information and cultural media for which see media outlines.

SEE: BUILDINGS & GROUNDS, COMMUNICATIONS & RECORDS, EQUIPMENT, SUPPLIES & SERVICES, TRAVEL, SHIPPING & WAREHOUSING, and VEHICLES outlines for matter pertaining to those particular services.

BUDGET outline for reimbursement estimates and agreements.

ORGANIZATIONAL & CULTURAL EXCHANGE outline for facilitative services for educational and cultural affairs grantees.

FSV--FACILITATIVE SERVICE

1 AUDIO-VISUAL SERVICES

1-1 General Policy. Plans. Guidelines.

1-2 General Reports & Statistics

1-3 Organizations & Meetings

1-4 Technology

1-5 Laws. Regulations. Procedures.

2 REPORTING SERVICES.

Includes conference reporting

3 AUTOMATED DATA PROCESSING

For maintenance and disposition of ADP equipment and supplies, SEE: ES outline; for procurement, SEE: PRC outline; for systems and studies, SEE: ORG outline.

3-1 General Policy. Plans. Coordination.

Includes cooperative arrangements with other agencies.

3-2 General Reports & Statistics

Includes machine utilization reports. For statistical services, SEE: FSV 3-7; for reports and statistics on specific projects, use appropriate subject outline.

3-3 Organizations & Conferences

3-4 Technology

Use for technical operating data, such as processing and programming techniques, input and output methods, machine language, etc. Subdivide by appropriate subject of volume warrants.

3-5 Laws & Regulations

Use only when material cannot be filed under a more specific subject in this outline.

3-6 Systems Development. Feasibility Studies.

Use only for general material. File specific projects under appropriate subjects in other outlines.

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FSV (p.2)

RECORDS CLASSIFICATION HANDBOOK

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| 3-7 Statistical & Other Services | 6-3 Organizations & Meetings |
| 4 LANGUAGE SERVICES | 6-4 Technology |
| 4-1 Interpreting | 6-5 Laws. Regulations. Procedures. |
| For interpreter-escort services for grantees, SEE: EDX 28-6 | 7 EDITORIAL SERVICES & PUBLICATIONS CONTROL |
| 4-2 Translating | Includes control over internal and external publications, regulations of Joint Committee on Printing, etc. For preparation (other than editing), clearance and distribution of official and unofficial publications, SEE: PR 10. |
| 5 LIBRARY SERVICES | 8 PUBLICATIONS PROCUREMENT |
| Use only for usual agency or post library services. For publications procurement for agency or post libraries, SEE: FSV 8. | Use only for administrative aspects procuring publications from or for any source. Subdivide by name of requesting agency or source from which procured. |
| 6 REPRODUCTION & DISTRIBUTION | |
| 6-1 General Policy. Plans. Guidelines. | |
| 6-2 General Reports & Statistics | |

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LEG (p.1)

RECORDS CLASSIFICATION HANDBOOK

LEGISLATIVE & LEGAL AFFAIRS

Instructions

Use only for papers pertaining to the Agency's legislative program with Congress which are so general in nature that they cannot be filed under the more specific subject outlines in this handbook. Also included are papers on such subjects as constitutional and comparative law, legal opinions and interpretations, judicial and claims procedures, etc.

SEE: POLITICAL AFFAIRS & RELATIONS outline for matters pertaining to U.S. Congress unrelated to Agency's functions and operations, legislative bodies of foreign governments, for domestic law, and international law.

PROTECTIVE SERVICES outline for judicial and legal services provided by consular officers.

LEG-LEGISLATIVE & LEGAL AFFAIRS

1 LEGISLATIVE PROGRAM

Use only for Agency's overall legislative program, including bills introduced on behalf of and those affecting agency programs and operations.

1-1 Congressional Summaries

Use for daily and other summaries of Congressional action on bills of interest to Agency.

2 REPORTS TO CONGRESS

Use only for overall reports on Agency operations. Reports on specific programs should be filed subjectively under appropriate subject outlines.

3 ORGANIZATIONS & CONFERENCES

Subdivide by name of organization and name, date, and location of conference if volume warrants.

4 CONGRESSIONAL COMMITTEES

Use only for general papers on committee membership, procedures, schedules of appearances before and relations of agency officials with committees. Papers relating to hearings before committees on specific programs should be filed subjectively under appropriate subject outlines.

5 LAW

Use only for general material on constitutional law, comparative law, etc. For domestic law of a country, international law, Rule of Law, etc., SEE POL 5.

6 MEMBERS OF CONGRESS

Use only for general material on attitudes, biographic sketches, liaison with, etc. For visits, SEE: LEG 7. Arrange alphabetically by name.

7 VISITS

Use for trips by individual members of Congress and Congressional delegations (CODELS). Arrange alphabetically by name.

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RECORDS CLASSIFICATION HANDBOOK

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| <p>7-1 Country Briefing Papers.
For Congressional travelers.</p> <p>8 CONGRESSIONAL INVESTIGATIONS
Use only for material relating to investigation in general. Papers on investigations of specific programs should be filed subjectively under appropriate outlines.</p> <p>9 EXECUTIVE PRIVILEGE
Use for material relating to Agency's privilege of withholding information from Congress.</p> <p>10 LEGAL OPINIONS. INTERPRETATIONS.
Use only for general material which cannot be filed subjectively under other outlines.</p> <p>11 SUBPOENAS
Use for procedures relating to handling of subpoenas served on Agency.</p> | <p>12 COPYRIGHTS. CLEARANCES.
Use only for general material which cannot be filed subjectively under other outlines.</p> <p>13 CLAIMS. LITIGATION.
Use only for general material on claims by or against U.S. Government, claims procedures, etc. File specific types of claims subjectively (e.g., for war damage claims and other claims against host government, SEE: PS 8-4; for tort claims, SEE: PER 15-16, etc.)</p> <p>14 JUDICIAL ASSISTANCE. PROCEDURE
Includes Committee on Judicial Procedure.</p> |
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MANUAL OF OPERATIONS & ADMINISTRATION

ORG (p. 1)

RECORDS CLASSIFICATION HANDBOOK

ORGANIZATION & MANAGEMENT

Instructions

Use for materials on the establishment, organization, reorganization, and termination of Agency offices and overseas posts; the assignment of realignment of functions; changes in status of posts and consular districts; and policy and instructional systems and statements which define organizational and functional matters. Also included are general administrative and organizational matters relating to other agencies, interagency relationships, coordination, etc., not involving specific substantive programs which should be filed under the appropriate subject matters outlines.

Use also for material which deals with the subject of administration in its entirety, and for material which covers several administrative subjects, i.e., materials which cannot be filed under one of the specific administrative subject outlines.

ORG--ORGANIZATION & MANAGEMENT

2 GENERAL REPORTS & STATISTICS

1 GENERAL POLICY PLAN. COORDINATION

Includes material on Agency and post organizations and management in general, administrative supervision of constituent posts, centralization vs. decentralization of administrative functions, and coordination between and within agencies on administrative matters. Subdivide by name of agency if volume warrants.

Use only for material which is so broad in content that it cannot be filed under one of the more specific subjects elsewhere in this outline. Includes periodic administrative reports (e.g., weekly, monthly, etc.). For Foreign Service inspection reports, SEE: ORG 11; for post reports SEE: PER 2-1; for security surveys, SEE: SY 2-2.

1-1 Country Team

Use for coordinated efforts of Agency representatives in the field to work as a team under chief of mission.

2-1 Reporting Requirements

Overall reporting schedules, workloads, and related management aspects of reporting requirements.

1-2 Consolidated Administration

Use for consolidation of State, AID, USIA, and Peace Corps administrative personnel to provide integrated service at specific posts. Includes CAMO. For administrative support aspects, SEE: ORG 4.

2-2 Critiques

3 MEETINGS & CONFERENCES

3-1 Administrative Officers

3-2 Chiefs of Mission. Principal Officers.

3-3 Staff

3-4 Public Affairs Officers

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ORG (p. 2)

RECORDS CLASSIFICATION HANDBOOK

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| <p>4 ADMINISTRATIVE SUPPORT</p> <p>Use for general material on administrative support principle or policy as it affects organization and functions of Agency or post. For levels of support and reimbursement agreements, SEE: BUD 4; for accounting aspects, SEE: ACC outline.</p> <p>5 DELEGATIONS OF AUTHORITY</p> <p>Includes designations.</p> <p>6 DUTY OFFICERS. ROSTERS.</p> <p>Includes holiday list.</p> <p>7 VISITS</p> <p>Use for papers of a substantive nature relating to field trips by agency personnel on official business. For routine travel arrangements, use TRV outline.</p> <p>8 ESTABLISHMENT. FUNCTIONS. REORGANIZATION.</p> <p>Includes history and background of Agency, office or post, statement of functions and organizations charts, and Agency reorganization plans, opening, change in status, and closing of posts; determination and jurisdiction of consular districts; etc.</p> <p>9 MANAGEMENT SURVEYS</p> <p>Subdivide by organization or function being surveyed. If desired, file by subject using outlines provided in this handbook.</p> | <p>10 MANAGEMENT PROGRAMS</p> <p>Includes all types of management programs such as Management Improvement, Cost Reduction, Information Management, etc. Also includes management methods and techniques. Subdivide by name of program or system, if volume warrants. (Except financial management for which SEE: FMGT outline and for records management, forms management, reports management, and directives management, for which SEE: CR outline.)</p> <p>10-1 Policy. Plans, Coordination.</p> <p>10-2 Reports</p> <p>10-3 Meetings</p> <p>10-4 Agreements. Contracts.</p> <p>10-5 Regulations. Procedures.</p> <p>10-6 Research & Development</p> <p>11 INSPECTIONS</p> <p>Includes Foreign Service inspection reports, administrative audits, and operational surveys of a general nature. For inspections and audits of a specific functions (e.g., security, financial management, etc.), see appropriate subject outlines.</p> <p>12 CONDUCT OF OFFICE</p> <p>Use for issuance on office procedures, routine administrative matters, transfer of office to successor, calendar of events, etc.</p> |
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RECORDS CLASSIFICATION HANDBOOK

PERSONNEL

Instructions

Use for papers on all aspects of personnel administrative in the Federal Government and in the Agency, including its organizational components. Also includes personnel security. Papers relating to individual employees shall be filed by name of employee in accordance with regulations in 3 FAM.

SEE: EMERGENCY PLANNING outline for assignment of personnel in emergency situations.

PROTECTIVE SERVICES outline for protection of government employees overseas in emergency situations.

TRAVEL outline for travel of employees and dependents.

SHIPPING & WAREHOUSING outline for shipment of effects, and other items.

PER--PERSONNEL

1 GENERAL POLICY. PLANS. COORDINATION.

Use only for material which cannot be filed under one of the more specific subjects in this outline.

2 GENERAL REPORTS & STATISTICS

Use only for papers which cannot be filed under one of the more specific subjects in this outline. Includes employee career records (ERC) and manpower utilization skills and reports (MUST).

2-1 Post Reports

Use only for preparation and submission of report by post. Reference set should be maintained separately.

2-2 Biographic Register & Sketches

2-3 Foreign Service List

2-4 Key Personnel Directory

3 ORGANIZATIONS & CONFERENCES

Use only for papers which cannot be filed under one of the more specific subjects in this outline.

4 STAFFING. COMPLEMENT.

Use for proposed and/or authorized personnel strength of organizational element. SEE:BUD 16 for budgetary aspect of position ceilings and authorizations.

4-1 Reduction-in-Force

Includes procedures for establishing, maintaining and applying retention registers.

5 LAWS & REGULATIONS

Includes Foreign Service Act of 1946 and amendments, Federal Personnel Manual and OPM directives of a general nature. Subdivide by source and/or title of act if volume warrants.

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RECORDS CLASSIFICATION HANDBOOK

6	AWARDS & COMMENDATIONS	9-5	Laws. Regulations. Procedures.
	For agency employees, including employee suggestion program, incentive awards program except safe--driving awards, for which SEE: VEH 13. For awards to prominent persons other than Agency employees and military personnel, SEE: POL 6-3; for awards to military personnel, SEE: DEF 6-6.	9-6	Sponsors.
6-1	Awards Committees	9-7	Visits. Trips.
	Subdivide by name if volume warrants.	9-8	Schedules & Rosters
6-2	Cash Awards	9-9	Requests. Applications. Registration.
	Subdivide by type if volume warrants.	9-10	Teaching Materials.
6-3	Commendations.	9-11	Examination and Testing
6-4	Honor Awards.	9-12	Graduation Exercises. Certificates. Diplomas.
	Subdivide by type if volume warrants.	9-13	Consultations. Briefing.
6-5	Non-Federal Awards & Decorations		Includes debriefing returned employees.
7	APPEALS	10	PERFORMANCE EVALUATION
	Use for general material on appeals system. For specific types of appeal, see under appropriate subject in outline.	10-1	Performance Rating Committees. Evaluation Panels.
8	ATTENDANCE & LEAVE		For Selection Boards and Promotion Panel, SEE: PER 13-6.
	Includes annual, sick, home, military, and court leave, leave without pay, absence for jury duty, hours of work, etc. Subdivide by type of leave if volume warrants.	10-2	Ratings. Appraisals.
9	TRAINING & DEVELOPMENT		Includes appeals.
	Subdivide by type if volume warrants.	11	COMPENSATION
9-1	General Policy. Plans		Use for determination of salary and wage scales and allowances. Subdivide by type of pay or allowance if volume warrants.
9-2	General Reports & Statistics	11-1	Cost of Living & Quarters Allowances.
9-3	Organizations & Conferences		Includes temporary lodging allowance. For retail price schedules, SEE: PER 11-9.
9-4	Agreements. Contracts.	11-2	Deductions
		11-3	Education Allowances
			For educational travel of dependents, SEE: TRV outline.

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RECORDS CLASSIFICATION HANDBOOK

<p>11-4 Final Salary Clearance</p> <p>Upon separation of employee.</p>	<p>13-1 Application for Employment.</p> <p>Case file individual applications by name if volume warrants.</p>
<p>11-5 Wage Rates & Schedules</p> <p>Includes surveys to determine appropriate wage rates and schedules for local employees, and wage board determinations.</p>	<p>13-2 Appointment</p> <p>Includes initial appointment, oath of office, reinstatement, reemployment after break in service, lateral entry from Civil Service to Foreign Service, etc. Subdivide by type of appointment (e.g., competitive service, excepted service, FS, etc.) if volume warrants.</p>
<p>11-6 Premium Pay</p> <p>Subdivide as overtime, night, or holiday pay.</p>	<p>13-3 Assignment. Detail.</p> <p>Includes assignment system procedures and actions, transfer to new assignment in field or in Washington after home leave, length of tours of duty at post, reimbursable details, etc.</p>
<p>11-7 Post Differential Allowance</p>	<p>13-4 Examinations. Tests.</p> <p>Use for Board of Examiners for the Foreign Service. OPM, language and other qualifying tests, etc. Subdivide by type if volume warrants.</p>
<p>11-8 Representation Allowances</p>	<p>13-5 Equal Employment Opportunity</p>
<p>11-9 Retail Price Schedules</p>	<p>13-6 Promotion. Demotion. Selection Out.</p> <p>Includes Selection Boards, Promotion Panels etc.</p>
<p>11-10 Separation Allowances</p>	<p>13-7 Recruitment</p>
<p>11-11 Transfer Pay</p>	<p>13-8 Retirement</p> <p>Includes OPM, Foreign Service and Social Security retirement systems, benefits, etc.</p>
<p>11-12 Increases</p> <p>Subdivide by type such as within-grade, periodic, quality, etc. For increases or decreases in specific types of pay, allowances, etc., SEE: PER 11-1 thru 11-8, 11-10, 11-11.</p>	<p>13-9 Termination</p> <p>Use for resignation, separation for cause, and termination of services through death.</p>
<p>12 CONDUCT & DISCIPLINE</p> <p>Includes regulations and procedures governing conflict of interest insubordination, prohibited political activity, intoxication, sale or barter of personal property abroad, local currency transactions of employees, acceptance of gifts, tech. Case file disciplinary actions on individual employees in personnel folders.</p>	
<p>13 EMPLOYMENT</p> <p>Case file personnel actions on individual employees by name in personnel folders. For reduction-in-force, SEE PER 4-1.</p>	

MANUAL OF OPERATIONS & ADMINISTRATION

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RECORDS CLASSIFICATION HANDBOOK

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| <p>13-10 Transfer Out</p> <p>To other agencies or international organizations. For transfer to new assignment in field or in Washington with same agency, SEE: PER 13-3.</p> <p>14 HEALTH & MEDICAL CARE</p> <p>14-1 Policy. Plans.</p> <p>Use only for papers which cannot be filed under more specific subjects listed under PER 14.</p> <p>14-2 Reports & Statistics</p> <p>14-3 Organizations & Conferences</p> <p>Includes services provided to or by other Federal agencies. For specific medical facilities, SEE: PER 14-6.</p> <p>14-4 Medical Examinations</p> <p>Includes medical clearances, waivers, fitness for duty.</p> <p>14-5 Laws & Regulations</p> <p>14-6 Facilities</p> <p>Includes regional medical centers, hospitals, clinics, health rooms, laboratories, physical fitness rooms, etc.</p> <p>14-7 Insurance</p> <p>Includes Federal Employees Health Benefits Program. For employee life insurance, SEE: PER 15-7.</p> <p>14-8 Diseases & Conditions</p> <p>Includes treatment, control, prevention, diagnosis, eradication. Subdivide by type if volume warrants.</p> <p>14-9 Immunizations. Inoculations.</p> <p>14-10 Medical Supplies</p> | <p>14-11 Evacuation</p> <p>For medical reasons, or for rest and recuperation. For travel aspects, SEE: TRV outline.</p> <p>14-12 Safety Accidents.</p> <p>Includes safety programs and claims under Federal Employee's Compensation Act. For building safety program, SEE: BG 13.</p> <p>15 EMPLOYEE RELATIONS & SERVICES</p> <p>Includes benefits derived by employees.</p> <p>15-1 Campaigns. Drives.</p> <p>Such as CFC and health fundraising drives, blood donor campaigns, etc. Subdivide by type if volume warrants.</p> <p>15-2 Commissary Services</p> <p>Includes management and stocking of commissaries, post exchange (PX) privileges, etc. For restaurant, cafeteria, and snack bar facilities in government buildings, SEE: BG 12.</p> <p>15-3 Employee Unions</p> <p>15-4 Employee Vehicles</p> <p>Other than shipment, for which SEE: SHW outline. Includes assistance in obtaining drivers' licenses, regulations relating to sale, etc.</p> <p>15-5 Credit Union</p> <p>15-6 Employee Welfare Fund</p> <p>15-7 Life Insurance</p> <p>15-8 Grievances</p> <p>Other than appeals.</p> |
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<p>15-9 Dependent Education</p> <p>For assistance to community schools abroad for education of dependents of employees, SEE: EDU 9-5; for educational allowances, SEE: PER 11-3; for educational travel of dependents, SEE: TRV outline.</p>	<p>16 SECURITY</p> <p>Use for general material on security investigations of employees, fingerprinting, ID cards, etc. Case file investigations on individual employees by name. For name check procedures, SEE: SY 10; for security survey reports, SEE: 2-2.</p>
<p>15-10 House Organs</p> <p>Published by or for employees.</p>	<p>16-1 Penetration</p> <p>Use for attempts to compromise agency personnel, including locals, by any means to obtain security information.</p>
<p>15-11 Income Tax</p> <p>For assistance to employees in preparing tax forms.</p>	<p>16-2 Clearances</p> <p>Subdivide by type, such as "Q", etc.</p>
<p>15-12 Housing Services</p> <p>Includes assignment of staff housing and assistance in locating other housing.</p>	<p>17 DIPLOMATIC TITLE & RANK</p>
<p>15-13 Locator Services</p> <p>Includes home leave and next-of-kin addresses.</p>	<p>18 POSITION DESCRIPTIONS. CLASSIFICATION</p> <p>Includes job standards.</p>
<p>15-14 Political Activities</p> <p>Use for information provided employees on voting rights and authorized political activities. For illegal activities, SEE: PER 12.</p>	<p>19 PERSONAL STATUS</p> <p>Of employees, such as marriage, divorce, or other name change, dependency status, etc. Excludes security investigation and clearance of intended spouse, for which SEE: PER 16.</p>
<p>15-15 Recreation</p> <p>Includes social activities, clubs, hobbies, FARA, and other recreation and welfare association activities.</p>	<p>20 EMPLOYEE MORALE</p> <p>Other than that affected by disciplinary actions and specific employee grievances, for which SEE: PER 12 and PER 15-8, respectively.</p>
<p>15-16 Tort Claims</p> <p>Use for administrative settlement of such claims resulting from negligence, wrongful acts, or omissions on the part of employees.</p>	<p>21 MILITARY SERVICE STATUS</p> <p>For military leave, SEE: PER 8.</p>
<p>15-17 Credit. Bills.</p> <p>Includes credit inquiries and bill collecting.</p>	

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RECORDS CLASSIFICATION HANDBOOK

PUBLIC RELATIONS

Instructions

Use for papers on agency relations with the general public, including individual citizens and private groups. Included are routine requests for information, praise or criticism of policies and programs, and efforts to keep the public informed through various mass communications media.

SEE: INFORMATION outline for USIA program in general, including public information activities conducted for other Federal agencies overseas. Also includes information activities within a country and its use of information media to influence the opinions, attitudes, behavior, etc., of enemy, neutral or friendly peoples on a mass scale.

CULTURE, MOTION PICTURES, PRESS & PUBLICATIONS, RADIO and TELEVISION outlines for efforts to promote interest in and understanding of American culture, policies and objectives through specific media programs and services conducted by USIA overseas.

PR--PUBLIC RELATIONS

1 GENERAL POLICY. GUIDELINES. COORDINATION.

Use only for material which cannot be filed under more specific subjects in this outline.

2 GENERAL REPORTS & STATISTICS

Use only for material which cannot be filed under more specific subjects in this outline.

3 (Reserved for future use)

4 (Reserved for future use)

5 INVITATIONS

Other than to speak before nongovernmental groups, for which SEE: PR 6.

6 NONGOVERNMENTAL LIAISON

Subdivide by type of public or private group and/or name of organization if volume warrants.

6-1 Speaker Services

6-2 Community Relations

6-3 Meetings & Conferences.

7 APPOINTMENTS. INTERVIEWS.

With private individuals. Includes letters of introduction. Arrange alphabetically by name of visitor. For press interviews, SEE: PR 11-3.

8 RADIO & TV RELATIONS

Includes clearances. Subdivide by name of network and program if volume warrants.

9 AUDIO-VISUALS

9-1 Films. Filmstrips. Slides. Recordings.

9-2 Exhibits & Displays.

Such as lobby and window displays for public information. For those produced or sponsored by USIA and Binational Centers, SEE: EXH. outline.

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RECORDS CLASSIFICATION HANDBOOK

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| <p>9-3 Photographs</p> <p>Except requests for, for which SEE: PR 13.</p> <p>10 PUBLICATIONS</p> <p>Prepared for public consumption. Includes preparation (other than editorial services), clearance and distribution. Subdivide by title of publication, such as "How Foreign Policy is Made," "Department of State Bulletin," "Foreign Policy Briefs," etc. For requests for publications, SEE: PR 13; for editorial services and publications control, SEE: FSV 7.</p> <p>11 PRESS RELATIONS</p> <p>Subdivide by name of newspaper, magazine or press service if volume warrants.</p> <p>11-1 Accreditation</p> <p>Subdivide by name of correspondent if volume warrants.</p> <p>11-2 Press Releases</p> <p>Subdivide by source and arrange chronologically or numerically if volume warrants.</p> <p>11-3 Press Conferences. Interviews.</p> <p>Includes guidances prepared for use at conferences or in interviews. Subdivide by type (e.g., Presidential, Secretary's, etc.) or name of person if volume warrants.</p> <p>11-4 Special Events Coverage</p> <p>Includes arrangements for coverage. Subdivide by name of event if volume warrants.</p> | <p>12 SPEECHES</p> <p>Includes material for use in speeches, clearances and copies of speeches, arrangements for speeches, and requests from governmental sources for speeches. Subdivide by name of speaker and arrange by date. An extra copy may be filed subjectively if desired.</p> <p>12-1 Speech Clearance</p> <p>13 PUBLIC OPINION & INQUIRIES</p> <p>Includes requests for information, publications, photos, etc; criticisms, complaints, and commendations; anonymous, crank and begging letters; polls and surveys, etc. Arrange by name of individual or organization if volume warrants.</p> <p>13-1 Petitions & Resolutions</p> <p>13-2 Polls & Surveys</p> <p>14 TOURS</p> <p>Agency tours for the general public including VOA Lectures.</p> |
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Part III
MANUAL OF OPERATIONS & ADMINISTRATION

PRC (p.1)

RECORDS CLASSIFICATION HANDBOOK

PROCUREMENT & CONTRACTING

Instructions

Use for papers on (A) policy and procedures about the procurement of property, supplies, equipment, and services, and (B) actual contract documents, when reference services require that such documents be maintained together as a master contract file.

In offices where operating needs make it desirable that a copy of contract documents be made a part of the file on the property or service procured (e.g., a specific building, talent vendor, IMG program), this should be done under the appropriate subject outline.

SEE: EQUIPMENT, SUPPLIES & SERVICES outline for utilization, maintenance, disposition, etc., of agency equipment and supplies.

Contract files. Certificates of award, negotiations, contract, amendments, bidders mailing list, and other contracting transactions which relate to a specific contract may be filed and maintained as a unit (case filed) by the name of the contractor, number of the contract, name of a post, or other method as appropriate to the office involved. The file folder label(s) for such files show the name, number, or other identification following the primary subject file symbol PRC.

PRC--PROCUREMENT & CONTRACTING

1 GENERAL POLICY. PLANS. GUIDELINES.

Use for material too general in nature to be filed under more specific subjects in this outline.

1-1 Authorizations

Includes delegations and redelegations of authority.

1-2 Approvals & Clearances

2 GENERAL REPORTS & STATISTICS

Use for material too general in nature to be filed under more specific subjects in this outline. Includes reports to other agencies.

2-1 Status Reports

3 ORGANIZATIONS & CONFERENCES

Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by name of organization, and name, date, and location of conference, if volume warrants.

4 CONTRACTS & AGREEMENTS

Subdivide by type, such as license agreements, rights agreements, loan agreements, open-end, rental, lease, other agency, etc. Do not use for contract case files.

4-1 Clauses. Formats. Forms.

Part III

MANUAL OF OPERATIONS & ADMINISTRATION

PRC (p. 2)

RECORDS CLASSIFICATION HANDBOOK

5	LAWS. REGULATIONS. PROCEDURES.	10	JOB ORDERS
	Use for materials too general in nature to be filed under a more specific subject in this outline. Subdivide by agency or public law title if volume warrants. Includes Federal procurement regulations, procurement memoranda, and instructional memoranda.	11	REQUISITIONS
6	SUPPLIERS & CONTRACTORS	12	TERMINATION
6-1	Bidders Mailing Lists		Includes defaults.
6-2	Ineligible	12-1	Procedures
6-3	Contractor Data	12-2	Completion
6-4	Catalogs	12-3	Cancellation
7	INVITATIONS, BIDS & AWARDS	13	CLAIMS, PROTESTS & SETTLEMENTS
7-1	Request for Proposals	13-1	Comptroller General
7-2	Negotiations	13-2	Board of Contract Appeals
7-3	Renegotiations	13-3	Other
7-4	Specifications & Bids	14	EXTENSIONS
7-5	Reports & Data	15	DISCOUNTS
8	BONDS	16	TAXES
	Includes bid bonds, performance bonds, deposits, sureties list, etc.	17	FINDING & DETERMINATIONS
PRC--PROCUREMENT & CONTRACTING		17-1	Standardization
9	PURCHASE ORDERS	18	INSPECTION & ACCEPTANCE
		19	GOVERNMENT FURNISHED EQUIPMENT
		20	CONTRACT REVIEWS & AUDITS
		20-1	Agency
		20-2	General Accounting Office

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SHW (p. 1)

RECORDS CLASSIFICATION HANDBOOK

SHIPPING & WAREHOUSING

Instructions

Use for papers pertaining to the shipping and storage of equipment, supplies, programs materials and personnel household effects.

Shipping Transactions. Shipping notices, receipts, packing orders, etc. which relate to a specific shipment may be filed and maintained as a unit (case filed) by the name of a post, type of material shipped, number of shipment, or other method as appropriate to the forwarding office involved. The file folder label(s) for such files should show the post, number or other identification following the primary subject file symbol SHW.

SHW--SHIPPING & WAREHOUSING

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| 1 | GENERAL POLICY. PLANS. COORDINATION

Use for material too general in nature to be filed under more specific subjects in this outline. Includes inter-agency relations and coordination. | 6-2 | Routes & Schedules

Subdivide by type and/or name of carrier. |
| 2 | GENERAL REPORTS & STATISTICS

Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by report title if volume warrants. | 7 | INSTRUCTIONS & PROCEDURES |
| 3 | CONFERENCES | 7-1 | Shipping Instructions & Procedures

Includes methods of shipment, such as residence-to-residence, etc. |
| 4 | DESPATCH AGENCIES (U.S.)

Subdivide by location if volume warrants. | 8 | INSURANCE

Subdivide by type or name of company. |
| 5 | LAWS & REGULATIONS

Include local laws and regulations. | 9 | DRAYAGE

Subdivide by name of carrier. |
| 6 | CARRIERS

Subdivide by type, air, truck and by carrier name thereunder, if volume warrants. | 10 | SHIPPING NOTICE TO FIELD |
| 6-1 | Rates & Charges

Subdivide by type and/or name of carrier. | 11 | PACKING. LABELING. MARKING.

Includes methods, rates and instructions. |
| | | 11-1 | Packing Lists. |
| | | 12 | LOADING & UNLOADING

Includes pier charges, demurrage, etc. |
| | | 13 | RECEIPTS & INVOICES

Subdivide by type of carrier or vendor. |

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SHW (p. 2)

RECORDS CLASSIFICATION HANDBOOK

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| 14 | BILLS OF LADING | 18 | DELAYS |
| | Includes airway, ocean freight and Government Bills of Lading. Use for general material only, <u>not</u> individual bills of lading. | 18-1 | Labor Matters |
| | | | Their effect on Government shipping. |
| 15 | SHIPPING ORDERS | 19 | PORTS OF ENTRY |
| | Subdivide by post, area or number. | | Includes port charges. Subdivide by location if volume warrants. |
| 16 | LOSSES, DAMAGES & SHORTAGES | 20 | FREIGHT FORWARDERS |
| 16-1 | Claims | | Subdivide by name and thereunder by fiscal year if volume warrants. |
| 16-2 | Tracing | 20-1 | General Policy |
| 17 | CUSTOMS | 20-2 | Reports & Statistics |
| | Includes export-import declarations. | 20-3 | Complaints |
| 17-1 | Custom Duties & Fees | 20-4 | Contracts |

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MANUAL OF OPERATIONS & ADMINISTRATION

SY (p. 1)

RECORDS CLASSIFICATION HANDBOOK

SECURITY

Instructions

Use only for papers of a general nature on the development, coordination and administration of security policies and programs. These will be concerned primarily with the Agency, overseas posts and other Federal agencies, but may also include liaison with security and law-enforcement agencies of other nations.

SEE: BUILDINGS & GROUNDS outline for material relating to physical and technical security.

COMMUNICATIONS & RECORDS outline for procedural security (e.g., handling, control, and downgrading of classified records and information), cryptographic security, etc.

EMERGENCY PLANNING outline for security aspects of emergency an evacuation (E & E), emergency relocation, and vital records programs.

PASSPORTS & CITIZENSHIP outline for passport security.

PERSONNEL outline for personnel security.

SY--SECURITY

1 GENERAL POLICY. PLANS. COORDINATION.

Includes coordination of program with other agencies.

1-1 SY Instructions

1-2 RSS Instructions

1-3 Post Instructions

2 GENERAL REPORTS & STATISTICS

2-1 Monthly Status Reports

2-2 Security Survey Reports

Arrange by name of post and thereunder by facility if volume warrants.

3 ORGANIZATIONS & CONFERENCES

Includes security requirements of international organizations, such as NATO, SEATO, UN, etc. Subdivide by name if volume warrants. For Attorney General's list of organizations, SEE: SY 14-4; for lists of local organizations, SEE: SY 14-5

4 AGREEMENTS

5 LAWS & REGULATIONS

Use for material which cannot be filed under one of the more specific subjects in this outline. Subdivide by source if volume warrants. For investigative procedures, SEE: SY 14.

6 SECURITY OFFICERS

Use for designations, relations with, lists of, etc. For TS control officers, SEE: CR 16-2.

6-1 Regional

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| <p>6-2 Post</p> <p>6-3 Unit</p> <p>7 VISITS</p> <p>Use for general material on visits of security officials and other individuals relating to security matters. For reports on security surveys, SEE: SY 2-2.</p> <p>8 VIOLATIONS</p> <p>Use only for regulations and procedures governing violations, overall reports, etc.</p> <p>9 (Reserved for future use)</p> <p>10 NAME CHECKS</p> <p>Use for general materials including regulations and procedures governing checks on name of individuals for security purposes and statistical reports thereon.</p> <p>11 CRANKS</p> <p>Use for material not warranting individual case filing. For crank letters not requiring investigation, SEE:PR 13.</p> <p>12 THEFTS</p> <p>Use for material not warranting individual case filing.</p> | <p>13 RIOTS & DEMONSTRATIONS</p> <p>Use only for role of security officers. SEE: POL 23-8 for political aspects.</p> <p>14 INVESTIGATIVE PROCEDURES</p> <p>Use only for material of a general procedural nature that cannot be filed under specific security programs (e.g., personnel security, for which SEE; PER 16; passport security, for which SEE: PPT 10 etc)</p> <p>14-1 Local Procedures</p> <p>14-2 Sources of Information</p> <p>14-3 General Certification Standards</p> <p>14-4 Attorney General's List</p> <p>14-5 List of Local Organizations</p> <p>15 INDUSTRIAL SECURITY</p> <p>Use for program to obtain security clearances of industrial, educational and other facilities and personnel. In some cases these facilities and services are contractual in nature; in others educational institutions have been granted custody of Agency classified records for research purposes. Includes the procedures for the release and use of classified information by these facilities. Case file papers on individual companies or institutions by name.</p> |
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MANUAL OF OPERATIONS & ADMINISTRATION

TRV (p. 1)

RECORDS CLASSIFICATION HANDBOOK

TRAVEL

Instructions

Use for papers pertaining to policies, regulations, and procedures regarding the travel of personnel on official business and the travel of their dependents.

SEE: SHIPPING AND WAREHOUSING outline for the shipping of supplies and equipment, household effects, and other items including government owned vehicles.

VEHICLES outline for acquisition, maintenance, use, etc., of government-owned vehicles.

LEGISLATIVE & LEGAL AFFAIRS outline for trips by Members of Congress (CODELS).

Use also for papers on the travel of specific individuals and groups. This includes not only employees and their dependents, but also the visits, tours, and trips of other individuals and group in public or private life, except Members of Congress, where the main emphasis is on travel arrangements. File alphabetically by name under the primary subject TRAVEL. However, in office where the purpose of a visit or mission is of most significance, papers about visits and missions should be filed under the appropriate subject outline (e.g., POLITICAL AFFAIRS & RELATIONS, TRADE PROMOTION & ASSISTANCE, DEFENSE AFFAIRS, etc.).

TRV-TRAVEL	6	CARRIERS	
1	GENERAL POLICY. PLANS. COORDINATION		Subdivide by type and/or name if volume warrants.
	Use only for material too general to be filed under more specific subject in outline. Includes inter-agency relations and coordination.	6-1	Rates. Fares.
			Use for general information only. For freight rates and tariffs on household and personal effects, SEE: SHW outline.
2	GENERAL REPORTS & STATISTICS	6-2	Routes & Schedules
	Use only for material too general to be filed under more specific subject in outline. Includes statistical reports, DA weekly STRIPES, etc.	6-3	Use of American and Foreign Carriers
3	CONFERENCES		Use for general policy and regulations.
4	(Reserved for Future Use)		
5	LAWS & REGULATIONS	7	TRAVELER INSURANCE
	Includes local laws, regulations, and procedural handbooks.		

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TRV (p. 2)

RECORDS CLASSIFICATION HANDBOOK

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| <p>8 TRAVEL ALLOWANCES</p> <p>Includes per diem and mileage rates, travel advances, etc.</p> | <p>13 PASSPORT. IMMUNIZATIONS.</p> <p>Required by official travelers. Includes visas.</p> |
| <p>9 TRAVEL AUTHORIZATIONS</p> <p>Includes requests for. Use only for general material of a regulatory or procedural nature. Those for specific travelers should be filed in their travel folders.</p> | <p>14 (Reserved for future use)</p> <p>15 ASSISTANCE TO TRAVELERS</p> <p>Use for general material only. File papers relating to specific individuals under TRV by name.</p> |
| <p>10 TRAVEL PRIORITIES</p> | <p>15-1 Acknowledgements. Commendations.</p> |
| <p>11 TRAVEL VOUCHERS</p> <p>Use for procedures re preparation and submission. For accounting aspect, SEE: ACC 17 and 20.</p> | <p>15-2 Customs, Health & Immigration</p> <p>15-3 Government Transportation Requests</p> |
| <p>12 LOCAL TRANSPORTATION</p> <p>Includes use of taxis, tokens, etc. For motor pool, SEE: VEH 12.</p> | <p>15-4 Itineraries & Reservations</p> <p>15-5 Limousine Service</p> |
| <p>12-1 Use of Private Vehicle</p> | <p>15-6 Meetings Travelers</p> |

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MANUAL OF OPERATIONS & ADMINISTRATION

VEH (p. 1)

RECORDS CLASSIFICATION HANDBOOK

VEHICLES

Instructions

Use for papers on the acquisition, use, maintenance, inventory, and disposition of Government-owned automobiles, trucks, aircraft, boats, and other vehicles. Case files on individual vehicles may be established as required.

VEH--VEHICLES	11	ASSIGNMENT & USE
1 GENERAL POLICY		For motor pool, SEE: VEH 12.
2 GENERAL REPORTS & STATISTICS	11-1	Credit Cards
3 ACCIDENTS	11-2	Inspection
For claims of injured employee, SEE: PER 14-12.	11-3	Dispatching & Scheduling
4 LOSS & THEFT	11-4	Drivers' Licenses
5 LAWS & REGULATIONS	11-5	License Plates
6 ACQUISITION. REPLACEMENT.	11-6	Operator's Permits
Includes purchase, titles rental, etc.	12	MOTOR POOL. CHAUFFEURS.
7 INSURANCE	13	SAFE DRIVING AWARDS
8 (Reserved for future use)	14	(Reserved for future use)'
9 MARKING & IDENTIFICATION	15	DISPOSITION
10 MAINTENANCE & REPAIR		Includes sale, transfer, etc.
Includes parts (e.g., tires, tubes, etc.) and monthly gasoline usage.		

RECORDS CLASSIFICATION HANDBOOK

ACCOUNTING & DISBURSING

Instructions

Use for papers relating to accounting systems in general, procedures and operations involved in accounting for agency funds and special programs, accountability for funds, paying and collecting transactions and reports, and related subject matter.

SEE: BUDGET outline for budget policy, formulation and submission of estimates, and budget execution.

FINANCIAL MANAGEMENT outline for basic systems and techniques, financial designations, audit of funds, etc.

ACC-ACCOUNTING & DISBURSING

1 GENERAL POLICY. PLANS. PRINCIPLES.

Use only for material of a general nature which cannot be filed under one of the specific subjects in this outline. Includes projects to study and determine feasibility of modern accounting systems.

2 GENERAL REPORTS & STATISTICS

Use only for reports of a general nature which cannot be filed under one of the specific subjects in this outline.

3 TRANSACTIONS (OTHER AGENCY)

Includes purchase requests, procurement, payment, and transfer documents.

4 GENERAL LEDGER

Includes journal vouchers, balance sheets and financial statements.

5 LAWS & REGULATIONS

Includes agency and other agency directives and procedural handbooks, Comptroller General decisions, etc. Subdivide by agency if volume warrants.

6 FUND ACCOUNTING

Subdivide by type of funds (e.g., appropriations, revolving, trust, foreign currency, tech.), if volume warrants.

7 ALLOTMENT ACCOUNTING

Includes allotments, obligations, unliquidated obligations, liquidations, refunds, etc. Subdivide by type if volume warrants.

8 EXPENSE ACCOUNTING

Subdivide by type of expense (e.g., allowances, communications, medical, printing and reproduction, travel, etc.) if volume warrants.

9 PERSONAL PROPERTY ACCOUNTING

Includes motor vehicles, expendable and nonexpendable equipment. Subdivide by type if volume warrants.

10 REAL PROPERTY ACCOUNTING

Includes land, buildings and "built-in" equipment. Subdivide by type if volume warrants.

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| <p>11 ACCOUNTS RECEIVABLE</p> <p>Includes debtor accounts; uncollected reimbursements, refunds and miscellaneous receipts; and recoverable advances. Subdivide by type if volume warrants.</p> | <p>19 NON-OPERATING EXPENSE</p> <p>Includes depletion, loss, taxes, duties, claims, grants, etc. Subdivide by type if volume warrants.</p> |
| <p>12 ACCOUNTS PAYABLE</p> <p>Includes creditor accounts, withholding tax, employee insurance, retirement, etc. Subdivide by type if volume warrants.</p> | <p>20 VOUCHER EXAMINATION</p> <p>Use for examination of travel and commercial vouchers by accounting staff.</p> |
| <p>13 ADVANCES</p> <p>Except travel, for which SEE: ACC 23-13. Includes progress payments and contracts advances.</p> | <p>20-1 Suspensions & Disallowances</p> |
| <p>14 OTHER AGENCY ACCOUNTING</p> <p>Subdivide by agency.</p> | <p>21 CLAIMS & EXCEPTIONS</p> |
| <p>15 SALES ACCOUNTING (INCOME)</p> <p>Includes services, properties, rentals, earned reimbursements, miscellaneous receipts, etc. Subdivide by type if volume warrants.</p> | <p>22 ACCOUNTABILITY</p> <p>Includes accountability for cash, checks, check stock, savings bonds, foreign currency and other negotiables. Subdivide by type if volume warrants.</p> |
| <p>16 PAYROLL</p> <p>Includes domestic and overseas payroll; salaries for Civil Service and Foreign Service employees; deductions, contributions, etc. Subdivide by type if volume warrants.</p> | <p>23 PAYING AND COLLECTING TRANSACTIONS</p> |
| <p>17 TRAVEL</p> <p>Includes fare, per diem, transportation, etc.</p> | <p>23-1 Overages & Shortages</p> |
| <p>18 COMMERCIAL VOUCHERING</p> <p>Includes processing of voucher claims for payment of transportation, communications, utilities, rentals, printing and binding expenses, etc. Subdivide by type if volume warrants. For actual payments, SEE: ACC 23.</p> | <p>23-2 Reports & Statements</p> <p>Use only for those that cannot be filed under one or more specific subject breakdowns. Subdivide by type (e.g., foreign currency reports, deposit and trust fund record, etc.) if volume warrants.</p> |
| | <p>23-3 Receipts</p> |
| | <p>23-4 Disbursements</p> |
| | <p>23-5 Savings Bond Issuance & Redemption</p> |
| | <p>23-6 Accommodation Exchange</p> |
| | <p>23-7 Bank Accounts</p> |
| | <p>23-8 Cash Payments</p> <p>Includes petty cash, imprest fund, and payments in foreign currency.</p> |

MANUAL OF OPERATIONS & ADMINISTRATION

RECORDS CLASSIFICATION HANDBOOK

23-9	Check Operations	23-14	Tax Levies
	Includes Treasury Checks and depository checks in local banks.	23-15	Travelers Checks
23-10	Notices of Exception	23-16	Sale of Postage Stamps
23-11	GAO Claims	23-17	Interested Party Message Transactions
23-12	Cash Verifications	23-18	Passport & Visa Fee Accounting
23-13	Cash Advances	23-19	Medical Deposits for Dependents
	Includes travel advances.	23-20	Consolidated Payment-Stateside Storage

Part III
MANUAL OF OPERATIONS & ADMINISTRATION

BG (p. 1)

RECORDS CLASSIFICATION HANDBOOK

BUILDINGS & GROUNDS

Instructions

Use for materials on the acquisition, construction, management, use and disposition of government-owned or government-leased buildings, residences and other structures and upkeep of grounds.

SEE: RADIO ENGINEERING & CONSTRUCTION outline for land acquisition, site preparation, engineering and construction of buildings and facilities for relay stations and other radio installations.

PROCUREMENT & CONTRACTING outline for purchase of equipment, supplies and materials.

EQUIPMENT, SUPPLIES & SERVICES outline for maintenance, use and disposition of furniture and furnishings household and office equipment, supplies, etc.

BG-BUILDINGS & GROUNDS

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| <p>1 GENERAL POLICY. PLANS.</p> <p>Use for material too general in nature to be filed under more specific subjects in outline.</p> <p>2 GENERAL REPORTS & STATISTICS</p> <p>Use for material too general in nature to be filed under more specific subjects in outline. Includes reports to GSA.</p> <p>3 CLAIMS</p> <p>Includes claims by lessees. For property damage claims, SEE:BG 20.</p> <p>4 CONTRACTS</p> <p>Use when office needs can best be met by keeping all contracts together in lieu of filing under more specific subject in this outline.</p> <p>5 LAWS & REGULATIONS</p> <p>Use for material too general in nature to be filed under more specific subjects in outline.</p> | <p>6 ACQUISITION</p> <p>Use for materials on the acquisition or proposed acquisition of sites, buildings, and other structures in the U.S. and abroad. Includes title deeds, easements and rights of way, permits, licenses, etc. Subdivide by type of property (e.g., office, residential, storage and utility, etc.) if volume warrants.</p> <p>6-1 Purchase</p> <p>Includes condemnation.</p> <p>6-2 Lease</p> <p>Subdivide by short-term and long-term if volume warrants.</p> <p>6-3 Site Surveys. Data.</p> <p>7 DESIGN. CONSTRUCTION. ALTERATION.</p> <p>Includes architectural plans, engineering, landscaping, etc. For interior decoration. SEE: BG 8.</p> |
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MANUAL OF OPERATIONS & ADMINISTRATION

BG (p. 2)

RECORDS CLASSIFICATION HANDBOOK

8	FURNISHINGS	14	TAXATION
	Use for design and selection. For procurement, SEE: PRC outline.	15	DISPOSITION
9	INSPECTION		Includes disposition of buildings and grounds, furnishings, fixtures, etc.
	Of buildings already constructed. For inspection of buildings under construction, SEE: BG 7; for security survey reports, SEE: SY 2-2.	15-1	Abandonment
10	MAINTENANCE & OPERATIONS	15-2	Demolition. Dismantling.
	Of government-owned buildings and the fixtures and furniture therein, and upkeep of ground. Includes cost estimates and work orders. For guard service, SEE: BG 17 and 18.	15-3	Sale
10-1	Utilities & Services	15-4	Transfer
	Subdivide by type (e.g., air conditioning, elevators, janitorial service, etc.) if volume warrants.	16	FACILITIES & EQUIPMENT SECURITY
11	SPACE ASSIGNMENT & USE MOVES		Includes buildings, rooms, areas, vaults and other storage facilities, penetration, etc. Subdivide by type if volume warrants. For security survey reports, SEE:SY 2-2.
	Subdivide by type (e.g., office, parking, storage, etc.) if volume warrants. For assignment of staff housing, SEE: PER 15-12.	16-1	Alarm Systems
12	SPECIAL FACILITIES & CONCESSIONS	16-2	Electronic Equipment & Counter Measures
	Such as eating facilities, commissaries, ramps, snackbars, etc. Includes dining room passes. Subdivide by type of facility if volume warrants. For commissary services, SEE: PER 15-2.	16-3	File Equipment
13	SAFETY PROGRAM		Includes safes.
	Use for protection of buildings and grounds and their occupants from damage or injury. Includes fire drills, civilian defense measures, such as designation of shelter area, etc. For physical security, SEE: BG 16; for employee accidents, SEE: PER 14-12; for property damage or loss inflicted by natural causes, mob violence, etc., SEE: BG 20.	16-4	Firearms & Ammunition
		16-5	Incinerators
		16-6	Keys & Locks
		16-7	Photographic Equipment
		16-8	Restricted Areas
		16-9	Sabotage
		16-10	Technical Penetration
		16-11	Vaults. Storage Facilities.
		16-12	Entry & Departure
			Includes building passes, issuance of keys, registers, etc.

MANUAL OF OPERATIONS & ADMINISTRATION

RECORDS CLASSIFICATION HANDBOOK

17	BUILDING GUARDS. WATCHMEN.	18-1	Handbook & Orders
	Other than Marines, for which SEE: BG 18.	18-2	MARINE Inspection Report
		18-3	Guard Survey
18	MARINE GUARDS	19	(Reserved for future use)
	Other than personnel matters, for which use PER outline.	20	REAL PROPERTY DAMAGE LOSS.

Part III
MANUAL OF OPERATIONS & ADMINISTRATION

BUD (p.1)

RECORDS CLASSIFICATION HANDBOOK

BUDGET

Instructions

Use for papers on administrative and program budget policy and procedure, including budget formulation, Budget Bureau and Congressional submissions and hearings, Committee reports and appropriation bills, budget execution, and related budget matters. Specific types of budget estimates covered are annual, supplemental and deficiency.

SEE: ACCOUNTING & DISBURSING outline for all aspects of accounting for appropriated and other funds, paying and collecting transactions relating thereto, etc.

FINANCIAL MANAGEMENT outline for basic systems and techniques, financial designations, audit of funds, etc.

BUD-BUDGET

1 GENERAL POLICY PLANS

Includes studies and projects to improve budgeting procedures, long-range budget planning, and budget policy and principles. Subdivide by title of study or project if volume warrants. For financial plans, SEE: BUD 15.

1-1 Agency Position

Use for agency stand to be reflected in budget estimates.

1-2 Program Planning Budget System

Use for general materials only.

2 GENERAL REPORTS & STATISTICS

For fund status reports, SEE: BUD 13-1; for financial plan reports, SEE: BUD 15-2.

3 CALL FOR ESTIMATES

3-1 Bureau of the Budget

Includes budget ceiling on level of estimates imposed by BOB.

3-2 Agency Instructions

4 REIMBURSEMENTS ESTIMATES. AGREEMENTS

Use for agreements, including negotiations, with other agencies for reimbursement (e.g., for administrative support). Includes prepaid, billed, and no-cost agreements. Subdivide by agency and type if volume warrants.

4-1 Reimbursement Criteria

5 LAWS & REGULATIONS

Includes Bureau of the Budget Circulars, Comptroller General Decisions. Treasury and Office of Personnel Management Regulations, etc. Subdivide by source if volume warrants. For appropriation acts, SEE: BUD 12.

6 PROJECTIONS. PREVIEWS.

Use for preliminary estimates requested of offices prior to detailed submissions. Includes flash estimates.

MANUAL OF OPERATIONS & ADMINISTRATION

BUD (p. 2)

RECORDS CLASSIFICATION HANDBOOK

7	OFFICE & POST SUBMISSIONS	11-3	Senate Hearings
	Use for estimates prepared and submitted by individual offices and posts for agency review.		Includes schedule, principal witness statements, supplementary data, Senate Report, etc.
8	AGENCY REVIEW	11-4	Conference Action
	Includes hearings held within agency on office and post submissions.		House-Senate conference to resolve differences on appropriation bill.
9	OFFICE OF MANAGEMENT & BUDGET SUBMISSION	12	APPROPRIATION ACT
	Use for agency estimates as submitted to OMB for review.		Includes analyses of final action on bill and copy of act.
		13	FUND AVAILABILITY
9-1	OMB Hearings		Includes appropriated funds, earned reimbursement, refunds, contributions, allocations received, transfer appropriations (in), earned income and sales income. Subdivide by type if volume warrants.
	Includes hearings schedule, witness statements, summaries of testimony, etc.		
9-2	Supplemental Data	13-1	Fund Status Reports
	Requested by OMB during review.		
9-3	OMB Allowance	14	BUDGET EXECUTION
	Amount of estimates allowed by OMB to be incorporated in President's Budget.	14-1	Apportionment
			Includes requests to OMB for quarterly appropriated funds and approvals.
10	PRESIDENT'S BUDGET	14-2	Annual Authorizations
	Use for agency estimates as included in Federal Budget.	14-3	Allocations (Transfers Out)
11	CONGRESSIONAL SUBMISSION	14-4	Transfer Appropriations (Out)
	Use for agency estimates as submitted to Congress.	14-5	Allotment Authorities
		14-6	Allotments
11-1	House Hearings		Includes adjustment of allotments.
	Includes schedule, principal witness statements, supplementary data, House Report, etc.	15	FINANCIAL PLANS
11-2	Restoration Appeal to Senate		Use for agency overall plan for expenditure of appropriated and other funds. Includes requests, submissions, consolidations, approvals and reviews.
	Agency appeal to Senate for restoration of funds reduced by House action.		

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RECORDS CLASSIFICATION HANDBOOK

15-1 Reprogramming

Use for revision of plan based on changes in availability of funds.

15-2 Financial Plan Reports

16 POSITION AUTHORIZATION

Use for requests for, establishment of, and control over numerical authorization of staffing levels or personnel ceilings.

16-1 Request

16-2 Control Registers

16-3 Allocations

17 BUDGET BACK-UP

Use for back-up materials when it is desirable to maintain them separate from the particular estimates or submissions to which they may relate.

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RECORDS CLASSIFICATION HANDBOOK

COMMUNICATIONS & RECORDS

Instructions

Use for papers on government-wide and agency communications and records policy, systems and procedures, services and operations. Included are paper work management programs; regulations and procedures regarding classified records and information.

SEE: TELECOMMUNICATIONS AND POSTAL AFFAIRS outlines for matters pertaining to communications and mail matters other than those pertaining to agency operations and services.

BUILDING & GROUNDS outline for physical and technical security aspects of protecting communications and records facilities and classified material.

EMERGENCY PLANNING outline for E & E and vital records programs.

CR-COMMUNICATIONS & RECORDS

1 GENERAL POLICY. PLANS. COORDINATION.

Use for overall agency program and coordination between agencies. For separate telecommunications and records management programs, SEE: CR 7 and 10, respectively.

2 GENERAL REPORTS & STATISTICS

Use for those which cannot be filed under more specific subjects in outline. Subdivide by title if volume warrants.

3 MAIL FACILITIES & SERVICES

3-1 Courier Service

3-2 Pouch Service

3-3 Postal Services

Includes U.S. Postal Service, Military Postal Services, etc. Subdivide by type, as required.

3-4 Messenger Service

3-5 Message Centers

Subdivide by organizational element if volume warrants.

3-6 Delivery Systems

Includes pneumatic tube system, conveyor belt, etc.

3-7 Addresses. Mailing Lists.

4 COMMUNICATIONS ANALYSIS & DISTRIBUTION

Includes determination of office to which communications should be routed, distribution guidelines, number of copies distributed, etc. Subdivide by type if volume warrants.

5 AUTHENTICATION

5-1 Regulations & Procedures (Auth)

5-2 Reports & Statistics (Auth)

5-3 Schedule of Fees (Auth)

6 (Reserved for future use)

MANUAL OF OPERATIONS & ADMINISTRATION

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RECORDS CLASSIFICATION HANDBOOK

7 TELECOMMUNICATIONS SERVICES	7-12	Cryptographic Operations & Material
Except telephone, for which SEE: CR 8. Subdivide by type (e.g., telegraph, cable, radio) if volume warrants. Includes use of radio transmitters in U.S. chanceries abroad and USIA wireless file facilities and services. For similar use by foreign missions in U.S., SEE: POL 17-7.		Includes cryptographic procedures and requirements.
7-1 Policy. Plans. Coordination. (Telecom)	7-13	Frequencies & Schedules
7-2 Reports & Statistics (Telecom)	7-14	Reception
Includes monthly telegraphic report and traffic reports. For cryptographic reports, SEE: CR 7-11.		Includes reception reports and irregularity reports.
7-3 Organizations & Conferences (Telecom)	7-15	Propagation
7-4 Agreements (Telecom)		Includes forecasts, charts, and conditions.
7-5 Regulations & Procedures (Telecom)	7-16	Engineering
Except cryptographic, for which SEE: CR 7-12.		Includes design, construction and changes.
7-6 U.S. Government Facilities (Telcom)	8 TELEPHONE SERVICE	
Includes JANAP procedure.	8-1	Policy. Plans. Coordinations. (Tel)
7-7 Commercial Facilities (Telecom)	8-2	Reports & Statistics (Tel)
Includes rates. Subdivide by name of company if volume warrants.	8-3	Organizations & Conference (Tel)
7-8 Cryptographic Systems	8-4	Agreements (Tel)
7-9 Cryptographic Clearances	8-5	Laws & Regulations (Tel)
7-10 Maintenance & Repair		Includes rates.
Of telecommunications and for cryptographic equipment.	8-6	Telephone Lists. Directories.
7-11 Cryptographic Reports	9	(Reserved for future use)
Includes inventories, receipt, transfer and destruction reports.	10	RECORDS MANAGEMENT (GENERAL)
	10-1	Policy. Plans. Coordination. (RM)
	10-2	Reports & Statistics (RM)
		Except surveys, for which SEE: CR 10-6
	10-3	Organizations & Conferences (RM)

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RECORDS CLASSIFICATION HANDBOOK

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| <p>10-4 Agreements (RM)</p> <p>Includes agreements with other governments re maintenance and disposition of multipartite records.</p> <p>10-5 Laws & Regulations (RM)</p> <p>10-6 Surveys. Studies (RM)</p> <p>Subdivide by organizational element if volume warrants.</p> <p>11 RECORDS MAINTENANCE & SERVICE</p> <p>For development and updating of official file system, SEE:CR 12</p> <p>11-1 Physical Location</p> <p>11-2 File Installations. Operations.</p> <p>11-3 Reference Service</p> <p>For questions relating to access, SEE: CR 16-1</p> <p>12 FILE SYSTEM</p> <p>Use for development and updating of system.</p> <p>12-1 Records Classification Handbook</p> <p>Includes TL's and distribution data.</p> <p>13 RECORDS EQUIPMENT & SUPPLIES</p> <p>Use for development of standards and review for proper utilization. SEE: PRC for procurement; BG 16 for equipment security; and ES outline for supply items.</p> <p>13-1 Folder Labels</p> <p>14 MICROFILMING</p> <p>Except in connection with file operations, for which SEE: CR 11-2</p> <p>15 RECORDS DISPOSITION</p> | <p>15-1 Records Retirement</p> <p>Within agency.</p> <p>15-2 Records Transfers</p> <p>Between agencies.</p> <p>15-3 Records Destruction</p> <p>15-4 Records Control Schedules</p> <p>16 DOCUMENT & INFORMATION SECURITY</p> <p>Use for systems and procedures for handling and control of information and documents. For security survey reports, SEE: SY 2-2.</p> <p>16-1 Access & Use</p> <p>For executive privilege, SEE:LEG 9.</p> <p>16-2 Accounting & Control</p> <p>Includes logs and receipts covering classified documents, TS inventory control procedures, serialization, etc.</p> <p>16-3 Classification. Designation.</p> <p>Includes downgrading, declassification, decontrol, upgrading, etc.</p> <p>17 REPORTS MANAGEMENT</p> <p>Use for program to prevent creation of or to eliminate unnecessary reports, reduce number of copies, etc.</p> <p>18 CORRESPONDENCE MANAGEMENT</p> <p>Includes correspondence procedures, instructions for use of various types of communication forms, form and guide letters, plain letters workshops, etc. Subdivide by subject if volume warrants.</p> |
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2

RECORDS CLASSIFICATION HANDBOOK

19 DIRECTIVES MANAGEMENT

Use for systems for issuing policy and procedural information for guidance of agency personnel. File published series of issuances separately.

20 FORMS MANAGEMENT

Use for forms design, control, improvement or standardization, etc.

RECORDS CLASSIFICATION HANDBOOK

EMERGENCY PLANNING

Instructions

Use for papers on planning and provisions made by the agency and overseas posts for meeting conditions which may arise from disasters, warfare, riots, or emergencies other than civilian defense planning.

SEE: DEFENSE AFFAIRS outline for civilian defense.

PROTECTIVE SERVICES outline form consular services in protecting both government and private persons and property.

COMMUNICATIONS & RECORDS outline for emergency destruction of records and cryptographic material.

EP-EMERGENCY PLANNING

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| <p>1 GENERAL POLICY. PLANS. COORDINATION</p> <p>Use for overall agency policy and planning, and coordination between agencies.</p> | <p>6-5 E & E Procedures</p> <p>Includes Handbook.</p> <p>6-6 Safehaven</p> |
| <p>2 REPORTS</p> | <p>7 EMERGENCY RELOCATION PROGRAM</p> |
| <p>3 ORGANIZATIONS & CONFERENCES</p> | <p>7-1 Policy. Plans. Guidelines.</p> |
| <p>4 AGREEMENTS</p> | <p>Includes directives and handbooks.</p> |
| <p>5 LAWS & REGULATIONS</p> | <p>7-2 Reports</p> |
| <p>6 E & E PROGRAM</p> <p>Use for emergency and evacuation program.</p> | <p>7-3 Other Agency Procedures</p> <p>7-4 Continuity of Essential Functions</p> <p>7-5 Emergency Action Documents (EAD)</p> <p>7-6 Emergency Assignments (Cadre)</p> <p>7-7 Executive Reserve Program</p> <p>7-8 Emergency Communications</p> |
| <p>6-1 E & E Policy Plans.</p> | <p>Includes Emergency Notification System (Cascade).</p> |
| <p>6-2 Reports & Statistics</p> <p>Includes population statistics, evacuation lists, etc.</p> | <p>7-9 Relocation Tests. Exercises.</p> <p>Subdivide by code name and year.</p> |
| <p>6-3 Liaison Groups</p> <p>Subdivide by name.</p> | <p>8 VITAL RECORDS PROGRAM</p> |
| <p>6-4 Emergency Requirements</p> <p>Such as for communications equipment, ordinance, etc.</p> | <p>8-1 Selection Guidelines</p> |

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RECORDS CLASSIFICATION HANDBOOK

8-2 Status Reports

8-3 Records Protection

9 ROUND-UP PROGRAM

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RECORDS CLASSIFICATION HANDBOOK

EQUIPMENT, SUPPLIES & SERVICES

Instructions

Use for papers on the utilization, maintenance, and disposition of expendable and nonexpendable equipment and supplies and for services related thereto, except as follows:

SEE: BUILDINGS & GROUNDS outline for design and selection of furnishings and buildings services.

COMMUNICATIONS & RECORDS outline for standards for proper utilization of file equipment and supplies, telecommunications facilities and services.

SHIPPING & WAREHOUSING outline for packing, shipping and storage of household effects, equipment, and supplies.

VEHICLES outline for acquisition, use, maintenance and disposition of government-owned automotive vehicles.

PROCUREMENT & CONTRACTING outline for matters pertaining to these subjects.

ES--EQUIPMENT, SUPPLIES & SERVICES	4	REGIONAL SUPPLY CENTERS
1 GENERAL POLICY. PLANS. GUIDELINES.		Use for establishment and overall operation of centers. Subdivide by location if volume warrants.
Use only for material which cannot be filed under one of the more specific subjects in outline.	5	LAWS & REGULATIONS
1-1 Requirements. Forecasts.		Includes directives and procedures. Use only for those too general to be filed under more specific subjects in outline. Subdivide by source if volume warrants.
Other than set forth in budget estimates, for which SEE: BUD outline.	6	(Reserved for future use)
1-2 Replacement Program	7	PROPERTY ACCOUNTABILITY
2 GENERAL REPORTS & STATISTICS		Subdivide as expendable or nonexpendable if desired. For inventory of and accountability for blank passports, SEE: PPT 10-1.
Use only for material which cannot be filed under one of the more specific subjects in outline. Includes reports to GSA. For inventory reports, SEE: ES 7-2.	7-1	Stock Controls
3 ORGANIZATIONS & CONFERENCES		On expendable supplies and equipment.

Part III

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ES (p. 2)

RECORDS CLASSIFICATION HANDBOOK

7-2 Inventories

Of non-expendable property.
Includes procedures for preparing and maintaining property record cards, basic inventory reports of furniture, equipment, and office machinery.

7-3 Loans & Exchanges

7-4 Thefts. Losses. Destruction.

Includes property survey reports of lost and damaged items.

8 (Reserved for future use)

9 STANDARDS

10 MAINTENANCE & REPAIR

Subdivide by type of service (e.g., typewriter repair, furniture refinishing, etc.) if volume warrants.

11 UTILIZATION & DISTRIBUTION

Excludes excess property for which
SEE: ES 12-3

12 SURPLUS/EXCESS PROPERTY

12-1 Acquisition

12-2 Disposition

Includes disposal, scrap, transfer, or donation to non-profit organizations.

12-3 Utilization

12-4 Excess Listings

12-5 Proceeds of Sales

Part III
MANUAL OF OPERATIONS & ADMINISTRATION

FMGT (p. 1)

RECORDS CLASSIFICATION HANDBOOK

FINANCIAL MANAGEMENT

Instructions

Use for papers on financial management program in general, agency's studies and applications of basic financial management systems and techniques, authorization or certification of personnel and facilities involved in paying and collecting transactions, accountability records and related subject matter.

SEE: BUDGET outline for budget policy, formulation and submission of estimates, and budget execution.

ACCOUNTING & DISBURSING outline for all aspects of accounting for appropriated and other funds, paying and collecting transactions, and accountability therefor.

FMGT--FINANCIAL MANAGEMENT	6	FINANCIAL DESIGNATIONS
1 GENERAL POLICY. PLANS. PRINCIPLES.		Use for designation of personnel perform paying and collecting functions. Subdivide by organizational element if volume warrants.
2 GENERAL REPORTS & STATISTICS		
Use for general studies, surveys and reports on financial management systems and procedure and evaluation thereof.	6-1	Disbursing Offices
	6-2	Cashiers
3 CLASSIFICATION CODES	6-3	Certifying Officers
Use for handbook containing accounting symbols.	7	DEPOSITORIES, LOCAL
4 TERMINOLOGY	8	BANKING FACILITIES
Includes glossary of terms and abbreviations.	9	BONDING
		Use for bonding of employees.
5 LAWS & REGULATIONS	10	SAFEGUARDING OF FUNDS
Use for agency regulations and procedures. Also includes Comptroller General Decisions, GAO Treasury and other agency directives, etc. Subdivide by agency if volume warrants.		Use for requirements and standards for physical protection of funds and negotiable instruments. SEE: BG 16 for construction and installation aspects.
5-1 Procedural Handbooks.	11	INTERNAL AUDIT
For classification codes, SEE: FMGT 3.		Use for inspections and reports by agency audit staff.

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RECORDS CLASSIFICATION HANDBOOK

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| 11-1 | Domestic | 13 | EXTERNAL AUDIT (CPA) |
| 11-2 | Overseas | | Use for audit by certified public accountants. |
| 11-3 | Contracts | 14 | MECHANIZATION |
| 12 | GAO AUDIT | | Includes data processing, electric/electronic accounting (EAM) machines, electronic computers, bookkeeping machines, etc. Subdivide by type if volume warrants. |
| | Use for site audit by General Accounting Office. | | |

MANUAL OF OPERATIONS & ADMINISTRATION

RECORDS CLASSIFICATION HANDBOOK

FACILITATIVE SERVICES

Instructions

Use for papers on facilitative services of the types indicated, provide to staff and operating offices by agency administrative units and to other agencies and organizations. Do not use for papers on reimbursement estimates or administrative support agreements with other agencies for papers pertaining to information and cultural media for which see media outlines.

SEE: BUILDINGS & GROUNDS, COMMUNICATIONS & RECORDS, EQUIPMENT, SUPPLIES & SERVICES, TRAVEL, SHIPPING & WAREHOUSING, and VEHICLES outlines for matter pertaining to those particular services.

BUDGET outline for reimbursement estimates and agreements.

ORGANIZATIONAL & CULTURAL EXCHANGE outline for facilitative services for educational and cultural affairs grantees.

FSV--FACILITATIVE SERVICE	3-2 General Reports & Statistics
1 AUDIO-VISUAL SERVICES	Includes machine utilization reports. For statistical services, SEE: FSV 3-7; for reports and statistics on specific projects, use appropriate subject outline.
1-1 General Policy. Plans. Guidelines.	
1-2 General Reports & Statistics	3-3 Organizations & Conferences
1-3 Organizations & Meetings	3-4 Technology
1-4 Technology	Use for technical operating data, such as processing and programming techniques, input and output methods, machine language, etc. Subdivide by appropriate subject of volume warrants.
1-5 Laws. Regulations. Procedures.	
2 REPORTING SERVICES.	
Includes conference reporting	
3 AUTOMATED DATA PROCESSING	3-5 Laws & Regulations
For maintenance and disposition of ADP equipment and supplies, SEE: ES outline; for procurement, SEE: PRC outline; for systems and studies, SEE: ORG outline.	Use only when material cannot be filed under a more specific subject in this outline.
3-1 General Policy. Plans. Coordination.	3-6 Systems Development. Feasibility Studies.
Includes cooperative arrangements with other agencies.	Use only for general material. File specific projects under appropriate subjects in other outlines.

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FSV (p.2)

RECORDS CLASSIFICATION HANDBOOK

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| <p>3-7 Statistical & Other Services</p> <p>4 LANGUAGE SERVICES</p> <p>4-1 Interpreting</p> <p>For interpreter-escort services for grantees, SEE: EDX 28-6</p> <p>4-2 Translating</p> <p>5 LIBRARY SERVICES</p> <p>Use only for usual agency or post library services. For publications procurement for agency or post libraries, SEE: FSV 8.</p> <p>6 REPRODUCTION & DISTRIBUTION</p> <p>6-1 General Policy. Plans. Guidelines.</p> <p>6-2 General Reports & Statistics</p> | <p>6-3 Organizations & Meetings</p> <p>6-4 Technology</p> <p>6-5 Laws. Regulations. Procedures.</p> <p>7 EDITORIAL SERVICES & PUBLICATIONS CONTROL</p> <p>Includes control over internal and external publications, regulations of Joint Committee on Printing, etc. For preparation (other than editing), clearance and distribution of official and unofficial publications, SEE: PR 10.</p> <p>8 PUBLICATIONS PROCUREMENT</p> <p>Use only for administrative aspects procuring publications from or for any source. Subdivide by name of requesting agency or source from which procured.</p> |
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MANUAL OF OPERATIONS & ADMINISTRATION

LEG (p.1)

RECORDS CLASSIFICATION HANDBOOK

LEGISLATIVE & LEGAL AFFAIRS

Instructions

Use only for papers pertaining to the Agency's legislative program with Congress which are so general in nature that they cannot be filed under the more specific subject outlines in this handbook. Also included are papers on such subjects as constitutional and comparative law, legal opinions and interpretations, judicial and claims procedures, etc.

SEE: POLITICAL AFFAIRS & RELATIONS outline for matters pertaining to U.S. Congress unrelated to Agency's functions and operations, legislative bodies of foreign governments, for domestic law, and international law.

PROTECTIVE SERVICES outline for judicial and legal services provided by consular officers.

LEG-LEGISLATIVE & LEGAL AFFAIRS

4 CONGRESSIONAL COMMITTEES

1 LEGISLATIVE PROGRAM

Use only for Agency's overall legislative program, including bills introduced on behalf of and those affecting agency programs and operations.

Use only for general papers on committee membership, procedures, schedules of appearances before and relations of agency officials with committees. Papers relating to hearings before committees on specific programs should be filed subjectively under appropriate subject outlines.

1-1 Congressional Summaries

Use for daily and other summaries of Congressional action on bills of interest to Agency.

5 LAW

2 REPORTS TO CONGRESS

Use only for overall reports on Agency operations. Reports on specific programs should be filed subjectively under appropriate subject outlines.

Use only for general material on constitutional law, comparative law, etc. For domestic law of a country, international law, Rule of Law, etc., SEE POL 5.

3 ORGANIZATIONS & CONFERENCES

Subdivide by name of organization and name, date, and location of conference if volume warrants.

6 MEMBERS OF CONGRESS

Use only for general material on attitudes, biographic sketches, liaison with, etc. For visits, SEE: LEG 7. Arrange alphabetically by name.

7 VISITS

Use for trips by individual members of Congress and Congressional delegations (CODELS). Arrange alphabetically by name.

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| <p>7-1 Country Briefing Papers.
For Congressional travelers.</p> <p>8 CONGRESSIONAL INVESTIGATIONS
Use only for material relating to investigation in general. Papers on investigations of specific programs should be filed subjectively under appropriate outlines.</p> <p>9 EXECUTIVE PRIVILEGE
Use for material relating to Agency's privilege of withholding information from Congress.</p> <p>10 LEGAL OPINIONS. INTERPRETATIONS.
Use only for general material which cannot be filed subjectively under other outlines.</p> <p>11 SUBPOENAS
Use for procedures relating to handling of subpoenas served on Agency.</p> | <p>12 COPYRIGHTS. CLEARANCES.
Use only for general material which cannot be filed subjectively under other outlines.</p> <p>13 CLAIMS. LITIGATION.
Use only for general material on claims by or against U.S. Government, claims procedures, etc. File specific types of claims subjectively (e.g., for war damage claims and other claims against host government, SEE: PS 8-4; for tort claims, SEE: PER 15-16, etc.)</p> <p>14 JUDICIAL ASSISTANCE. PROCEDURE
Includes Committee on Judicial Procedure.</p> |
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ORG (p. 1)

RECORDS CLASSIFICATION HANDBOOK

ORGANIZATION & MANAGEMENT

Instructions

Use for materials on the establishment, organization, reorganization, and termination of Agency offices and overseas posts; the assignment of realignment of functions; changes in status of posts and consular districts; and policy and instructional systems and statements which define organizational and functional matters. Also included are general administrative and organizational matters relating to other agencies, interagency relationships, coordination, etc., not involving specific substantive programs which should be filed under the appropriate subject matters outlines.

Use also for material which deals with the subject of administration in its entirety, and for material which covers several administrative subjects, i.e., materials which cannot be filed under one of the specific administrative subject outlines.

ORG--ORGANIZATION & MANAGEMENT

2 GENERAL REPORTS & STATISTICS

1 GENERAL POLICY PLAN. COORDINATION

Includes material on Agency and post organizations and management in general, administrative supervision of constituent posts, centralization vs. decentralization of administrative functions, and coordination between and within agencies on administrative matters. Subdivide by name of agency if volume warrants.

1-1 Country Team

Use for coordinated efforts of Agency representatives in the field to work as a team under chief of mission.

1-2 Consolidated Administration

Use for consolidation of State, AID, USIA, and Peace Corps administrative personnel to provide integrated service at specific posts. Includes CAMO. For administrative support aspects, SEE: ORG 4.

Use only for material which is so broad in content that it cannot be filed under one of the more specific subjects elsewhere in this outline. Includes periodic administrative reports (e.g., weekly, monthly, etc.). For Foreign Service inspection reports, SEE: ORG 11; for post reports SEE: PER 2-1; for security surveys, SEE: SY 2-2.

2-1 Reporting Requirements

Overall reporting schedules, workloads, and related management aspects of reporting requirements.

2-2 Critiques

3 MEETINGS & CONFERENCES

3-1 Administrative Officers

3-2 Chiefs of Mission. Principal Officers.

3-3 Staff

3-4 Public Affairs Officers

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| <p>4 ADMINISTRATIVE SUPPORT</p> <p>Use for general material on administrative support principle or policy as it affects organization and functions of Agency or post. For levels of support and reimbursement agreements, SEE: BUD 4; for accounting aspects, SEE: ACC outline.</p> <p>5 DELEGATIONS OF AUTHORITY</p> <p>Includes designations.</p> <p>6 DUTY OFFICERS. ROSTERS.</p> <p>Includes holiday list.</p> <p>7 VISITS</p> <p>Use for papers of a substantive nature relating to field trips by agency personnel on official business. For routine travel arrangements, use TRV outline.</p> <p>8 ESTABLISHMENT. FUNCTIONS. REORGANIZATION.</p> <p>Includes history and background of Agency, office or post, statement of functions and organizations charts, and Agency reorganization plans, opening, change in status, and closing of posts; determination and jurisdiction of consular districts; etc.</p> <p>9 MANAGEMENT SURVEYS</p> <p>Subdivide by organization or function being surveyed. If desired, file by subject using outlines provided in this handbook.</p> | <p>10 MANAGEMENT PROGRAMS</p> <p>Includes all types of management programs such as Management Improvement, Cost Reduction, Information Management, etc. Also includes management methods and techniques. Subdivide by name of program or system, if volume warrants. (Except financial management for which SEE: FMGT outline and for records management, forms management, reports management, and directives management, for which SEE: CR outline.)</p> <p>10-1 Policy. Plans. Coordination.</p> <p>10-2 Reports</p> <p>10-3 Meetings</p> <p>10-4 Agreements. Contracts.</p> <p>10-5 Regulations. Procedures.</p> <p>10-6 Research & Development</p> <p>11 INSPECTIONS</p> <p>Includes Foreign Service inspection reports, administrative audits, and operational surveys of a general nature. For inspections and audits of a specific functions (e.g., security, financial management, etc.), see appropriate subject outlines.</p> <p>12 CONDUCT OF OFFICE</p> <p>Use for issuance on office procedures, routine administrative matters, transfer of office to successor, calendar of events, etc.</p> |
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PERSONNEL

Instructions

Use for papers on all aspects of personnel administrative in the Federal Government and in the Agency, including its organizational components. Also includes personnel security. Papers relating to individual employees shall be filed by name of employee in accordance with regulations in 3 FAM.

SEE: EMERGENCY PLANNING outline for assignment of personnel in emergency situations.

PROTECTIVE SERVICES outline for protection of government employees overseas in emergency situations.

TRAVEL outline for travel of employees and dependents.

SHIPPING & WAREHOUSING outline for shipment of effects, and other items.

PER--PERSONNEL

1 GENERAL POLICY. PLANS. COORDINATION.

Use only for material which cannot be filed under one of the more specific subjects in this outline.

2 GENERAL REPORTS & STATISTICS

Use only for papers which cannot be filed under one of the more specific subjects in this outline. Includes employee career records (ERC) and manpower utilization skills and reports (MUST).

2-1 Post Reports

Use only for preparation and submission of report by post. Reference set should be maintained separately.

2-2 Biographic Register & Sketches

2-3 Foreign Service List

2-4 Key Personnel Directory

3 ORGANIZATIONS & CONFERENCES

Use only for papers which cannot be filed under one of the more specific subjects in this outline.

4 STAFFING. COMPLEMENT.

Use for proposed and/or authorized personnel strength of organizational element. SEE:BUD 16 for budgetary aspect of position ceilings and authorizations.

4-1 Reduction-in-Force

Includes procedures for establishing, maintaining and applying retention registers.

5 LAWS & REGULATIONS

Includes Foreign Service Act of 1946 and amendments, Federal Personnel Manual and OPM directives of a general nature. Subdivide by source and/or title of act if volume warrants.

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| <p>6 AWARDS & COMMENDATIONS</p> <p>For agency employees, including employee suggestion program, incentive awards program except safe--driving awards, for which SEE: VEH 13. For awards to prominent persons other than Agency employees and military personnel, SEE: POL 6-3; for awards to military personnel, SEE: DEF 6-6.</p> <p>6-1 Awards Committees</p> <p>Subdivide by name if volume warrants.</p> <p>6-2 Cash Awards</p> <p>Subdivide by type if volume warrants.</p> <p>6-3 Commendations.</p> <p>6-4 Honor Awards.</p> <p>Subdivide by type if volume warrants.</p> <p>6-5 Non-Federal Awards & Decorations</p> <p>7 APPEALS</p> <p>Use for general material on appeals system. For specific types of appeal, see under appropriate subject in outline.</p> <p>8 ATTENDANCE & LEAVE</p> <p>Includes annual, sick, home, military, and court leave, leave without pay, absence for jury duty, hours of work, etc. Subdivide by type of leave if volume warrants.</p> <p>9 TRAINING & DEVELOPMENT</p> <p>Subdivide by type if volume warrants.</p> <p>9-1 General Policy. Plans</p> <p>9-2 General Reports & Statistics</p> <p>9-3 Organizations & Conferences</p> <p>9-4 Agreements. Contracts.</p> | <p>9-5 Laws. Regulations. Procedures.</p> <p>9-6 Sponsors.</p> <p>9-7 Visits. Trips.</p> <p>9-8 Schedules & Rosters</p> <p>9-9 Requests. Applications. Registration.</p> <p>9-10 Teaching Materials.</p> <p>9-11 Examination and Testing</p> <p>9-12 Graduation Exercises. Certificates. Diplomas.</p> <p>9-13 Consultations. Briefing.</p> <p>Includes debriefing returned employees.</p> <p>10 PERFORMANCE EVALUATION</p> <p>10-1 Performance Rating Committees. Evaluation Panels.</p> <p>For Selection Boards and Promotion Panel, SEE: PER 13-6.</p> <p>10-2 Ratings. Appraisals.</p> <p>Includes appeals.</p> <p>11 COMPENSATION</p> <p>Use for determination of salary and wage scales and allowances. Subdivide by type of pay or allowance if volume warrants.</p> <p>11-1 Cost of Living & Quarters Allowances.</p> <p>Includes temporary lodging allowance. For retail price schedules, SEE: PER 11-9.</p> <p>11-2 Deductions</p> <p>11-3 Education Allowances</p> <p>For educational travel of dependents, SEE: TRV outline.</p> |
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11-4	Final Salary Clearance Upon separation of employee.	13-1	Application for Employment. Case file individual applications by name if volume warrants.
11-5	Wage Rates & Schedules Includes surveys to determine appropriate wage rates and schedules for local employees, and wage board determinations.	13-2	Appointment Includes initial appointment, oath of office, reinstatement, reemployment after break in service, lateral entry from Civil Service to Foreign Service, etc. Subdivide by type of appointment (e.g., competitive service, excepted service, FS, etc.) if volume warrants.
11-6	Premium Pay Subdivide as overtime, night, or holiday pay.	13-3	Assignment. Detail. Includes assignment system procedures and actions, transfer to new assignment in field or in Washington after home leave, length of tours of duty at post, reimbursable details, etc.
11-7	Post Differential Allowance	13-4	Examinations. Tests. Use for Board of Examiners for the Foreign Service. OPM, language and other qualifying tests, etc. Subdivide by type if volume warrants.
11-8	Representation Allowances	13-5	Equal Employment Opportunity
11-9	Retail Price Schedules	13-6	Promotion. Demotion. Selection Out. Includes Selection Boards, Promotion Panels etc.
11-10	Separation Allowances	13-7	Recruitment
11-11	Transfer Pay	13-8	Retirement Includes OPM, Foreign Service and Social Security retirement systems, benefits, etc.
11-12	Increases Subdivide by type such as within-grade, periodic, quality, etc. For increases or decreases in specific types of pay, allowances, etc., SEE: PER 11-1 thru 11-8, 11-10, 11-11.	13-9	Termination Use for resignation, separation for cause, and termination of services through death.
12	CONDUCT & DISCIPLINE Includes regulations and procedures governing conflict of interest insubordination, prohibited political activity, intoxication, sale or barter of personal property abroad, local currency transactions of employees, acceptance of gifts, tech. Case file disciplinary actions on individual employees in personnel folders.		
13	EMPLOYMENT Case file personnel actions on individual employees by name in personnel folders. For reduction-in-force, SEE PER 4-1.		

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13-10	Transfer Out	14-11	Evacuation
	To other agencies or international organizations. For transfer to new assignment in field or in Washington with same agency, SEE: PER 13-3.		For medical reasons, or for rest and recuperation. For travel aspects, SEE: TRV outline.
14	HEALTH & MEDICAL CARE	14-12	Safety Accidents.
14-1	Policy. Plans.		Includes safety programs and claims under Federal Employee's Compensation Act. For building safety program, SEE: BG 13.
	Use only for papers which cannot be filed under more specific subjects listed under PER 14.	15	EMPLOYEE RELATIONS & SERVICES
14-2	Reports & Statistics		Includes benefits derived by employees.
14-3	Organizations & Conferences	15-1	Campaigns. Drives.
	Includes services provided to or by other Federal agencies. For specific medical facilities, SEE: PER 14-6.		Such as CFC and health fundraising drives, blood donor campaigns, etc. Subdivide by type if volume warrants.
14-4	Medical Examinations	15-2	Commissary Services
	Includes medical clearances, waivers, fitness for duty.		Includes management and stocking of commissaries, post exchange (PX) privileges, etc. For restaurant, cafeteria, and snack bar facilities in government buildings, SEE: BG 12.
14-5	Laws & Regulations	15-3	Employee Unions
14-6	Facilities	15-4	Employee Vehicles
	Includes regional medical centers, hospitals, clinics, health rooms, laboratories, physical fitness rooms, etc.		Other than shipment, for which SEE: SHW outline. Includes assistance in obtaining drivers' licenses, regulations relating to sale, etc.
14-7	Insurance	15-5	Credit Union
	Includes Federal Employees Health Benefits Program. For employee life insurance, SEE: PER 15-7.	15-6	Employee Welfare Fund
14-8	Diseases & Conditions	15-7	Life Insurance
	Includes treatment, control, prevention, diagnosis, eradication. Subdivide by type if volume warrants.	15-8	Grievances
14-9	Immunizations. Inoculations.		Other than appeals.
14-10	Medical Supplies		

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| <p>15-9 Dependent Education</p> <p>For assistance to community schools abroad for education of dependents of employees, SEE: EDU 9-5; for educational allowances, SEE: PER 11-3; for educational travel of dependents, SEE: TRV outline.</p> <p>15-10 House Organs</p> <p>Published by or for employees.</p> <p>15-11 Income Tax</p> <p>For assistance to employees in preparing tax forms.</p> <p>15-12 Housing Services</p> <p>Includes assignment of staff housing and assistance in locating other housing.</p> <p>15-13 Locator Services</p> <p>Includes home leave and next-of-kin addresses.</p> <p>15-14 Political Activities</p> <p>Use for information provided employees on voting rights and authorized political activities. For illegal activities, SEE: PER 12.</p> <p>15-15 Recreation</p> <p>Includes social activities, clubs, hobbies, FARA, and other recreation and welfare association activities.</p> <p>15-16 Tort Claims</p> <p>Use for administrative settlement of such claims resulting from negligence, wrongful acts, or omissions on the part of employees.</p> <p>15-17 Credit. Bills.</p> <p>Includes credit inquiries and bill collecting.</p> | <p>16 SECURITY</p> <p>Use for general material on security investigations of employees, fingerprinting, ID cards, etc. Case file investigations on individual employees by name. For name check procedures, SEE: SY 10; for security survey reports, SEE: 2-2.</p> <p>16-1 Penetration</p> <p>Use for attempts to compromise agency personnel, including locals, by any means to obtain security information.</p> <p>16-2 Clearances</p> <p>Subdivide by type, such as "Q", etc.</p> <p>17 DIPLOMATIC TITLE & RANK</p> <p>18 POSITION DESCRIPTIONS. CLASSIFICATION</p> <p>Includes job standards.</p> <p>19 PERSONAL STATUS</p> <p>Of employees, such as marriage, divorce, or other name change, dependency status, etc. Excludes security investigation and clearance of intended spouse, for which SEE: PER 16.</p> <p>20 EMPLOYEE MORALE</p> <p>Other than that affected by disciplinary actions and specific employee grievances, for which SEE: PER 12 and PER 15-8, respectively.</p> <p>21 MILITARY SERVICE STATUS</p> <p>For military leave, SEE: PER 8.</p> |
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RECORDS CLASSIFICATION HANDBOOK

PUBLIC RELATIONS

Instructions

Use for papers on agency relations with the general public, including individual citizens and private groups. Included are routine requests for information, praise or criticism of policies and programs, and efforts to keep the public informed through various mass communications media.

SEE: INFORMATION outline for USIA program in general, including public information activities conducted for other Federal agencies overseas. Also includes information activities within a country and its use of information media to influence the opinions, attitudes, behavior, etc., of enemy, neutral or friendly peoples on a mass scale.

CULTURE, MOTION PICTURES, PRESS & PUBLICATIONS, RADIO and TELEVISION outlines for efforts to promote interest in and understanding of American culture, policies and objectives through specific media programs and services conducted by USIA overseas.

PR--PUBLIC RELATIONS

1 GENERAL POLICY. GUIDELINES. COORDINATION.

Use only for material which cannot be filed under more specific subjects in this outline.

2 GENERAL REPORTS & STATISTICS

Use only for material which cannot be filed under more specific subjects in this outline.

3 (Reserved for future use)

4 (Reserved for future use)

5 INVITATIONS

Other than to speak before nongovernmental groups, for which SEE: PR 6.

6 NONGOVERNMENTAL LIAISON

Subdivide by type of public or private group and/or name of organization if volume warrants.

6-1 Speaker Services

6-2 Community Relations

6-3 Meetings & Conferences.

7 APPOINTMENTS. INTERVIEWS.

With private individuals. Includes letters of introduction. Arrange alphabetically by name of visitor. For press interviews, SEE: PR 11-3.

8 RADIO & TV RELATIONS

Includes clearances. Subdivide by name of network and program if volume warrants.

9 AUDIO-VISUALS

9-1 Films. Filmstrips. Slides. Recordings.

9-2 Exhibits & Displays.

Such as lobby and window displays for public information. For those produced or sponsored by USIA and Binational Centers, SEE: EXH. outline.

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| <p>9-3 Photographs</p> <p>Except requests for, for which SEE: PR 13.</p> <p>10 PUBLICATIONS</p> <p>Prepared for public consumption. Includes preparation (other than editorial services), clearance and distribution. Subdivide by title of publication, such as "How Foreign Policy is Made," "Department of State Bulletin," "Foreign Policy Briefs," etc. For requests for publications, SEE: PR 13; for editorial services and publications control, SEE: FSV 7.</p> <p>11 PRESS RELATIONS</p> <p>Subdivide by name of newspaper, magazine or press service if volume warrants.</p> <p>11-1 Accreditation</p> <p>Subdivide by name of correspondent if volume warrants.</p> <p>11-2 Press Releases</p> <p>Subdivide by source and arrange chronologically or numerically if volume warrants.</p> <p>11-3 Press Conferences. Interviews.</p> <p>Includes guidances prepared for use at conferences or in interviews. Subdivide by type (e.g., Presidential, Secretary's, etc.) or name of person if volume warrants.</p> <p>11-4 Special Events Coverage</p> <p>Includes arrangements for coverage. Subdivide by name of event if volume warrants.</p> | <p>12 SPEECHES</p> <p>Includes material for use in speeches, clearances and copies of speeches, arrangements for speeches, and requests from governmental sources for speeches. Subdivide by name of speaker and arrange by date. An extra copy may be filed subjectively if desired.</p> <p>12-1 Speech Clearance</p> <p>13 PUBLIC OPINION & INQUIRIES</p> <p>Includes requests for information, publications, photos, etc; criticisms, complaints, and commendations; anonymous, crank and begging letters; polls and surveys, etc. Arrange by name of individual or organization if volume warrants.</p> <p>13-1 Petitions & Resolutions</p> <p>13-2 Polls & Surveys</p> <p>14 TOURS</p> <p>Agency tours for the general public, including VOA Lectures.</p> |
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PRC (p.1)

RECORDS CLASSIFICATION HANDBOOK

PROCUREMENT & CONTRACTING

Instructions

Use for papers on (A) policy and procedures about the procurement of property, supplies, equipment, and services, and (B) actual contract documents, when reference services require that such documents be maintained together as a master contract file.

In offices where operating needs make it desirable that a copy of contract documents be made a part of the file on the property or service procured (e.g., a specific building, talent vendor, IMG program), this should be done under the appropriate subject outline.

SEE: EQUIPMENT, SUPPLIES & SERVICES outline for utilization, maintenance, disposition, etc., of agency equipment and supplies.

Contract files. Certificates of award, negotiations, contract, amendments, bidders mailing list, and other contracting transactions which relate to a specific contract may be filed and maintained as a unit (case filed) by the name of the contractor, number of the contract, name of a post, or other method as appropriate to the office involved. The file folder label(s) for such files show the name, number, or other identification following the primary subject file symbol PRC.

PRC--PROCUREMENT & CONTRACTING

1 GENERAL POLICY. PLANS. GUIDELINES.

Use for material too general in nature to be filed under more specific subjects in this outline.

1-1 Authorizations

Includes delegations and redelegations of authority.

1-2 Approvals & Clearances

2 GENERAL REPORTS & STATISTICS

Use for material too general in nature to be filed under more specific subjects in this outline. Includes reports to other agencies.

2-1 Status Reports

3 ORGANIZATIONS & CONFERENCES

Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by name of organization, and name, date, and location of conference, if volume warrants.

4 CONTRACTS & AGREEMENTS

Subdivide by type, such as license agreements, rights agreements, loan agreements, open-end, rental, lease, other agency, etc. Do not use for contract case files.

4-1 Clauses. Formats. Forms.

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RECORDS CLASSIFICATION HANDBOOK

<p>5 LAWS. REGULATIONS. PROCEDURES.</p> <p>Use for materials too general in nature to be filed under a more specific subject in this outline. Subdivide by agency or public law title if volume warrants. Includes Federal procurement regulations, procurement memoranda, and instructional memoranda.</p> <p>6 SUPPLIERS & CONTRACTORS</p> <p>6-1 Bidders Mailing Lists</p> <p>6-2 Ineligible</p> <p>6-3 Contractor Data</p> <p>6-4 Catalogs</p> <p>7 INVITATIONS, BIDS & AWARDS</p> <p>7-1 Request for Proposals</p> <p>7-2 Negotiations</p> <p>7-3 Renegotiations</p> <p>7-4 Specifications & Bids</p> <p>7-5 Reports & Data</p> <p>8 BONDS</p> <p>Includes bid bonds, performance bonds, deposits, sureties list, etc.</p> <p>PRC--PROCUREMENT & CONTRACTING</p> <p>9 PURCHASE ORDERS</p>	<p>10 JOB ORDERS</p> <p>11 REQUISITIONS</p> <p>12 TERMINATION</p> <p>Includes defaults.</p> <p>12-1 Procedures</p> <p>12-2 Completion</p> <p>12-3 Cancellation</p> <p>13 CLAIMS, PROTESTS & SETTLEMENTS</p> <p>13-1 Comptroller General</p> <p>13-2 Board of Contract Appeals</p> <p>13-3 Other</p> <p>14 EXTENSIONS</p> <p>15 DISCOUNTS</p> <p>16 TAXES</p> <p>17 FINDING & DETERMINATIONS</p> <p>17-1 Standardization</p> <p>18 INSPECTION & ACCEPTANCE</p> <p>19 GOVERNMENT FURNISHED EQUIPMENT</p> <p>20 CONTRACT REVIEWS & AUDITS</p> <p>20-1 Agency</p> <p>20-2 General Accounting Office</p>
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SHW (p. 1)

RECORDS CLASSIFICATION HANDBOOK

SHIPPING & WAREHOUSING

Instructions

Use for papers pertaining to the shipping and storage of equipment, supplies, programs materials and personnel household effects.

Shipping Transactions. Shipping notices, receipts, packing orders, etc. which relate to a specific shipment may be filed and maintained as a unit (case filed) by the name of a post, type of material shipped, number of shipment, or other method as appropriate to the forwarding office involved. The file folder label(s) for such files should show the post, number or other identification following the primary subject file symbol SHW.

SHW--SHIPPING & WAREHOUSING	6-2 Routes & Schedules
1 GENERAL POLICY. PLANS. COORDINATION Use for material too general in nature to be filed under more specific subjects in this outline. Includes inter-agency relations and coordination.	Subdivide by type and/or name of carrier. 7 INSTRUCTIONS & PROCEDURES 7-1 Shipping Instructions & Procedures Includes methods of shipment, such as residence-to-residence, etc.
2 GENERAL REPORTS & STATISTICS Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by report title if volume warrants.	8 INSURANCE Subdivide by type or name of company.
3 CONFERENCES	9 DRAYAGE Subdivide by name of carrier.
4 DESPATCH AGENCIES (U.S.) Subdivide by location if volume warrants.	10 SHIPPING NOTICE TO FIELD 11 PACKING. LABELING. MARKING. Includes methods, rates and instructions.
5 LAWS & REGULATIONS Include local laws and regulations.	11-1 Packing Lists.
6 CARRIERS Subdivide by type, air, truck and by carrier name thereunder, if volume warrants.	12 LOADING & UNLOADING Includes pier charges, demurrage, etc.
6-1 Rates & Charges Subdivide by type and/or name of carrier.	13 RECEIPTS & INVOICES Subdivide by type of carrier or vendor.

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| <p>14 BILLS OF LADING</p> <p>Includes airway, ocean freight and Government Bills of Lading. Use for general material only, <u>not</u> individual bills of lading.</p> <p>15 SHIPPING ORDERS</p> <p>Subdivide by post, area or number.</p> <p>16 LOSSES, DAMAGES & SHORTAGES</p> <p>16-1 Claims</p> <p>16-2 Tracing</p> <p>17 CUSTOMS</p> <p>Includes export-import declarations.</p> <p>17-1 Custom Duties & Fees</p> | <p>18 DELAYS</p> <p>18-1 Labor Matters</p> <p>Their effect on Government shipping.</p> <p>19 PORTS OF ENTRY</p> <p>Includes port charges. Subdivide by location if volume warrants.</p> <p>20 FREIGHT FORWARDERS</p> <p>Subdivide by name and thereunder by fiscal year if volume warrants.</p> <p>20-1 General Policy</p> <p>20-2 Reports & Statistics</p> <p>20-3 Complaints</p> <p>20-4 Contracts</p> |
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SY (p. 1)

RECORDS CLASSIFICATION HANDBOOK

SECURITY

Instructions

Use only for papers of a general nature on the development, coordination and administration of security policies and programs. These will be concerned primarily with the Agency, overseas posts and other Federal agencies, but may also include liaison with security and law-enforcement agencies of other nations.

SEE: BUILDINGS & GROUNDS outline for material relating to physical and technical security.

COMMUNICATIONS & RECORDS outline for procedural security (e.g., handling, control, and downgrading of classified records and information), cryptographic security, etc.

EMERGENCY PLANNING outline for security aspects of emergency an evacuation (E & E), emergency relocation, and vital records programs.

PASSPORTS & CITIZENSHIP outline for passport security.

PERSONNEL outline for personnel security.

SY--SECURITY	3	ORGANIZATIONS & CONFERENCES
1 GENERAL POLICY. PLANS. COORDINATION. Includes coordination of program with other agencies.		Includes security requirements of international organizations, such as NATO, SEATO, UN, etc. Subdivide by name if volume warrants. For Attorney General's list of organizations, SEE: SY 14-4; for lists of local organizations, SEE: SY 14-5
1-1 SY Instructions		
1-2 RSS Instructions		
1-3 Post Instructions	4	AGREEMENTS
2 GENERAL REPORTS & STATISTICS	5	LAWS & REGULATIONS
2-1 Monthly Status Reports		Use for material which cannot be filed under one of the more specific subjects in this outline. Subdivide by source if volume warrants. For investigative procedures, SEE: SY 14.
2-2 Security Survey Reports Arrange by name of post and thereunder by facility if volume warrants.	6	SECURITY OFFICERS
		Use for designations, relations with, lists of, etc. For TS control officers, SEE: CR 16-2.
	6-1	Regional

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RECORDS CLASSIFICATION HANDBOOK

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| <p>6-2 Post</p> <p>6-3 Unit</p> <p>7 VISITS</p> <p>Use for general material on visits of security officials and other individuals relating to security matters. For reports on security surveys, SEE: SY 2-2.</p> <p>8 VIOLATIONS</p> <p>Use only for regulations and procedures governing violations, overall reports, etc.</p> <p>9 (Reserved for future use)</p> <p>10 NAME CHECKS</p> <p>Use for general materials including regulations and procedures governing checks on name of individuals for security purposes and statistical reports thereon.</p> <p>11 CRANKS</p> <p>Use for material not warranting individual case filing. For crank letters not requiring investigation, SEE:PR 13.</p> <p>12 THEFTS</p> <p>Use for material not warranting individual case filing.</p> | <p>13 RIOTS & DEMONSTRATIONS</p> <p>Use only for role of security officers. SEE: POL 23-8 for political aspects.</p> <p>14 INVESTIGATIVE PROCEDURES</p> <p>Use only for material of a general procedural nature that cannot be filed under specific security programs (e.g., personnel security, for which SEE; PER 16; passport security, for which SEE: PPT 10 etc)</p> <p>14-1 Local Procedures</p> <p>14-2 Sources of Information</p> <p>14-3 General Certification Standards</p> <p>14-4 Attorney General's List</p> <p>14-5 List of Local Organizations</p> <p>15 INDUSTRIAL SECURITY</p> <p>Use for program to obtain security clearances of industrial, educational and other facilities and personnel. In some cases these facilities and services are contractual in nature; in others educational institutions have been granted custody of Agency classified records for research purposes. Includes the procedures for the release and use of classified information by these facilities. Case file papers on individual companies or institutions by name.</p> |
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MANUAL OF OPERATIONS & ADMINISTRATION

TRV (p. 1)

RECORDS CLASSIFICATION HANDBOOK

TRAVEL

Instructions

Use for papers pertaining to policies, regulations, and procedures regarding the travel of personnel on official business and the travel of their dependents.

SEE: SHIPPING AND WAREHOUSING outline for the shipping of supplies and equipment, household effects, and other items including government owned vehicles.

VEHICLES outline for acquisition, maintenance, use, etc., of government-owned vehicles.

LEGISLATIVE & LEGAL AFFAIRS outline for trips by Members of Congress (CODELS).

Use also for papers on the travel of specific individuals and groups. This includes not only employees and their dependents, but also the visits, tours, and trips of other individuals and group in public or private life, except Members of Congress, where the main emphasis is on travel arrangements. File alphabetically by name under the primary subject TRAVEL. However, in office where the purpose of a visit or mission is of most significance, papers about visits and missions should be filed under the appropriate subject outline (e.g., POLITICAL AFFAIRS & RELATIONS, TRADE PROMOTION & ASSISTANCE, DEFENSE AFFAIRS, etc.).

TRV-TRAVEL

6 CARRIERS

1 GENERAL POLICY. PLANS. COORDINATION

Subdivide by type and/or name if volume warrants.

Use only for material too general to be filed under more specific subject in outline. Includes inter-agency relations and coordination.

6-1 Rates. Fares.

Use for general information only. For freight rates and tariffs on household and personal effects, SEE: SHW outline.

2 GENERAL REPORTS & STATISTICS

Use only for material too general to be filed under more specific subject in outline. Includes statistical reports, DA weekly STRIPES, etc.

6-2 Routes & Schedules

6-3 Use of American and Foreign Carriers

3 CONFERENCES

Use for general policy and regulations.

4 (Reserved for Future Use)

7 TRAVELER INSURANCE

5 LAWS & REGULATIONS

Includes local laws, regulations, and procedural handbooks.

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TRV (p. 2)

RECORDS CLASSIFICATION HANDBOOK

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| 8 TRAVEL ALLOWANCES

Includes per diem and mileage rates, travel advances, etc. | 13 PASSPORT. IMMUNIZATIONS.

Required by official travelers. Includes visas. |
| 9 TRAVEL AUTHORIZATIONS

Includes requests for. Use only for general material of a regulatory or procedural nature. Those for specific travelers should be filed in their travel folders. | 14 (Reserved for future use)

15 ASSISTANCE TO TRAVELERS

Use for general material only. File papers relating to specific individuals under TRV by name. |
| 10 TRAVEL PRIORITIES | 15-1 Acknowledgements. Commendations. |
| 11 TRAVEL VOUCHERS

Use for procedures re preparation and submission. For accounting aspect, SEE: ACC 17 and 20. | 15-2 Customs, Health & Immigration

15-3 Government Transportation Requests |
| 12 LOCAL TRANSPORTATION

Includes use of taxis, tokens, etc. For motor pool, SEE: VEH 12. | 15-4 Itineraries & Reservations

15-5 Limousine Service

15-6 Meetings Travelers |
| 12-1 Use of Private Vehicle | |

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MANUAL OF OPERATIONS & ADMINISTRATION

VEH (p. 1)

RECORDS CLASSIFICATION HANDBOOK

VEHICLES

Instructions

Use for papers on the acquisition, use, maintenance, inventory, and disposition of Government-owned automobiles, trucks, aircraft, boats, and other vehicles. Case files on individual vehicles may be established as required.

VEH--VEHICLES	11	ASSIGNMENT & USE
1	GENERAL POLICY	For motor pool, SEE: VEH 12.
2	GENERAL REPORTS & STATISTICS	11-1 Credit Cards
3	ACCIDENTS	11-2 Inspection
	For claims of injured employee, SEE: PER 14-12.	11-3 Dispatching & Scheduling
4	LOSS & THEFT	11-4 Drivers' Licenses
5	LAWS & REGULATIONS	11-5 License Plates
6	ACQUISITION. REPLACEMENT.	11-6 Operator's Permits
	Includes purchase, titles rental, etc.	12 MOTOR POOL. CHAUFFEURS.
7	INSURANCE	13 SAFE DRIVING AWARDS
8	(Reserved for future use)	14 (Reserved for future use)
9	MARKING & IDENTIFICATION	15 DISPOSITION
10	MAINTENANCE & REPAIR	Includes sale, transfer, etc.
	Includes parts (e.g., tires, tubes, etc.) and monthly gasoline usage.	

RECORDS CLASSIFICATION HANDBOOK

CULTURE & INFORMATION

TABLE OF CONTENTS

PRIMARY SUBJECT	CODE SYMBOL
BOOKS	BKS
CULTURE	CUL
EDUCATION	EDU
EDUCATION & CULTURAL EXCHANGE	EDX
EXHIBITS	EXH
INFORMATION	INF
LIBRARIES & CENTERS	LIB
MOTION PICTURES & TELEVISION (GENERAL)	MV
MOTION PICTURES & TELEVISION FACILITIES & SERVICES	MVF
MOTION PICTURE & TELEVISION PROGRAMMING	MVP
PRESS	P
PUBLICATIONS	PB
PICTURES	PIX
PRESS & PUBLICATIONS (GENERAL)	PPB
PSYCHOLOGICAL OPERATIONS	PSY
PRIVATE COOPERATION	PVT
RADIO (GENERAL)	R
RADIO ENGINEERING & CONSTRUCTION	REC
RADIO FREQUENCIES & PROPAGATION	RF
RADIO INSTALLATION OPERATIONS	RIO
RADIO PROGRAMMING	RP
SPACE COMMUNICATIONS	SPC

MANUAL OF OPERATIONS & ADMINISTRATION

RECORDS CLASSIFICATION HANDBOOK

BOOKS

Instructions

Use for materials on Agency book activities and products in carrying out cultural and information programs, and for other book activities not provided for elsewhere in this Handbook.

SEE: CULTURE outline for papers on the presentation of books.

LIBRARIES & CENTERS outline for papers on holdings & collections of those institutions.

Book Programs or Specific Books. Papers concerning a specific book program or titled book may be filed and maintained as a unit (case filed). The file folder(s) for such files should show the title of the book program or book following the primary symbol BKS. The case file on a particular titled book or book program can be subdivided, if volume warrants by using the subject breakdowns provided in this outline.

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| BKS--BOOKS | 5 | LAWS. REGULATIONS. PROCEDURES. | |
| 1 GENERAL POLICY. PLANS. COORDINATION
Use only for general materials that cannot be filed under a more specific subject elsewhere in this outline. | | | Use only for materials too general in nature to be filed under a more specific subject elsewhere in this outline. |
| 1-1 Daily Guidance | 6 | PUBLISHERS. DEALERS. AGENTS. | |
| 1-2 Proposals. Suggestions. Ideas. | | | Subdivide by name if volume warrants. |
| 2 GENERAL REPORTS & STATISTICS

Use only for materials too general in nature to be filed under a more specific subject elsewhere in this outline. Subdivide by title of report if volume warrants. | 7 | VISITS. TOURS. | |
| | | | Do not use for routine travel arrangements, for which SEE: TRV outline. Subdivide by name of visitor if volume warrants. |
| 3 ORGANIZATIONS & CONFERENCES

Use for materials too general in nature to be filed under a more specific subject elsewhere in this outline. | 8 | EFFECTIVENESS | |
| | 8-1 | Reaction Reports | Includes readership reports and surveys, reader mail, complaints, criticisms, etc. |
| 4 AGREEMENTS. CONTRACTS. GRANTS | 8-2 | Effectiveness Reports | |
| | 9 | PROMOTION & PUBLICITY | Includes advertising, autographing sessions, exhibits, etc. |

Part III

MANUAL OF OPERATIONS & ADMINISTRATION

BKS (p. 2)

RECORDS CLASSIFICATION HANDBOOK

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| 9-1 Book Exhibits | 14 BOOK ORDERS & REQUESTS |
| 9-2 Newsletters | Other than mailing lists for which
SEE: BKS 13-1. |
| 10 CENSORSHIP | 15 CREDITS. ATTRIBUTION. |
| 11 RESEARCH. STUDIES. | 16 REVIEW. APPRAISAL. SELECTION. |
| Other than effectiveness and
reaction studies and reports on
books for which SEE: BKS 8. | For lists of recommended or approved
books, SEE: BKS 18. |
| 12 RIGHTS. CLEARANCES. | 17 MANUSCRIPTS |
| Includes copyrights, serialization
rights, language rights, clearances,
etc. | 17-1 Preparation. Adaptation. |
| 13 DISTRIBUTION. SALE. LOAN. | Includes translation. |
| 13-1 Mailing Lists | 17-2 Reports |
| Includes requests for additions and
deletions to list. | 17-3 Review |
| 13-2 Sales Reports | 18 LISTS. CATALOGS. BIBLIOGRAPHIES. |
| | Subdivide by book subject category,
organization, firm, etc. as volume
warrants. Includes recommended book
lists, special book lists, approved
book lists, priority book lists, etc. |

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CUL (p. 1)

RECORDS CLASSIFICATION HANDBOOK

CULTURE

Instructions

Use for papers dealing with the use of cultural programs to explain a nation's cultural objectives and policies to its own and foreign peoples; the inherited culture, cultural property and institutions of a nation; its cultural development and conflicts; fine arts, amusements, sports, hobbies, etc., and the cultural presentations program.

SEE: EDUCATIONAL & CULTURAL EXCHANGE outline for matters relating to the exchange of persons other than those involved in the cultural presentation program.

EXHIBITS outline for materials on these cultural activities.

CUL--CULTURE

1 POLICY. PLANS.

Use only for material which is so broad in content that it cannot be filed under one of the more specific subjects in this outline.

2 REPORTS & STATISTICS

Use only for material which cannot be filed under one of the more specific subjects in this outline. Includes surveys and studies of cultural life of a nation, culture conflicts, etc.

3 ORGANIZATIONS & CONFERENCES

Use only for material which cannot be filed under one of the more specific subjects in this outline. Includes cultural aspects of UNESCO and relations with cultural institutions not pertaining to exchange program; conferences of Cultural Affairs Officers. Subdivide by name of organization, and by name, date, and location of conference if volume warrants.

4 AGREEMENT

Use for material which cannot be filed under one of the more specific subjects in this outline. For exchange of persons and grant agreements, SEE: EDX outline; for publications exchange agreements, SEE: PB 4; for information exchange agreements, SEE: INF 4.

5 LAWS & REGULATIONS

Use for material which cannot be filed under one of the more specific subjects in this outline.

6 COMMEMORATIVE CELEBRATIONS.
HOLIDAYS

Use for national and local commemorative celebrations and holidays, excluding those involving diplomatic representation and social functions (e.g., independence day anniversary celebrations), for which SEE: POL 17-4; for initial independence day celebrations, SEE: POL 16. For Christmas and New Year greetings, SEE: POL 17-4.

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MANUAL OF OPERATIONS & ADMINISTRATION

CUL (p. 2)

RECORDS CLASSIFICATION HANDBOOK

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| <p>7 VISITS</p> <p>Of cultural groups or individuals other than those under the educational exchange or cultural presentations program, for which SEE: EDX outline or CUL 16, respectively. For visits of journalists, SEE: P6-1.</p> | <p>10-1 Protection & Preservation. Restitution.</p> <p>Includes restoration.</p> |
| <p>8 FAIRS. EXPOSITIONS.</p> <p>Includes World Fairs and Expositions. Subdivide by name and location if volume warrants. For agricultural, science, trade, and book fairs, SEE: AGR, SCI, TP, and BKS outlines, respectively. For materials on the preparation and use of exhibits in connection with fairs and expositions, SEE: EXHIBITS outline.</p> | <p>10-2 Memorials & Monuments</p> <p>For military cemeteries, SEE: DEF 6-10; for other cemeteries, SEE: SOC 16. For memorial Presidential libraries, SEE: LIB outline.</p> |
| <p>9 MATERIALS PRESENTATION</p> <p>Includes formal and informal presentation of materials to universities, libraries, leaders and organizations, and distribution of materials by USIA. Subdivide by source or type as appropriate.</p> | <p>10-3 Museums. Galleries.</p> <p>For art exhibits sponsored by USIA, SEE: EXH outline.</p> |
| <p>9-1 Policy. Plans. Guidelines.</p> <p>9-2 Reports & Statistics</p> <p>9-3 Program Effectiveness</p> <p>9-4 (Reserved for future use)</p> <p>9-5 Promotion & Publicity</p> <p>9-6 Books. Publications.</p> <p>9-7 Periodical Subscriptions</p> <p>Except for returned grantees, for which SEE: EDX 29-4.</p> <p>9-8 Other Materials</p> <p>Including maps, flags, globes and audio-visual materials.</p> | <p>10-4 (Reserved for future use)</p> <p>10-5 Public Records. Archives.</p> <p>Other than those of agency, for which SEE: CR outline.</p> <p>10-6 Parks & Reservations</p> <p>11 (Reserved for future use)</p> <p>12 LECTURE PROGRAM</p> <p>Includes discussion groups, etc. For lectures under the U. S. and Foreign Programs, SEE: EDX 13 and 19, respectively.</p> |
| <p>10 CULTURAL PROPERTY. HISTORY.</p> | <p>13 FINE ARTS</p> <p>Use for fine arts of a country not related to cultural presentations program, for which SEE: CUL 16. Subdivide by type if volume warrants. For music, SEE: CUL 14.</p> <p>13-1 Theater. Dance. Dramatic Arts.</p> <p>Includes ballet, comedy, puppetry. For radio, TV and motion picture forms of dramatic art, SEE: media outlines.</p> <p>13-2 Painting. Drawing. Sculpture.</p> |

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RECORDS CLASSIFICATION HANDBOOK

13-3	Literature. Poetry.	14-8	Festivals
	Use for all forms of literary arts. Includes Pulitzer Prize and other awards.		Includes competition. For film festivals, SEE: MV-8.
13-4	Architecture	14-9	Rental & Performance Rights
13-5	Handicrafts		Includes conducted scores and instrumental parts.
14	MUSIC	14-10	Catalogs & Lists
	Includes arrangements made or services provided by USIA for music programs.	14-11	Music Background materials
14-1	Policy. Plans. Guidelines.		Includes materials on orchestras, musicians, composers, performing artists. Subdivide by name if volume warrants.
	Includes Music Advisory Panel.	15	AMUSEMENTS. SPORTS. HOBBIES.
14-2	Reports & Statistics		For movies, TV, radio, SEE: appropriate media outlines; for sporting events sponsored as cultural presentations, SEE: CUL 16.
	Includes utilization reports.	15-1	Olympic Games
14-3	Program Effectiveness	16	CULTURAL PRESENTATIONS
14-4	Musical Equipment & Supplies		Use for general material on program to present performances by athletic, music, dance and theater groups, symphony orchestras, and individual performing artists. Case file material dealing with specific attractions alphabetically by name of group or artist. Subdivided by type of group if desired.
	Except recordings and scores, for which SEE: CUL 14-6 and 14-7, respectively.	16-1	Policy. Plans.
14-5	Musical Performances		Includes coordination and support by the agencies involved.
	Includes co-sponsored events which use rented, loaned or donated materials. For musical performances under cultural presentations program SEE: CUL-16.	16-2	Reports & Statistics
14-6	Recordings		Includes types of attractions desired, utilization of attractions, and overall reports on cultural presentations program. Also includes specific post requirements, advance trip, escort officer, and debriefing reports.
	Use for commercial recordings for both music and lecture programs. Includes requests.		
14-7	Scores		
	Includes both published and unpublished scores and requests for same.		

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RECORDS CLASSIFICATION HANDBOOK

16-3 Committees. Panels. Conferences.

Includes Advisory Committee on the Arts and panels of experts, including agenda and minutes of meeting of these organizations. Subdivide by name of committee, panel, etc., if volume warrants.

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MANUAL OF OPERATIONS & ADMINISTRATION

EDU (p. 1)

RECORDS CLASSIFICATION HANDBOOK

EDUCATION

Instructions

Use for papers relating to types of education and educational institutions, educational doctrine, levels and trends; language training; and Communist activities in the educational field.

SEE: EDUCATIONAL & CULTURAL EXCHANGE outline for matters relating to the exchange of students, teachers, professors, etc.

EDU--EDUCATION

1 POLICY. PLANS.

Use only for material which is so broad in content that it cannot be filed under one of the more specific subjects in this outline.

2 REPORTS & STATISTICS

Use for material which cannot be filed under one of the more specific subjects in this outline.

3 ORGANIZATIONS & CONFERENCES

Use only for material which cannot be filed under one of the more specific subjects in this outline.

4 AGREEMENTS

Use only for material which cannot be filed under one of the more specific subjects in this outline. For exchange of persons and grant agreements, SEE: EDX outline; for publications exchange agreements, SEE: PB 4.

5 LAWS & REGULATIONS

Use only for material which cannot be filed under one of the more specific subjects in this outline.

6 COMMUNIST ACTIVITIES

Use for efforts of Communist countries to achieve their objectives through exploitation of educational resources. Includes scholarships offered to youth of other countries, disaffection of such students, etc. For educational exchanges between Communist countries and the U.S., SEE: EDX outline.

7 VISITS

Of individuals or groups in the educational field other than those under the exchange program, for which SEE: EDX outline.

8 LITERACY, ILLITERACY.

9 EDUCATIONAL SYSTEM. INSTITUTIONS.

Subdivide by name of institution if volume warrants.

9-1 Elementary

9-2 Secondary

9-3 College & University

Includes scholarships and fellowships and teacher training; for those in a specific field of study, use appropriate subject; for those granted under the exchange program, SEE: EDX outline. For college and university affiliation program. SEE: EDX 23-1; for American and foreign studies seminars, SEE: EDU 13.

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EDU (p. 2)

RECORDS CLASSIFICATION HANDBOOK

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| <p>9-4 Adult. Vocational.
For labor education, SEE: LAB 9.</p> <p>9-5 U.S. Sponsored Schools Abroad
Use for financial assistance in establishing, expanding, and maintaining such schools. For grants to enable foreign students to attend such schools, SEE: EDX 10.</p> <p>10 ENGLISH LANGUAGE TRAINING
Includes English Language Institutes sponsored by USIA and English teaching conducted by other agencies, e.g., AID, Peace Corps, etc. Subdivide by type of program if volume warrants. For English teaching conducted by U.S. professors abroad, SEE: EDX 19-5; for language training provided to foreign grantees and exchange visitors in U.S., SEE: EDX 28-2.</p> <p>10-1 General Policy. Plans.</p> <p>10-2 Reports & Statistics</p> <p>10-3 Organizations & Conferences
Subdivide by name if volume warrants.</p> <p>10-4 Agreements. Contracts</p> <p>10-5 Teaching Materials & Equipment
Subdivide by type if volume warrants.</p> <p>10-6 English Teacher Seminars.</p> <p>10-7 Visits</p> | <p>10-8 Effectiveness</p> <p>10-9 Promotion & Publicity</p> <p>10-10 Direct Teaching</p> <p>10-11 English Teaching by Radio, TV & Motion Picture</p> <p>10-12 "English Teaching Forum"
USIA produced magazine. For nonagency English teaching periodicals, SEE: EDU 10-5.</p> <p>10-13 English Testing Program</p> <p>11 FOREIGN LANGUAGE STUDY AND TRAINING
Except language training for U.S. Gov't, personnel, for which SEE: PER 9.</p> <p>11-1 Teaching Materials</p> <p>12 EDUCATIONAL MEDIA. TECHNIQUES.
Includes general material on audiovisual aids, radio and TV, textbooks, lecture material in specific training programs, SEE: EDU 10-5 and 11-1; for textbook program, SEE: BKS outline.</p> <p>13 SEMINARS. WORKSHOPS.
If desired, file by specific subject matter fields. Includes those in American and foreign studies financed under PL 480. For English teacher seminars SEE EDU 10-6.</p> |
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RECORDS CLASSIFICATION HANDBOOK

EDUCATIONAL & CULTURAL EXCHANGE

Instructions

Use for papers relating to the exchange of persons program, both U.S. and foreign, financed from public or private sources. Papers on individual grantees and/or visitors or specific projects should be arranged alphabetically by name under the appropriate program.

SEE: EDUCATION outline for material on educational and educational institutions not involving exchange of persons, and seminars and workshops in America and foreign studies financed by PL 480 funds.

CULTURE outline for material on fairs, music festivals, fine arts, and cultural presentation program.

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| EDX--EDUCATIONAL & CULTURAL EXCHANGE | 3 | ORGANIZATIONS & CONFERENCES |
| 1 GENERAL POLICY. PLANS. COORDINATION | | |
| Use for program planning and coordination with Federal agencies, such as USIA, AID, etc., subdividing by agency if volume warrants. For working fund and reimbursement agreements with other government agencies, SEE: EDX 31. | | Except Federal agencies, for which see EDX 1, and the boards, committees, commissions, and foundations provided for elsewhere in this outline. Includes cooperative relationships with public and private organizations, such as Institute of International Education, colleges and universities, and international organizations. Subdivide by type and/or arrange alphabetically by name of organization if volume warrants. For institution affiliation program, SEE: EDX 23; for grant agreements with cooperating organizations, SEE: EDX 31. |
| 1-1 Country Program Plans. Allocations. | | |
| 1-2 Reprogramming | | |
| 2 GENERAL REPORTS & STATISTICS | | |
| Use for overall reports on exchange program which cannot be filed more specifically elsewhere in this outline. Subdivide by type and/or title if volume warrants. | | |
| 2-1 Program Evaluation | | |
| Includes projects to determine effectiveness of overall exchange program and reports thereon. Reports on specific programs may be filed here or under appropriate program headings depending upon office needs. | 4 | AGREEMENTS |
| 2-2 Reports to Congress | | Includes multilateral and third country agreements relating to exchange program. For agreements with binational foundations and commissions, SEE EDX 6-4. For grant agreements and contracts with cooperating agencies, SEE: EDX 31. Subdivide by country if volume warrants. |
| | 5 | LAWS & REGULATIONS |
| | | Subdivide by specific bill or act, (e.g., Fulbright-Hays Act) if volume warrants. |

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RECORDS CLASSIFICATION HANDBOOK

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| 6 | BINATIONAL FOUNDATIONS. COMMISSIONS. | 9 | (Reserved for future use) |
| | Subdivide by name if volume warrants. | 10 | FOREIGN STUDENT PROGRAM |
| 6-1 | Meetings | | Papers on individual grantees and specific groups may be case filed here alphabetically by name. |
| | Includes agenda and minutes. Arrange by number and/or date. | 10-1 | Policy. Plans. Guidelines. |
| 6-2 | Reports | 10-2 | Reports & Statistics |
| | Subdivide by title if volume warrants. | | Includes program and fiscal reports. |
| 6-3 | Membership | 10-3 | Program Effectiveness. Follow-up. |
| 6-4 | Agreements | 10-4 | Grantee Service (General) |
| 7 | BOARD OF FOREIGN SCHOLARSHIPS | 10-5 | U.S. Schools Abroad |
| 7-1 | Meetings | | Use only for grants to enable foreign students to attend U.S. sponsored schools abroad. Subdivide by name of school if volume warrants. |
| | Includes agenda and minutes. Arrange by number and/or date. | 10-6 | Student Leader Seminars |
| 7-2 | Reports | 11 | TEENAGER PROGRAM |
| | Subdivide by title if volume warrants. | | Includes general material on grants-in-aid to enable teenagers to travel and study abroad. Case file by project if volume warrants. |
| 7-3 | Program Analyses | 11-1 | Policy. Plans. Guidelines. |
| 7-4 | Documents | 11-2 | Reports & Statistics |
| | Arrange by document number. | | Include program and fiscal reports. |
| 8 | ADVISORY COMMISSION ON INTERNATIONAL EDUCATIONAL & CULTURAL AFFAIRS | 11-3 | Program Effectiveness |
| 8-1 | Meetings | 12 | YOUTH PROGRAM |
| | Includes agenda and minutes. Arrange by number and/or date. | | Includes U. S. program to work with youth groups abroad. |
| 8-2 | Reports | 12-1 | Policy. Plans. Guidelines. |
| | Subdivide by title if volume warrants. | 12-2 | Reports & Statistics |
| 8-3 | Membership | 12-3 | Program Effectiveness |
| 8-4 | Documents | | |
| | Arrange by document number. | | |

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| 13 FOREIGN PROFESSOR PROGRAM | 16 (Reserved for future use) |
| Includes lecturer and research scholar program. Papers on individual grantees may be filed here alphabetically by name. | 17 EDUCATIONAL TRAVEL PROGRAM |
| 13-1 Policy. Plans. Guidelines. | Includes program to provide grants, primarily to youth (such as 4-H, Boy Scouts, etc), for travel abroad for educational purposes for brief periods of time. |
| 13-2 Reports & Statistics | 17-1 Policy. Plans. Guidelines. |
| Includes program and fiscal reports. | 17-2 Reports & Statistics |
| 13-3 Program Effectiveness. Follow-up. | Includes program and fiscal reports. |
| 14 TEACHER DEVELOPMENT PROGRAM | 17-3 Program Effectiveness. Follow-up. |
| Program relates to training of foreign teachers in U.S. Papers on individual grantees may be case filed here alphabetically by name. | 18 U.S. STUDENT PROGRAM |
| 14-1 Policy. Plans, Guidelines. | Material on individual grantees or specific projects may be case filed here alphabetically by name. |
| 14-2 Reports & Statistics | 18-1 Policy. Plans. Guidelines. |
| 14-3 Program Effectiveness. Follow-up. | 18-2 Reports & Statistics |
| 14-4 Special Projects. | Includes program and fiscal reports. |
| Subdivide by type and/or name if volume warrants. | 18-3 Program Effectiveness. Follow-up. |
| 15 INTERNATIONAL VISITORS PROGRAM | 18-4 Grantee Services (General) |
| Includes foreign leaders & specialists. Papers on individual grantees may be case filed here alphabetically by name. For multinational leader projects, SEE: EDX 21; for voluntary leaders visiting U.S., SEE: EDX 24. | 19 U.S. PROFESSOR PROGRAM |
| 15-1 Policy. Plans. Guidelines. | Includes lecturer and research scholar program. Material on individual grantees may be case filed here alphabetically by name. |
| 15-2 Reports & Statistics | 19-1 Policy. Plans. Guidelines. |
| Includes program and fiscal reports. | 19-2 Reports & Statistics |
| 15-3 Program Effectiveness. Follow-up. | Includes program and fiscal reports. |
| 15-4 Programming Services (General) | 19-3 Program Effectiveness. Follow-up. |
| | 19-4 Inter-Country Lectureships |

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| <p>19-5 English Language Teaching Program</p> <p>Use for English teaching conducted by U.S. professors abroad. For grantee English language training program, SEE: EDX 28-2; for all other programs, SEE: EDU 10.</p> <p>20 TEACHER EXCHANGE PROGRAM</p> <p>Program involves both U.S. and foreign teachers. Material on individual grantees or specific projects may be case filed here alphabetically by name.</p> <p>20-1 Policy. Plans. Guidelines.</p> <p>20-2 Reports & Statistics</p> <p>Includes program and fiscal reports.</p> <p>20-3 Program Effectiveness. Follow-up.</p> <p>20-4 Seminars. Workshops.</p> <p>For U.S. teachers abroad.</p> <p>21 MULTINATIONAL FOREIGN SPECIALIST & LEADER PROJECTS</p> <p>Subdivide by sponsor, type, and/or name of project.</p> <p>21-1 Policy. Plans. Guidelines.</p> <p>21-2 Reports & Statistics</p> <p>Includes program and fiscal reports.</p> <p>21-3 Program Effectiveness. Follow-up.</p> <p>22 U.S. SPECIALISTS</p> <p>Papers on individual grantees may be case filed here alphabetically by name.</p> <p>22-1 Policy. Plans. Guidelines.</p> | <p>22-2 Reports & Statistics</p> <p>Includes program and fiscal reports.</p> <p>22-3 Program Effectiveness. Follow-up.</p> <p>23 INSTITUTION AFFILIATION PROGRAM</p> <p>Includes private interchange of books, etc., between institutions. Case file by name of institution if volume warrants.</p> <p>23-1 Colleges & Universities</p> <p>23-2 State Organizations</p> <p>24 VOLUNTARY VISITORS FROM ABROAD</p> <p>Use for general material on program. Case file by name of visitor under country.</p> <p>24-1 Policy. Plans.</p> <p>24-2 Reports & Statistics</p> <p>24-3 Facilitative Services (General)</p> <p>25 U.S. VISITORY ABOARD</p> <p>Use for general material on program. Case file by name of visitor under country.</p> <p>25-1 Policy. Guidelines.</p> <p>25-2 Reports & Statistics</p> <p>25-3 Facilitative Services (General)</p> <p>25-4 Programming Services (General)</p> <p>26 (Reserved for future use)</p> <p>27 EAST-WEST CENTER (HAWAII)</p> |
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RECORDS CLASSIFICATION HANDBOOK

<p>28 PROGRAMMING & FACILITATIVE SERVICES</p> <p>Use for general material only. Papers relating to specific exchange programs should be filed thereunder, papers on individual grantees, visitors or groups should be case filed by name under appropriate program.</p> <p>28-1 Orientation</p> <p>28-2 English Language Training</p> <p>28-3 Reception Centers</p> <p>Subdivide by name and location of center.</p> <p>28-4 Hospitality Arrangements</p> <p>28-5 Travel Arrangements</p> <p>Includes arrival and departure lists.</p> <p>28-6 Interpreter/Escort Services</p> <p>28-7 Grantee Insurance</p> <p>28-8 Terminal Conference. Debriefing.</p> <p>29 FOLLOW-UP PROGRAM</p> <p>29-1 Grantee Biographic Data</p> <p>29-2 Grantee Alumni Organizations</p> <p>29-3 University Alumni Organizations</p> <p>29-4 Publications</p> <p>Includes magazine subscriptions for returned grantees.</p> <p>29-5 Speaker's Bureau</p> <p>Includes arrangements for speeches to and by returned grantees.</p> <p>30 NON-RETURN OF GRANTEES</p> <p>31 GRANT AGREEMENTS CONTRACTS.</p> <p>Use for grant agreements with cooperating agencies and organizations and other government</p>	<p>agencies and contracts for services. Subdivide by type and arrange thereunder by contract number on a fiscal-year basis.</p> <p>31-1 General Policy. Guidelines.</p> <p>31-2 Reports & Statistics</p> <p>31-3 Contract Audit</p> <p>31-4 Laws & Regulations</p> <p>31-5 Reimbursement Agreements</p> <p>31-6 Transfer of Funds Agreements</p> <p>31-7 Dollar Agreements</p> <p>31-8 Foreign Currency Agreements</p> <p>32 (Reserved for future use)</p> <p>33 EXCHANGE VISITOR PROGRAM</p> <p>Use for general material on program. Case file material relating to approval of programs of specific institutions by project number. Identify any program problems by name under this subject.</p> <p>33-1 Policy. Plans. Guidelines.</p> <p>33-2 Reports & Statistics.</p> <p>33-3 Notification of Designation</p> <p>33-4 Visa Issuance. Waivers.</p> <p>Use for general visa matters relating to program and all waivers on exchange visitors. For issuance of visas to exchange visitors. SEE: V: outline.</p> <p>33-5 Laws & Regulations</p> <p>Use for lists of approved institutions.</p> <p>33-6 Limitation of Stay.</p>
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EXHIBITS

Instructions

Use for materials on the planning, design, production, and use of exhibits as a medium for the support of Government foreign policy objectives and to inform foreign audiences about American life, culture and technology.

SEE: PUBLIC RELATIONS outline for exhibits and displays used in agency domestic information programs.

BOOKS outline for book fairs and exhibits used for book promotional purposes.

Specific exhibits, exhibit project. Papers pertaining to a specific exhibit should be grouped together (case filed). Such case files should be grouped together (case filed). Such case files should show the name or title of the exhibit following the primary symbol EXIT. These case files may be further subdivided, as required, by using the subjects in this outline.

EXH--EXHIBITS

1 GENERAL POLICY. PLANS. GUIDELINES BACKGROUND.

Use only for materials too general in nature to to be filed under a more specific subject in this outline.

1-1 Guidances

1-2 Themes

1-3 Suggestions & Proposals

1-4 Coordination

Subdivide by name of agency if volume warrants.

2 GENERAL REPORTS & STATISTICS

Use only for material too general in nature to be filed under a more specific subject in this outline. Subdivide by title of report if volume warrants.

2-1 Progress Reports

3 ORGANIZATIONS & CONFERENCES

Use only for material too general in nature to be filed under more specific subjects in this outline. Subdivide by name of organization, and name, date, and location of conference, if volume warrants.

3-1 Interagency Exhibits Committee

4 AGREEMENTS

Includes negotiation of agreements

4-1 Country Agreements

Subdivide by country if volume warrants.

4-2 Loan Agreements

Use for general materials only. SEE: EXH 6 for specific contributor loan agreements.

5 LAWS. REGULATIONS. PROCEDURES.

Use for material too general in nature to be filed under more specific subjects in this outline.

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EXH (p. 2)

RECORDS CLASSIFICATION HANDBOOK

5-1 U.S. Laws & Regulations	10-1	Scripts. Texts.
5-2 Exhibit Regulations		Subdivide by language if required.
5-3 Exhibit Handbook	10-2	Site Information
6 CONTRIBUTORS		Other than for buildings or U.S. pavilion for which SEE: BG outlines.
Subdivide by name if volume warrants. Includes loan agreements and amendments, insurance requisitions, shipping invoices on items contributed by each.	10-3	Specifications
6-1 Contributor Lists	11	EXHIBIT COMPONENTS
7 VISITORS. GUESTS. LECTURES.		I.e., items exhibited. Subdivide by name, number, or type if volume warrants.
Includes schedule of activities or commitments, courtesies, etc. Subdivide by name, if volume warrants.	11-1	Lists
8 EFFECTIVENESS. EVALUATION	11-2	Condition Reports
8-1 Reaction Reports	11-3	Inventions
Includes visitor comments and public opinion reports, press reviews, etc.	11-4	Acquisition
8-2 Effectiveness Reports	11-5	Disposition
8-3 Attendance Reports	11-6	Replacement Items
9 PROMOTION & PUBLICITY	12	RIGHTS & CLEARANCES
9-1 Press Releases		Includes content clearances
9-2 Symbol Buttons	13	DISTRIBUTION. PLACEMENT & USAGE.
9-3 Photos of Exhibit	13-1	Lists
9-4 Advertising Posters	13-2	Schedules & Itineraries
9-5 Brochures	14	REQUESTS FOR EXHIBITS
9-6 Giveaway Items		Subdivide by post or source of request if required.
Other than EXH 9-2 and 9-5.	15	OUTSIDE RESOURCES & TALENT
10 DESIGN. CONSTRUCTION. PRODUCTION.		Subdivide by name of organization, firm, person or by category of resource or talent.
Other than pavilion or other building to house exhibit, for which SEE: BG outline.	16	PREVIEWS
		Use for general materials only.
	17	INSURANCE

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EXH (p. 3)

RECORDS CLASSIFICATION HANDBOOK

18 CEREMONIES

19 STRIKING

Use for general papers on the dismantling and removal of exhibit. Do not use for demolition, removal, sale, etc. of pavilion or other buildings, for which SEE: BG outline.

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INF (p. 1)

RECORDS CLASSIFICATION HANDBOOK

INFORMATION (GEN)

Instructions

Use for papers dealing with USIA's total international program or that of other agencies or non-communist countries to explain the national objectives, policies, and culture and to influence the attitudes of other nation's populaces or segments of them. Use also for papers which cover several kinds of mass communications media, general information research, and for general matters pertaining to USIA's information activities conducted for other U.S. Government agencies overseas.

SEE: COMMUNISM outline for communist propaganda activities.

PUBLIC RELATIONS outline for agency relations with the American public and American mass communication media in explaining the agency's programs, policies, and objectives.

Appropriate media outline for subjects which pertain to a particular medium.

INF--INFORMATION (GEN)

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| 1 GENERAL POLICY. PLANS.
COORDINATION.

Use for material too general in nature to be filed under more specific subjects in this outline. | 1-8 Talking Papers |
| 1-1 Policy Guidance (General)

Use only for material which cannot be filed under the more specific types of guidance documents listed. | 1-9 Mission. Objectives. Priorities.

1-10 Themes

1-11 Interagency Coordination (U.S.)

Subdivide by names of agencies, committees, panels, etc., if volume warrants. |
| 1-2 Country Plans

Arrange by area and/or country and date. Show name of post, if needed. | 1-12 Coordination with Local Gov't.

1-13 U.S Advisory Commission on International Communication, Cult. and Educational Affairs. |
| 1-3 Program Policy Directives | 1-14 Executive Committees |
| 1-4 News Policy Notes | 2 GENERAL REPORTS & STATISTICS |
| 1-5 Info guides | Use for material too general in nature to be filed under more specific subjects in this outline. |
| 1-6 Potomac Cables | 2-1 Country Assessment Reports |
| 1-7 (Reserved for Future Use) | Arrange by area and/or country and date. Show name of post, if needed. |

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RECORDS CLASSIFICATION HANDBOOK

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| 2-2 Program Highlights | 7-1 Freedom of Information |
| 2-3 Weekly Reports to Director | Includes efforts of nations through UNESCO to achieve free exchange of information, FOI convention, and censorship of or interference with information media in general. |
| 2-4 Fact Book | |
| 3 ORGANIZATIONS & CONFERENCES | |
| Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by name of organization, and name, date, and location of conference, if volume warrants | 7-2 Media Status & Progress Reports. |
| | 7-3 Quarterly Review of Media Projects |
| | 7-4 Media Habits |
| | 7-5 Mass Media Exposure Patterns |
| 4 AGREEMENTS | 7-6 Multi-Media Projects |
| Except scientific and military information exchange agreements, for which SEE: SCI and DEF outlines, respectively. For agreements relating to specific media and programs, SEE: subject. | 8 PROGRAM EFFECTIVENESS |
| | For effectiveness of a particular media or program, see appropriate outline. |
| 5 LAWS. REGULATIONS. PROCEDURES. | 8-1 Evidence of Effectiveness |
| Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by title of law, regulation, etc. as volume warrants. | 8-2 Effectiveness Reports |
| | 9 TRAINING |
| 6 TARGET GROUPS | Of foreign government personnel and other non-Agency personnel. For specific types of media training, see media outlines. |
| Use for files on categories of people toward which information programs and projects may be particularly directed to achieve a given purpose. Subdivide by category (businessmen, educators, rural population, government officials, religious groups, etc.) | 10 (Reserved For Future Use) |
| | 11 RESEARCH (GEN) |
| 7 INFORMATION MEDIA, MASS COMMUNICATIONS (GENERAL) | Use only for papers concerning the Agency's overall research program and research materials not sufficiently precise to place under such subjects as media habits, effectiveness, and public opinion and attitudes, for which see elsewhere in this outline. |
| Use only for papers on multimedia projects, and other papers concerning mass communications media, except their effectiveness, for which see elsewhere in this outline. Subdivide by project, if volume warrants or as reference needs dictate. | |

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RECORDS CLASSIFICATION HANDBOOK

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| 11-1 Policy. Plans. | 12-4 Opinion/Image of Other Countries. |
| 11-2 Reports. Statistics. | |
| 12 PUBLIC OPINION & ATTITUDES | 13 FOREIGN MEDIA REACTIONS |
| Use for general material only.
Public reaction to a specific event should be filed under the appropriate outline elsewhere in this Handbook. | Use for general material only. Foreign media reaction to a specific event should be filed under the appropriate outline elsewhere in the Handbook. |
| 12-1 World Surveys | 14 BRIEFING |
| Arrange geographically. | Other than briefing of Congressional travelers, for which SEE: LEG outline; or agency personnel, for which SEE: PER 9-13. |
| 12-2 Daily Reaction Reports | |
| 12-3 Opinion/Image of U.S. | 14-1 Briefing Papers |

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RECORDS CLASSIFICATION HANDBOOK

LIBRARIES & CENTERS

Instructions

Use for materials on libraries, information centers, binational centers, reading rooms, community centers, and America. Houses and their activities in furthering international cultural and information programs. Includes Presidential libraries and cultural centers (e.g. John F. Kennedy).

SEE: CULTURE (GEN.) outline for materials on the overall cultural program of the Agency; for fine arts activities such as lectures, theater, dance, music, drama, painting, drawing, sculpture, literature, poetry, architecture, and handicrafts; and for the presentation of materials and persons as parts of the cultural and information activities of libraries and centers.

BOOKS AND PUBLICATIONS, outlines for materials on library and center activities related to these media.

EXHIBITS outline for materials on library and center activities related to this medium.

EDUCATION outline for materials on English teaching, seminars, workshops, and other educational activities of libraries and centers.

BUILDINGS & GROUNDS outline for papers on library and center buildings, grounds, space, furnishings, and buildings services.

EQUIPMENT & SUPPLY SERVICES outline for papers on the utilization and disposition of library equipment and supplies.

LIB--LIBRARIES

1 GENERAL POLICY. PLANS. GUIDELINES

Use for materials which cannot be filed under a more specific subject in this outline.

2 GENERAL REPORTS & STATISTICS

Use for material which cannot be filed under a more specific subject in this outline. Subdivide by title of report if volume warrants.

3 COMMITTEES

Use for materials which cannot be filed under a more specific subject in this outline.

3-1 Advisory Committee

4 AGREEMENTS. GRANTS.

5 LAWS. REGULATIONS.

Includes statutes of Binational Centers. For operating procedures SEE: LIB 12.

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RECORDS CLASSIFICATION HANDBOOK

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| <p>6 COMMUNITY ACTIVITIES & SERVICES
Includes arrangements for meetings of community groups.</p> <p>6-1 Play Production
Includes play readings</p> <p>7 VISITS
Of regional librarians and others pertaining to library and center operations.</p> <p>8 EFFECTIVENESS. ASSESSMENT. EVALUATION.</p> <p>9 PROMOTION & PUBLICITY
Includes news releases and clippings.</p> <p>10 HISTORICAL BACKGROUND</p> <p>11 ATTACKS & DAMAGE
Use only for effect on the operation of libraries and centers. For building damage, SEE: BG outline. For political aspects, SEE: POL outline.</p> | <p>12 OPERATING PROCEDURES
Subdivide by types (e.g. membership, withdrawals, etc.) if volume warrants.</p> <p>12-1 Training
Includes workshops and seminars on library procedures. SEE: EDU for other types of workshops, seminars, and English language training.</p> <p>13 LIBRARY COLLECTION
Use for papers regarding the collective holdings of the library. DO NOT use this subject or its subdivisions for the procurement of books, music or publications for which see outlines covering those items.</p> <p>13-1 Basic Collection</p> <p>13-2 Acquisition of Holdings</p> <p>13-3 Selection of Holdings</p> <p>13-4 Depreciation of Holdings</p> <p>13-5 Disposal of Holdings</p> <p>13-6 Transfer of Holdings</p> |
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RECORDS CLASSIFICATION HANDBOOK

MOTION PICTURES & TELEVISION (GENERAL)

Instructions

Use for papers on motion picture and television affairs in general, i.e., for other than specific motion picture & television materials or programs acquired or produced, and for other than facilities and services involved. Offices that maintain separate files on either motion pictures or television affairs in general may add appropriate notation after primary symbol i.e. MV (TV), MV (MP).

SEE: PUBLIC RELATIONS outline for use of motion pictures and television in agency domestic public information programs.

EDUCATION outline for the use of radio, motion pictures and television as an aid to teaching.

INDUSTRIES & COMMODITIES outline for the economic aspects of the motion pictures and televisions industries.

MOTION PICTURE and TELEVISION PROGRAMMING outlines for acquired or produced motion picture and television programs.

MOTION PICTURE and TELEVISION FACILITIES & SERVICES outlines for major types of facilities and services connected with the production, processing, adaption, etc. of program materials.

MV-MOTION PICTURES & TELEVISION (GENERAL) 4		AGREEMENTS
1	GENERAL POLICY. PLANS. BACKGROUND. Use for material too general in nature to be filed under more specific subjects in this outline.	Use for material too general in nature to be filed under more specific subjects in this outline.
2	GENERAL REPORTS & STATISTICS Use for material too general in nature to be filed under more specific subjects in this outline.	5 LAWS. REGULATIONS. Use for material too general in nature to be filed under more specific subjects in this outline.
3	ORGANIZATIONS & CONFERENCES Use for material too general in nature to be filed under more specific subjects in this outline.	6 AWARDS & TESTIMONIALS Use for material on motion picture and television awards or testimonials, except those in connection with festivals, for which SEE: MV 8-1.

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MV (p. 2)

RECORDS CLASSIFICATION HANDBOOK

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| <p>7 VISITORS</p> <p>Use for general materials on motion picture and television personalities and their visits. Subdivide by name of visitor if volume warrants.</p> <p>8 FESTIVALS</p> <p>Use for papers on motion picture and television festivals and United States participation therein. Subdivide by place and date if volume warrants.</p> <p>8-1 Prizes</p> <p>8-2 Schedules</p> <p>9 TRAINING</p> <p>Of foreign government personnel and other non-agency personnel.</p> <p>10 CENSORSHIP</p> <p>Use for general materials only.</p> <p>11 Technical Research</p> <p>Use for general materials on motion picture and television media research, e.g. TV space transmission.</p> | <p>12 ATTESTATION</p> <p>Covers application, agency certificates and related correspondence prepared in connection with the agency's program of certifying as of international educational character eligible U.S. visual and auditory materials.</p> <p>12-1 Certificates</p> <p>Subdivide by number if volume warrants.</p> <p>12-2 Applicants</p> <p>Subdivide by name of owner of basic rights if volume warrants.</p> <p>13 CATALOG</p> <p>Use for correspondence with producers of motion pictures, television productions and film strips in connection with the publication of the agency catalog <u>United States Educational Scientific and Cultural Motion Pictures and Film Strips Selected and Available for Use Abroad.</u></p> <p>13-1 Producers</p> <p>Subdivide by name of producers.</p> |
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RECORDS CLASSIFICATION HANDBOOK

MOTION PICTURE & TELEVISION FACILITIES & SERVICES

Instructions

Use for papers on the broad types of facilities and services used in producing, processing, recording, editing, etc. motion picture and television materials. Offices that maintain separate files on either motion picture or television facilities and services may add appropriate notation after primary symbol i.e. MVF (TV), MVF (MP).

SEE: EQUIPMENT, SUPPLIES & SERVICES outline for specific items of equipment and supply associated with these facilities and services, and for related inventory, disposal, and accountability for these items.

The first section of the outline provides subjects for use in establishing files which pertain to motion picture and television facilities and services collectively. The remaining subjects are for use in establishing files on specific types of facilities and services.

MVF--MOTION PICTURE & TELEVISION FACILITIES & SERVICES	9	THEATERS
1 GENERAL POLICY. PLANS. GUIDELINES.		Use for materials on location, number, seating capacity, etc.
2 GENERAL REPORTS & STATISTICS	9-1	Licensing
3 MEETINGS & CONFERENCES	10	TELEVISION STATIONS. NETWORKS.
Use for general materials only.	10-1	Cooperative & Facilitative Networks
4 AGREEMENTS. CONTRACTS.	10-2	Facilitative Assistance
5 PROCEDURES & INSTRUCTIONS	11	TELEVISION SETS
Use for general materials only.	12	SCREENING FACILITIES
6 OUTSIDE RESOURCES & TALENT		Includes screening room.
Use for materials on commercial sources and talent for editing, and other services. Subdivide by name if volume warrants.	13	STUDIO
7 FACILITIES SCHEDULES		Includes construction, maintenance, use, and schedules.
Use for general material on the scheduling of all facilities.	14	SCENERY
8 REQUESTS FOR FACILITIES		Includes design and construction.
Includes related services.		

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MVF (p. 2)

RECORDS CLASSIFICATION HANDBOOK

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| 15 | LABORATORY SERVICES | 19-2 | Destruction |
| | Includes recording, processing and printing, lip-sync, dubbing, mixing, and quality control. | 19-3 | Sale |
| | | | Includes licenses for foreign print sales, etc. |
| 16 | PROJECTION SERVICES | 19-4 | Retirement. Withdrawal. |
| 17 | STORAGE | 19-5 | Transfers |
| 18 | REMOTE COVERAGE SERVICES | 20 | VIDEOTAPE CONTROL & DISPOSITION |
| 19 | PRINT CONTROL & DISPOSITION | 20-1 | Degaussing. Reusing. |
| | Includes procedures. | 21 | MUSIC SERVICES |
| 19-1 | Inventory | | |

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MVP (p. 1)

RECORDS CLASSIFICATION HANDBOOK

MOTION PICTURE & TELEVISION PROGRAMMING

Instructions

Use for papers to the development, scheduling, production, placement, use, evaluation, and acquisition of motion picture and television programs as information, cultural, or entertainment media. Offices that maintain separate files on either motion picture or television programming may add appropriate notation after symbol i.e. MVP (TV), MVP (MP).

SEE: PUBLIC RELATIONS outline for the use of motion picture and television in domestic public information programs.

MOTION PICTURES and TELEVISION (GEN) outlines for overall Agency motion picture and television worldwide, regional, and country plans and operations, and for general background materials not relating to specific programs or products.

MOTION PICTURES and TELEVISION FACILITIES & SERVICES outlines for facilities and services involved in producing, adapting, distributing, and controlling program materials and for various related services.

Title Files. Papers concerning a specific program (film or videotape) should be filed and maintained as a unit (case files). The file folder(s) for such files should show the title of the program following the appropriate primary subject symbol MVP. The case file on a particular program can be subdivided, if volume warrants, by using the subject breakdowns provided in this outline.

MVP--MOTION PICTURE & TELEVISION PROGRAMMING

1 GENERAL POLICY. PLANS. GUIDELINES. COORDINATION.

Use only for material which cannot be filed under a more specific subject in this outline.

1-1 Proposals. Suggestions. Ideas.

2 GENERAL REPORTS & STATISTICS

Use for general reports and statistics which cannot be filed under more specific subjects in this outline. Subdivide by title of report if volume warrants.

2-1 Reporting Procedures

3 OUTSIDE RESOURCES & TALENT

Use for general material on producers, writers, narrators, and performers. Includes firms or "teams" as well as individuals. Subdivide by name if volume warrants.

3-1 Accreditations

4 AGREEMENTS.

5 REGULATIONS. PROCEDURES.

Use for materials which cannot be filed under a more specific subject in this outline.

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| <p>6 PRODUCTION</p> <p>Subdivide as indigenous, USIA, or USIS, if desired. For professional producers whose services are employed or who are candidates, SEE: MVP 3.</p> <p>6-1 Suggestions. Proposals.</p> <p>6-2 Status Reports</p> <p>6-3 Coproduction</p> <p>6-4 Authorizations</p> <p>6-5 Techniques. Procedures.</p> <p>Includes cartoon techniques.</p> <p>6-6 Projects</p> <p>6-7 Schedules</p> <p>Includes producer assignment schedules.</p> <p>6-8 Coverages</p> <p>Includes requests for coverage of events and visiting dignitaries.</p> <p>6-9 Production Materials</p> <p>Includes stock shots, film clips, recordings, scripts, raw-stock, etc. Subdivide by type if volume warrants. Large collections of the actual materials should be arranged by title, subject, language, number, etc.</p> <p>7 MOBILE UNIT ACTIVITIES</p> <p>8 EFFECTIVENESS. EVALUATIONS. ASSESSMENT.</p> <p>Includes effectiveness reports, assessment reports, evaluations, reviews, and field testing.</p> <p>8-1 Evaluation Techniques</p> <p>8-2 Effectiveness Reports</p> | <p>8-3 Public Opinion</p> <p>Includes fan mail, protests, criticisms, audience reactions, etc.</p> <p>9 PROMOTION & PUBLICITY</p> <p>9-1 Press Releases</p> <p>9-2 Promotional Kits</p> <p>10 PROGRAMMING RESTRICTIONS</p> <p>Includes censorship of program materials.</p> <p>11 RESEARCH</p> <p>Includes research on motion picture and television audience viewing habits, likes and dislikes, literacy levels, and other characteristics. SEE: MVP 8 for audience reactions to USIA program materials.</p> <p>12 RIGHTS & ACQUISITION</p> <p>Use for acquisition of rights to motion pictures and videotapes. Subdivide as performing rights, distribution rights, theatrical rights, or television rights, if desired. Includes renewal and expiration of rights.</p> <p>13 USAGE. SHOWINGS. PLACEMENT.</p> <p>Includes audience and attendance statistical reports, admission charges, and rental fees.</p> <p>13-1 Previews</p> <p>13-2 Screening</p> <p>Use for screening notices.</p> <p>13-3 Utilization Techniques</p> <p>13-4 Schedules & Guides</p> <p>13-5 Distribution</p> <p>Includes Distribution patterns, requests, and loans.</p> |
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MVP (p. 3)

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13-6	Sponsorship	16	SCRIPTS
14	CATALOGS & LISTS		Arrange by title, language and/or number.
	Subdivide by type of program, etc.		
14-1	Cataloging Circulars	17	VIDEOTAPES
15	ATTRIBUTION & CREDIT TITLES		Arrange by title, language and/or number.

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RECORDS CLASSIFICATION HANDBOOK

PRESS

Introduction

Use for papers on the press of foreign countries, and the press activities and products of the Agency in carrying out information programs through the use of this medium.

SEE: PRESS & PUBLICATIONS outline for papers which cover both press and publications matters.

PUBLIC RELATIONS outline for papers on the Agency's relations with the domestic press in connection with the Agency's domestic public information program.

PUBLICATIONS outline for papers on publication activities and products, other than press items and books, in carrying out information programs.

BOOKS and PICTURES outlines for papers on book and picture activities and products in carrying out information programs.

COMMUNISM outline for the use of the press as a propaganda medium by communist countries.

P--PRESS

1 GENERAL POLICY. PLANS. GUIDELINES.

Use only for general material that cannot be filed under a more specific subject elsewhere in this outline.

1-1 Daily Guidance

2 GENERAL REPORTS & STATISTICS

Use only for materials too general in nature to be filed under a more specific subject elsewhere in this outline. Subdivide by title of report if volume warrants.

2-1 Press Summaries

2-2 Foreign Press Reviews

3 ORGANIZATIONS & CONFERENCES

Other than news agencies and press associations. Subdivide by name of organization and by name, location, and date of conferences, if volume warrants.

3-1 Press Conferences

4 AGREEMENTS

Use for general material only. Includes exchange agreements.

5 LAWS. REGULATIONS. PROCEDURES.

Use only for general material only.

6 JOURNALISTS. CORRESPONDENTS.

Includes biographic information. Subdivide by name and/or country, if volume warrants. For VOA correspondents SEE: RADIO PROGRAMMING outline.

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RECORDS CLASSIFICATION HANDBOOK

6-1 Visits. Tours. Subdivide by name and/or country if volume warrants. For visits and tours under the educational and cultural exchange program, SEE: EDX outline. Do not use for travel arrangements, for which SEE: TRV outline.	17 PRESS RELEASES Use for general material only.
6-2 Foreign Press Center	18 FAST NEWS
6-3 Accreditations	19 WIRELESS FILE Use for general material concerning transmission and receipt of press materials. SEE: CR 7 for telecommunications services and facilities.
7 NEWS AGENCIES. PRESS ASSOCIATIONS. Subdivide by name if volume warrants.	20 (Reserved for future use)
8 EFFECTIVENESS	21 (Reserved for future use)
9 NEWSPAPERS Subdivide by name and/or country if volume warrants.	22 (Reserved for future use)
9-1 Clipping Service	23 (Reserved for future use)
10 CENSORSHIP	24 PRESS MATERIALS
11 RESEARCH. STUDIES. Other than effectiveness for which see elsewhere in this outline.	24-1 News Stories
12 RIGHTS. COPYRIGHTS.	24-2 News Commentaries
13 NEWS PLACEMENT & USAGE	24-3 News Columns
14 REQUESTS FOR MATERIALS Such as backgrounders, byliners, features, etc.	24-4 Backgrounders
15 CREDITS. ATTRIBUTION. For press items acquired or produced.	24-5 Features
16 PRESS COVERAGE Use for papers on requests, assignments, and arrangements for coverage of events. Arrange by date or by event as required.	24-6 Byliners
	24-7 Editorials
	24-8 Reprints Includes "Magazine Reprints."

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MANUAL OF OPERATIONS & ADMINISTRATION

PB (p. 1)

RECORDS CLASSIFICATION HANDBOOK

PUBLICATIONS

Instructions

Use for materials on publications of foreign countries, agency publication activities and products (except books and newspapers) in carrying out information programs, and for other publication activities not provided for elsewhere in this Handbook.

Specific Publications. Papers concerning a specific titled publication should be filed and maintained as a unit (case filed). The file folder(s) for such files should show the title of the publication following the primary symbol PB. The case file on a particular titled publication can be subdivided, if volume warrants, by using the subject breakdowns provided in this outline.

SEE: PRESS outline for papers on the press activities and products.

PUBLIC RELATIONS outline for papers on the preparation and use of publications in agency domestic public relations program.

CULTURE outline for papers on the presentation of publications.

BOOKS outline for papers on agency book activities and products.

PB--PUBLICATIONS	5	LAWS. REGULATIONS. PROCEDURES.
1 GENERAL POLICY. PLANS. GUIDELINES. Use only for material that cannot be filed under a more specific subject elsewhere in this outline.		Use for material too general in nature to be filed elsewhere in this outline.
1-1 Guidance	6	OUTSIDE RESOURCES & TALENT
1-2 Proposals. Suggestions. Ideas.		Use for material on agencies, organizations, and individuals as sources of publications and talent. Subdivide by name if volume warrants.
2 GENERAL REPORTS & STATISTICS Use only for material that cannot be filed under a more specific subject elsewhere in this outline.	7	VISITS. TOURS.
3 ORGANIZATIONS & CONFERENCES Other than organizations as a source of publications or talent for which see elsewhere in this outline.		Subdivide by name if volume warrants. For visits and tours under the Educational and Cultural Exchange program, SEE: EDX outline.
4 AGREEMENTS Includes publications exchange agreements.	8	EFFECTIVENESS
	8-1	Reactions
		Includes reader mail, criticisms, complaints, etc.
	8-2	Effectiveness Reports

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<p>8-3 Readership Reports & Surveys</p> <p>8-4 Awards & Testimonials</p> <p>9 PROMOTION & PUBLICITY</p> <p style="padding-left: 20px;">Includes advertising and publication exhibits.</p> <p>10 CENSORSHIP</p> <p>11 RESEARCH. STUDIES.</p> <p style="padding-left: 20px;">Other than effectiveness and reaction studies on publications for which see elsewhere in this outline.</p> <p>12 RIGHTS & ACQUISITION</p> <p style="padding-left: 20px;">Includes copyrights, reprint rights, language rights, distribution rights, and serialization rights.</p> <p>13 SALE & DISTRIBUTION</p> <p>13-1 Mailing Lists</p> <p style="padding-left: 20px;">Includes requests to be placed on or removed from list.</p> <p>13-2 Subscriptions & Subscribers</p> <p>13-3 Placement & Usage</p> <p>14 REQUESTS FOR PUBLICATIONS</p> <p style="padding-left: 20px;">Use for general material on distribution other than through normal channels.</p> <p>15 CREDITS. ATTRIBUTION.</p> <p style="padding-left: 20px;">For publications acquired or produced.</p> <p>16 IMPORT-EXPORT RESTRICTIONS</p> <p>17 TRANSLATIONS</p> <p>18 LISTS & CATALOGS</p> <p style="padding-left: 20px;">Subdivide by type of publication, organization, firm, etc. as required.</p>	<p>19 PROJECTS</p> <p style="padding-left: 20px;">Use only for material too general to be filed under a more specific subject in this outline, or to be case filed.</p> <p>20 PRODUCTION</p> <p>20-1 Authorization</p> <p>20-2 Reports</p> <p>20-3 Schedules</p> <p>21 STORY TEXTS</p> <p>22 SUMMARIES (TABLE OF CONTENTS)</p> <p>23 PRINTING & REPRODUCTION</p> <p>23-1 Policies. Plans. (Printing)</p> <p>23-2 Reports & Statistics (Printing)</p> <p>23-3 Meetings & Conferences (Printing)</p> <p>23-4 Other Agency Support (Printing)</p> <p>23-5 Procedures & Instructions (Printing)</p> <p>23-6 Outside Resources & Talent (Printing)</p> <p>23-7 Production (Printing)</p> <p style="padding-left: 20px;">Includes impressions.</p> <p>23-8 Requests for Services (Printing)</p> <p>23-9 Specifications (Printing)</p> <p>23-10 Clearance & Waivers (Printing)</p> <p>24 (Reserved for future use)</p> <p>25 (Reserved for future use)</p> <p>26 (Reserved for future use)</p> <p>27 (Reserved for future use)</p> <p>28 (Reserved for future use)</p>
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RECORDS CLASSIFICATION HANDBOOK

29 PUBLICATION MATERIALS

- 29-1 Pamphlets
- 29-2 Pilot Models
- 29-3 Magazines & Other Periodicals
- 29-4 Packets
- 29-5 Leaflets

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MANUAL OF OPERATIONS & ADMINISTRATION

PIX (p. 1)

RECORDS CLASSIFICATION HANDBOOK

PICTURES

Instructions

Use for materials on Agency's still picture (including photographic) activities and products in carrying out information programs and for other picture activities not provided for elsewhere in this Handbook.

Specific picture projects. Papers concerning specific still picture or photographic projects should be filed and maintained as a unit (case filed). The case file on a particular project can be subdivided, if volume warrants, by using the subject breakdowns provided in this outline. The file folder(s) for such files should show the title of the project following the primary symbol PIX.

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| PIX-PICTURES | 7 | PHOTO COVERAGE |
| 1 GENERAL POLICY. PLANS. GUIDELINES.

Use for material too general in nature to be filed under more specific subjects in this outline. | | Use for material on requests, shooting scripts, and arrangements for photo coverage of events, etc. Arrange chronologically or by event, etc. as required. |
| 1-1 Guidance | 8 | EFFECTIVENESS |
| 1-2 Proposals. Suggestions. Ideas. | 8-1 | Reactions |
| 2 GENERAL REPORTS & STATISTICS

Use for material too general in nature to be filed under more specific subjects in this outline. | | Includes criticisms, complaints, fan mail, etc. |
| 3 MEETING & CONFERENCES | 8-2 | Effectiveness Reports |
| 4 AGREEMENTS | 9 | EVALUATION. SELECTION. |
| 5 LAWS. REGULATIONS. PROCEDURES.

Use only for material too general in nature to be filed under a more specific subject elsewhere in this outline. | | Use for material on the evaluation, selection and disposition of pictures and photographs for use by the Agency. |
| 6 OUTSIDE RESOURCES & TALENT

Use for material on outside agencies, organizations, and persons as sources of pictures, photos, and talent. Subdivide by name if volume warrants. | 10 | LABORATORY SERVICES |
| | 10-1 | Requests for Services |
| | 11 | AWARDS & TESTIMONIALS |
| | 12 | RIGHTS & ACQUISITIONS |
| | | Use for material too general on the acquisition of rights to pictures, photographs and artwork. |
| | 13 | DISTRIBUTION |

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PIX (p. 2)

RECORDS CLASSIFICATION HANDBOOK

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|------|--|------|---|
| 13-1 | Mailing Lists | 18 | (Reserved for future use) |
| | Includes requests, additions and deletions to mailing lists. | 19 | PICTURE MATERIALS |
| 13-2 | Placement & Usage | 19-1 | Graphics |
| 14 | REQUESTS FOR PICTURES & PHOTOGRAPHS | | Includes maps. |
| | Use for requests for pictures and photos other than photo coverages, for which see PIX 7. For requests to be added to or deleted for mailing lists, SEE: PIX 13-1. | 19-2 | Cartoons |
| 15 | CREDITS. ATTRIBUTION. | 19-3 | Picture Stories |
| | For pictures, photos and artwork acquired or produced by the Agency. | 19-4 | Plastic Plates |
| 16 | (Reserved for future use) | 19-5 | Photographs |
| 17 | (Reserved for future use) | 19-6 | Posters |
| | | 19-7 | Art Work |
| | | | Other than graphics, cartoons, and posters for which see elsewhere in this outline. Includes use of USIA symbol for program activities. |

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PPB (p. 1)

RECORDS CLASSIFICATION HANDBOOK

PRESS & PUBLICATIONS (GEN)

Instructions

Use for papers which are so general in content they cannot be filed under one of the more specific outlines provided elsewhere in this Handbook for press and publications subjects.

SEE: PUBLIC RELATIONS outline for papers on the use of press and publications in the Agency's domestic public information program.

PPB--PRESS & PUBLICATIONS (GEN)

1 GENERAL POLICY. PLANS.
GUIDELINES. BACKGROUND.

Use only for materials too broad in content to be filed under a more specific subject elsewhere in this outline.

2 GENERAL REPORTS & STATISTICS

Use only for material too general in nature to be filed under a more specific subject elsewhere in this outline.

3 ORGANIZATIONS & CONFERENCES

Use for general material only. Subdivide by name of organization and by name, date, and location of conference if volume warrants.

4 AGREEMENTS

5 LAWS. REGULATIONS. PROCEDURES.

6 (Reserved for future use)

7 VISITS. TOURS.

Use for general material on visits and tours of persons or groups of persons in the press and publications field. Subdivide by name if volume warrants. For visits and tours under the educational and cultural exchange program, SEE: EDX outline.

8 EFFECTIVENESS

Use for general material on the overall effectiveness of the world-wide, regional, or country press and publications programs.

9 TRAINING

Of foreign government personnel and other nonagency personnel.

10 CENSORSHIP

11 RESEARCH. STUDIES.

12 COPYRIGHTS. CLEARANCES.

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RECORDS CLASSIFICATION HANDBOOK

PSYCHOLOGICAL OPERATIONS

Instructions

Use for papers pertaining to psychological activities usually conducted during a period of hostilities, crisis or other emergency, for the primary purpose of influencing the opinions, emotions, and behavior or enemy, neutral or friendly foreign groups, military or civilian.

Because of the conditions under which such psychological operations must be conducted, unique methods and techniques frequently are used. Also, such efforts often involve not only information organizations but also the collaboration of other branches of government, other nations, etc. For these reasons, it is expected that this outline will be used mostly for papers about such methods and coordination. This outline, therefore, should not be used for papers which (A) concern usual international information activities, for which provision is made in the various info media outlines or (B) non-media outlines elsewhere in this Handbook.

Specific project or operation. Material on a specific psychological operation should be filed and maintained as a unit (case filed). The file folder label(s) for such files should show the name or title of the operation following the primary subject symbol PSY. The case file on a particular operation can be subdivided, if volume warrants, by using appropriate subject breakdowns provided in this outline.

PSY--PSYCHOLOGICAL OPERATIONS	3	ORGANIZATIONS & CONFERENCES
1 GENERAL POLICY. PLANS. GUIDELINES.		Use for material too general to be filed under a more specific subject in this outline. Subdivide by name of organization and by name, date and location of conference if volume warrants.
Use only for materials too general to be filed under a more specific subject in this outline. Includes suggestions ideas, "brainstorming".		
1-1 Proposals. Suggestions.	4	AGREEMENTS
2 GENERAL REPORTS & STATISTICS	5	REGULATIONS & PROCEDURES.
Use only for materials too general to be filed under a more specific subject in this outline. Subdivide by title of report if volume warrants.	6	SPECIAL ENTERTAINMENT TROUPES
		Such as local traveling drama groups, puppet shows, etc., whose presentations include messages of psychological import.
	7	CADRES. INFORMATION TEAMS.
		Includes activities. Subdivide by types if volume warrants.

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PSY (p. 2)

RECORDS CLASSIFICATION HANDBOOK

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| <p>8 EFFECTIVENESS. EVALUATION.</p> <p>Use only for material pertaining to evaluation of psychological operations. For evaluation of specific programs and activities see instructions under "NOTE" at the end of this outline.</p> | <p>13 LOUD-SPEAKER ACTIVITY</p> <p>14 GIFTS</p> <p>15 PUBLICATIONS & DISPLAY MATERIALS</p> <p>Includes provincial newspapers, posters and other types of psychological printed material not covered elsewhere in this outline (such as leaflets).</p> |
| <p>9 TRAINING</p> <p>Use only for training in psychological activities; see media and other programs for those specific types of training.</p> | <p>16 RADIO & TV PROGRAMMING</p> <p>For special psychological programs. For regular (non-psychological) programs SEE: TV & Radio subject outlines.</p> |
| <p>10 SURRENDER PROGRAM. DEFECTION.</p> <p>Use for broad material regarding this program in general. For specific activities affecting or involving surrender, such as leaflets, etc., see elsewhere in this outline. Do not use for defection of prominence in political, professional, or private life, for which SEE: POL 30.</p> | <p>17 MAPS</p> |
| <p>11 RESEARCH</p> | <p style="text-align: center;">NOTE</p> <p>The following breakdowns may be used to subdivide any of the above activities and programs should this be desirable:</p> <ul style="list-style-type: none"> -1 Policy. Plans. Guidelines. -2 Reports. Statistics. -3 Conferences & Meetings -4 Effectiveness |
| <p>12 LEAFLET ACTIVITY</p> <p>Includes both air-dropping and other methods of distribution.</p> | |

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PVT (p. 1)

RECORDS CLASSIFICATION HANDBOOK
PRIVATE COOPERATION

Instructions

Use for papers on the agency program to mobilize the private resources of the United States in a cooperative effort to parallel and support the agency's overseas information and cultural objectives.

Specific client groups. Materials on special client groups organizations should be grouped together (case filed). Such case files should show the client group (e.g. city, business firms, women's organizations, veterans organizations) and the name of the individual person, firm, etc. following the primary symbol PVT.

SEE: CULTURE outline for specific presentation projects in which private sources are cooperating.

BOOKS, MOTION PICTURES & TELEVISION, PICTURES, PRESS and PUBLICATIONS outlines for papers on items donated or sponsored by private sources.

EDUCATION & CULTURAL EXCHANGE outline for the institutional affiliation program.

PVT--PRIVATE COOPERATION	6-2 Reports.
1 GENERAL POLICY. PLANS. GUIDELINES.	6-3 Committees & Conferences
Use for general materials which cannot be filed under a more specific subject elsewhere in this outline.	Subdivide by name.
2 GENERAL REPORTS & STATISTICS	6-4 Public Response.
Use for materials which cannot be filed under a more specific subject in this outline. Subdivide by title of report if volume warrants.	Subdivide by name of organization or individual.
3 ORGANIZATIONS & CONFERENCES	6-5 Promotion & Publicity
Subdivide by type and/or name if volume warrants.	7 VISITS. TOURS.
4 GRANTS	8 EFFECTIVENESS
5 REGULATIONS & PROCEDURES	9 PROMOTIONS & PUBLICITY
6 PEOPLE-TO-PEOPLE	Includes press releases and other promotional materials on private cooperation.
6-1 Policy. Plans.	10 COMMUNITY AFFILIATION
	11 INDUSTRIAL & BUSINESS PARTICIPATION

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PVT (p. 2)

RECORDS CLASSIFICATION HANDBOOK

12 SPECIAL PROJECTS

Subdivide by name of project.
Includes contests, correspondence
projects, etc.

13 MATERIAL DISTRIBUTION

Includes requests and transmittals.

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R (p. 1)

RECORDS CLASSIFICATION HANDBOOK

RADIO (GEN)

Instructions

Use for papers which relate in general to radio broadcasting and its use as an information, cultural, and entertainment medium, other than the Agency's domestic public information program.

SEE: PUBLIC RELATIONS outline for the use of radio in Agency's domestic public information program.

RADIO ENGINEERING & CONSTRUCTION, RADIO PROGRAMMING, RADIO FREQUENCIES & PROPAGATION, and RADIO INSTALLATION OPERATIONS outlines for matters pertaining to those subjects.

EDUCATION outline for use of radio as education medium.

R-RADIO (GEN)

- 1 GENERAL POLICY. PLANS.
Use for material too general in nature to be filed under more specific subjects in this outline.
- 2 GENERAL REPORTS & STATISTICS
Use for material too general in nature to be filed under more specific subjects in this outline.
- 3 ORGANIZATIONS & CONFERENCES
Other than radio systems, networks and stations, for which see elsewhere in this outline.
- 4 AGREEMENTS
Use for material too general in nature to be filed under more specific subjects in this outline.
- 5 LAWS. REGULATIONS. PROCEDURES.
Use for material too general in nature to be filed under more specific subjects in this outline.
- 6 RADIO SYSTEMS. NETWORKS. STATIONS. (NON-USIA)

6-1 Commercial Broadcasting

Subdivide by name or symbol of system, network or station, if volume warrants or as reference needs dictate.

6-2 Private International Broadcasting

Subdivide by name or symbol (e.g., RFE, Radio Liberty), if volume warrants or as reference needs dictate.

6-3 Foreign Country Broadcasting

Subdivide by name or area and/or country and name of system or station (e.g., Radio Luxembourg, Swiss Broadcasting Corporation, Deutschlandfunk), if volume warrants or as reference needs dictate.

6-4 Regional/Multinational Broadcasting

E.g., international organizations for collective defense purposes, such as SEATO, NATO, etc., and Inter-American Network.

6-5 Other U.S. Broadcasting

Subdivide by name or symbol (e.g., Armed Forces Network, AFRTS), if volume warrants or reference needs dictate.

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R (p.2)

RECORDS CLASSIFICATION HANDBOOK

7 VISITS

Use only for general material on visits of radio personalities or Agency staff or officials.

8 EFFECTIVENESS. ASSESSMENT. EVALUATION.

Includes effectiveness reports, assessment reports, evaluations, and reviews on the total radio activity. For radio programming SEE: RP 8.

9 TRAINING

Of foreign government personnel and other non-Agency personnel SEE: PER outline.

10 (Reserved For Future Use)

11 RESEARCH STUDIES.

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RECORDS CLASSIFICATION HANDBOOK

RADIO ENGINEERING & CONSTRUCTION

Instructions

Use for papers which pertain to the engineering, design, and construction of radio stations and the technical apparatus, component systems, and related equipment at relay stations (fixed or transportable) and other radio installation. Includes land acquisition and site preparation.

SEE: RADIO INSTALLATION OPERATIONS outline for background, agreements, activation, operations and maintenance and similar subjects of a broad or overall nature pertaining to relay stations and other radio installations.

RADIO FREQUENCIES & PROPAGATION outline for assignment of frequencies, reception, technical monitoring, and similar subjects about radio frequencies and propagation.

Specific relay station or other radio installation. Material concerning a particular installation should be filed and maintained as a unit (case filed). The file folder label(s) for such files should show the name, location, or other identification of the installation (e.g., GREENVILLE RELAY STATION--RHODES PROGRAM CENTER: etc.) followed by the appropriate file symbol and subject from the outline below.

The first section of the outline provides subjects for use in establishing files which pertain to radio engineering and construction collectively. The remaining subjects are for use in establishing files on a type of activity or equipment or component system or their related parts.

REC--RADIO ENGINEERING & CONSTRUCTION	2	GENERAL REPORTS & STATISTICS
1 GENERAL POLICY. PLANS.		Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by type, if volume warrants.
Use for material too general in nature to be filed under more specific subjects in this outline.		
1-1 Project Proposals	3	CLAIMS
Use when certain reference needs can be met by keeping a copy of all project proposals on radio engineering and construction together.	4	CONTRACTS
		Use when certain reference needs can be met by keeping a copy of contracts on radio engineering and construction together.
	5	LAWS REGULATIONS. PROCEDURES.
		Use for material too general in nature to be filed under more specific subjects in this outline.

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6	TECHNICAL SPECIFICATIONS & STANDARDS	15-1	Engineering Surveys
7	TECHNICAL INSPECTION		Includes reconnaissance surveys.
8	MEASUREMENT DATA	15-2	Drawings
9	TESTING & ADJUSTMENT		Use for general materials regarding drawings. Actual drawings, because of their size and bulk, must be arranged and filed in special containers.
10	SAFETY		
11	RESEARCH. STUDIES. TECHNICAL DATA.		
	Does not include measurements, such as wear measurement of equipment, for which SEE: REC 8.	15-3	Specifications
		15-4	Progress Photos
12	SECURITY	15-5	Design Data
13	PHOTOGRAPHS. PHOTOGRAPHY.		Subdivide by type.
14	PROPERTY ACQUISITION	15-6	Construction Progress Reports & Charts
	Use for materials on the acquisition or proposed acquisition of sites, buildings, and other structures in the U.S. and abroad. Includes title deeds, permits, licenses, etc. Subdivide by type of property (e.g., office, residential, storage, transmitter plant, etc.) if volume warrants.	15-7	General Engineering Data
		15-8	Contracts
		15-9	Advance Construction
			Includes advance construction controls.
14-1	Purchase	16	SITE PREPARATION & CONSERVATION
	Includes condemnation.	16-1	Clearing & Grubbing
14-2	Lease	16-2	Fencing & Posting
	Subdivide by short-term and long-term if volume warrants.	16-3	Roads
			Includes paving and grading
14-3	Site Surveys Data	16-4	Sewerage
14-4	Rights & Privileges		Includes drainage.
	Includes farming, grazing, mineral, easements, etc.	16-5	Site Photos
15	DESIGN. CONSTRUCTION.	16-6	Soil Borings & Tests
	Includes architectural plans, engineering, installation, modernization, etc.	16-7	Water
			Includes supply, purification, reclamation, irrigation, etc.

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| <p>16-8 Soil Conservation</p> <p>16-9 Landscaping</p> <p>17 ANTENNAS & TRANSMISSION LINES</p> <p>Subdivide by type and/or location, manufacturer, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., anchors and foundation, capacitors, multi-couplers, switching systems, etc.) alphabetically, as necessary.</p> <p>18 TRANSMITTERS</p> <p>Subdivide by type and/or location, manufacturer, project, etc. if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., amplifiers, master oscillator, modulation monitor, RF exciter synthesizer, etc.), alphabetically, as necessary.</p> <p>19 RECEIVERS & RECEIVING SYSTEMS</p> <p>Subdivide by type and/or location, manufacturer, project, etc. if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., adapters, filters, frequency counter output rack, etc.), alphabetically, as necessary.</p> <p>20 POWER GENERATION & DISTRIBUTION SYSTEMS</p> <p>Subdivide by type and/or location, manufacturer, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., cooling system, feeder cable, fuel and lubricants, transformers, etc.), alphabetically as necessary.</p> <p>21 POWER (GENERAL)</p> <p>Use only for material which does not pertain to the apparatus, engines, and auxiliary devices used in power generation and distribution.</p> | <p>21-1 Power Requirements</p> <p>21-2 Commercial Power</p> <p>21-3 Federal (U.S.) Power</p> <p>21-4 Free Power</p> <p>21-5 Military Use of Power</p> <p>22 STUDIOS. MASTER CONTROL.</p> <p>Subdivide by type and/or location, studio number, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., console, microphones, oscilloscope, etc.), alphabetically, as necessary.</p> <p>23 AUDIO FACILITIES</p> <p>Use only for material which cannot be filed under one of the more specific subjects provided elsewhere in this outline. Subdivide by type/or location, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., amplifiers, speech invertors, tape recorders, speakers, etc.), alphabetically, as necessary.</p> <p>24 TUBES & TRANSISTORS</p> <p>Subdivide by type and/or location, make, project, etc., if volume warrants or as reference needs dictate.</p> <p>25 VHF & MICROWAVE SYSTEMS</p> <p>Subdivide by type and/or location, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., mobile facilities, VHF carrier equipment, etc.), alphabetically, as necessary.</p> <p>26 TERMINAL FACILITIES</p> <p>Subdivide by type and/or location, project, etc., if volume warrants or as reference needs dictate.</p> |
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RECORDS CLASSIFICATION HANDBOOK

- 27 COMMUNICATIONS SYSTEMS & FACILITIES -5 Laws. Regulations. Procedures.
Subdivide by type of system or -6 Design. Construction.
facility (e.g., RTT, Telephone,
Clock, Intersite Radio Link,
Teletype, TWX, Telex, etc.), if -7 Drawings
volume warrants. -8 Technical Specs. & Standards

NOTE

The following breakdowns may be used to
subdivide any of the above apparatus,
component systems, facilities, and
equipment, should this be desirable:

- | | |
|-------------------------|------------------------------------|
| -1 Policy. Plans. | -9 Technical Inspection |
| -2 Reports & Statistics | -10 Measurement Data |
| -3 Claims | -11 Testing & Adjustment |
| -4 Contracts | -12 Safety |
| | -13 Photographs.
Photography. |
| | -14 Security |
| | -15 Research. Studies. Tech. Data. |

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MANUAL OF OPERATIONS & ADMINISTRATION

RF (p. 1)

RECORDS CLASSIFICATION HANDBOOK

RADIO FREQUENCIES & PROPAGATION

Instructions

Use for papers about radio propagation and research and analysis, frequencies assignment, technical monitoring, reception, and related radio frequencies and propagation subjects.

RF--RADIO FREQUENCIES & PROPAGATION	7	FREQUENCY AUTHORIZATION.
1 GENERAL POLICY. PLANS.		Subdivide by location, facility, frequency, etc., if volume warrants.
Use for material too general in nature to be filed under more specific subjects in this outline.	8	FREQUENCY USAGE
1-1 New & Proposed Facilities		Subdivide by location, facility, frequency, etc., if volume warrants.
1-2 Coverage Estimates & Maps	9	FACILITY ASSIGNMENTS
Subdivide as existing or proposed.		File seasonally by area.
2 GENERAL REPORTS & STATISTICS	9-1	Facility Changes
Use for material too general in nature to be filed under more specific subjects in this outline.	9-2	Operational Data
		File by special programs.
3 ORGANIZATIONS & CONFERENCES	9-3	Circuit Analysis Data
Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by name of organization, and name, date, and location of conference, if volume warrants.		MUF, signal strengths
4 AGREEMENTS	9-4	Program Coordination
Use for material too general in nature to be filed under more specific subjects in this outline.	10	RECEPTION. TECHNICAL MONITORING.
5 LAWS. REGULATIONS. PROCEDURES.		Subdivide by name of country, location of station, etc., if volume warrants.
Use for material too general in nature to be filed under more specific subjects in this outline.	10-1	Reception Reports
		Arrange by area, post, content, etc., if volume warrants.
6 FREQUENCY SCHEDULES	10-2	Jamming. Counter-Jamming.
Includes changes.	10-3	Interference (Non-Jamming)
		E.g., due to natural phenomenon, or VOA interference to or from transmissions of other stations.
	10-4	Computer Data

Part III

MANUAL OF OPERATIONS & ADMINISTRATION

RF (p. 2)

RECORDS CLASSIFICATION HANDBOOK

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| 10-5 | Monitoring | 14 | BACK SCATTER |
| | Includes contracts. | | Subdivide geographically, if volume warrants. |
| 11 | RESEARCH. STUDIES. TECHNICAL DATA. | 15 | FORWARD SCATTER |
| | Subdivide by name or number of research project, agency, study group, etc., if volume warrants. | | Subdivide geographically, if volume warrants. |
| 12 | FIXED COMMUNICATIONS | 16 | AURORAL ZONE PROPAGATION |
| | Subdivide by geographic designation, agency, system, etc, if volume warrants. | 17 | EQUATORIAL PATH PROPAGATION |
| 12-1 | VOA Fixed Communications Network | 18 | IONOSPHERIC PROPAGATION |
| 13 | PROPAGATION FORECASTS. PREDICTIONS. | 19 | NON-LINEAR PROPAGATION |
| | Subdivide by type, organizations, etc., if volume warrants. | | Subdivide geographically, if volume warrants. |

Part III
MANUAL OF OPERATIONS & ADMINISTRATION

RIO (p. 1)

RECORDS CLASSIFICATION HANDBOOK

RADIO INSTALLATION OPERATIONS

Instructions

Use for papers on the general background of relay stations and other radio installations; their activation and status; operation and maintenance; and similar subjects of a general nature about such installations.

SEE: RADIO ENGINEERING & CONSTRUCTION outline for the design and construction of radio stations and of technical apparatus, component systems and related equipment at radio installations.

Specific relay station or other radio installation. Material concerning a particular installation should be filed and maintained as a unit (case files). The file folder(s) for such files should show the name, location or other identification of the installation (e.g. MUNICH RELAY STATION--RHODES PROGRAM CENTER; etc.), followed by the appropriate file symbol and subject selected from the outline below.

The first section of the outline provides subjects for use in establishing files which pertain to radio installation, operation and maintenance collectively. The remaining subjects are for use in establishing files on specific types of components and their related parts at radio and relay stations.

RIO--RADIO INSTALLATION OPERATIONS	2-1 Monthly Operations Report
1 GENERAL POLICY. PLANS. BACKGROUND	2-2 Quarterly/Annual Statistical Report
Use for material too general in nature to be filed under more specific subjects in this outline.	2-3 Status Report
1-1 Authorizations	2-4 Irregularity Report
E.g., operational authority, delegation of authority and management authority, etc.	3 ORGANIZATIONS & CONFERENCES
1-2 Preliminary Proposals	Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by name of organization, and name, date, and location of conference, if volume warrants.
1-3 Projected Facilities	4 AGREEMENTS
1-4 History. General Background.	Includes memos of understanding and clearance with other agencies. Subdivide by countries or other political entities involved (e.g., US-Greece, Tangier-French), by organizations involved (e.g.,
2 GENERAL REPORTS & STATISTICS	
Use for material too general in nature to be filed under more specific subjects in this outline.	

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MANUAL OF OPERATIONS & ADMINISTRATION

RIO (p. 2)

RECORDS CLASSIFICATION HANDBOOK

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| <p>USIA-DOD), by type of agreement or subject negotiated, etc., if volume warrants or as reference needs dictate.</p> <p>4-1 Negotiations</p> <p>5 LAWS. REGULATIONS. PROCEDURES.</p> <p>Use for material too general in nature to be filed under more specific subjects in this outline.</p> <p>5-1 Emergency Operating Procedures</p> <p>SEE: RADIO PROGRAMMING outline for emergency programming procedures and EMERGENCY PLANNING outline for emergency evacuation and destruction of facilities.</p> <p>5-2 Relay Station Instructions (RSI's)</p> <p>6 COMMUNITY RELATIONS & CONDITIONS</p> <p>6-1 Schools. Schooling Facilities.</p> <p>6-2 Incidents</p> <p>Of local, relatively minor nature. Do not use for incidents of international significance, for which SEE: POL outline. Subdivide by specific incident, if volume warrants or as reference needs dictate.</p> <p>6-3 Cost of Living</p> <p>6-4 Local Labor Matters</p> <p>6-5 Local Laws. Regulations. Ordinances.</p> <p>7 TECHNICAL INSPECTION</p> <p>8 PERFORMANCE. RELIABILITY.</p> <p>9 FAILURES. LOSS. DAMAGE PHOTOGRAPHS. PHOTOGRAPHY.</p> <p>10 HOURS OF OPERATION</p> <p>11 RESEARCH. STUDIES. TECHNICAL DATA.</p> | <p>12 ACTIVATION. STANDBY. TERMINATION.</p> <p>For papers on planning and procedures for meeting conditions which may arise from disasters, warfare, riots, or emergencies other than civil defense planning, SEE: EMERGENCY PLANNING outline.</p> <p>13 USE OF RADIO FACILITIES</p> <p>13-1 VOA Use</p> <p>13-2 USIS Use</p> <p>13-3 Other U.S. Government Agency Use</p> <p>13-4 Foreign Government Use</p> <p>14 MAINTENANCE & OPERATIONS</p> <p>15 SAFETY</p> <p>16 SECURITY</p> <p>17 ANTENNAS & TRANSMISSION LINES</p> <p>Subdivide by type and/or location, manufacturer, project, etc. if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., anchors, and foundation, capacitors, multi-couplers, switching systems, etc.), alphabetically, as necessary.</p> <p>18 TRANSMITTERS</p> <p>Subdivide by type and/or location, manufacturer, if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., amplifiers, master oscillator, modulation monitor, RF exciter synthesizer, etc.), alphabetically, as necessary.</p> <p>19 RECEIVERS & RECEIVING SYSTEMS</p> <p>Subdivide by type and/or location, manufacturer, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., adapters, filters, frequency counter, output</p> |
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MANUAL OF OPERATIONS & ADMINISTRATION

RIO (p. 3)

RECORDS CLASSIFICATION HANDBOOK

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| <p>rack, etc.), alphabetically, as necessary.</p> <p>20 POWER GENERATION & DISTRIBUTION SYSTEMS</p> <p>Subdivide by type and/or location, manufacturer, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g.), cooling system, feeder cable, fuel and lubricants, transformers, etc.), alphabetically, as necessary.</p> <p>21 POWER (GENERAL)</p> <p>Use only for material which does not pertain to the apparatus, engines, and auxiliary devices used in power generation and distribution.</p> <p>21-1 Power Requirements</p> <p>21-2 Commercial Power</p> <p>21-3 Federal (U.S.) Power</p> <p>21-4 Free Power</p> <p>21-5 Military Use of Power</p> <p>22 STUDIOS. MASTER CONTROL.</p> <p>Subdivide by type and/or location, studio number, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., console, microphone, oscilloscope, etc.), alphabetically, as necessary.</p> <p>23 AUDIO FACILITIES</p> <p>Use only for material which cannot be filed under one of the more specific subjects provided elsewhere in this outline. Subdivide by type and/or location, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., amplifiers, speech invertors, tape recorders, speakers, etc.), alphabetically, as necessary.</p> | <p>24 TUBES & TRANSISTORS</p> <p>Subdivide by type and/or location, make project, etc., if volume warrants or as reference needs dictate.</p> <p>25 VHF & MICROWAVE SYSTEMS</p> <p>Subdivide by type and/or location, project, etc., of volume warrants or as reference needs dictate. Subdivide by specific items (e.g., mobile facilities, VHF carrier equipment, etc.), alphabetically, as necessary.</p> <p>26 TERMINAL FACILITIES</p> <p>Subdivide by type and/or location, if volume warrants or as reference needs dictate.</p> <p>27 COMMUNICATIONS SYSTEMS & FACILITIES</p> <p>Subdivide by type of system or facility (e.g. RTT, Telephone, Clock, Intersite Radio Link, Teletype, TWX, Telex, etc.), if volume warrants.</p> <p style="text-align: center;">NOTE</p> <p>The following breakdowns may be used to subdivide any of the above apparatus, component systems, facilities, equipment, etc., should this be desirable:</p> <ul style="list-style-type: none">-1 Reports & Statistics-2 Procedures-3 Technical Specs. & Standards-4 Technical Inspection-5 Maintenance & Operation-6 Measurement Data-7 Testing & Adjustment-8 Disposition |
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Part III

MANUAL OF OPERATIONS & ADMINISTRATION

RIO (p. 4)

RECORDS CLASSIFICATION HANDBOOK

- 9 Security
- 10 Safety
- 11 Research. Studies. Tech. Data.
- 12 Performance. Reliability.
- 13 Failures. Damage. Loss.

Part III
MANUAL OF OPERATIONS & ADMINISTRATION

RP (p. 1)

RECORDS CLASSIFICATION HANDBOOK

RADIO PROGRAMMING

Instructions

Use for papers pertaining to the development, scheduling, use, and evaluation of radio programs as an international information media.

The outline may be used also by agencies and offices whose interest in radio programs and programming lies primarily in their use as a cultural and entertainment media.

SEE: EDUCATION outline for the use of radio as an education medium.

RADIO (GEN.), RADIO INSTALLATION OPERATIONS, RADIO ENGINEERING & CONSTRUCTION, and RADIO FREQUENCIES & PROPAGATION outlines for matters pertaining to those subjects.

Title files. Material about a particular program should be filed and maintained as a unit (case filed). The file folder label(s) for such files should show the title of the program, following the primary subject file symbol. The case file on a particular program can be subdivided, if volume warrants, by using the subject breakdowns provided in this outline.

RP--RADIO PROGRAMMING

1 GENERAL POLICY. PLANS.

Use for material too general in nature to be filed under more specific subjects in this outline.

1-1 Program Review

1-2 Guidances

2 GENERAL REPORTS & STATISTICS

Use for material too general in nature to be filed under more specific subjects in this outline.

3 ORGANIZATIONS & CONFERENCES

Use for material too general in nature to be filed under more specific subjects in this outline.

Subdivide by name of organization, and name, date, and location of conference, if volume warrants.

4 AGREEMENTS

Use for material too general in nature to be filed under more specific subjects in this outline.

5 LAWS. REGULATIONS. PROCEDURES.

Use for material too general in nature to be filed under more specific subjects in this outline.

5-1 Emergency Programming Procedures

For emergency operating procedures SEE: RADIO INSTALLATION OPERATIONS outline.

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MANUAL OF OPERATIONS & ADMINISTRATION

RP (p. 2)

RECORDS CLASSIFICATION HANDBOOK

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| <p>6 OUTSIDE RESOURCES & TALENT</p> <p>Script writers, narrators, stringers, hoopies, etc. Arrange by type of service and thereunder alphabetically by name of individual, firm, etc. whose services are employed or who are candidates. Includes instructions on use of talent vendors, and lists of them.</p> <p>7 PROGRAM SCHEDULES</p> <p>Subdivide by type (e.g., off-line, AFRTS, United Nations, foreign, etc.), if volume warrants or reference needs dictate.</p> <p>7-1 Schedule Changes</p> <p>7-2 Time Changes</p> <p>7-3 VOA Program Schedules Pamphlet</p> <p>Arrange by geographic area.</p> <p>8 EFFECTIVENESS & EVALUATION</p> <p>Subdivide geographically, if volume warrants.</p> <p>8-1 Evidence of Effectiveness</p> <p>8-2 Effectiveness Reports</p> <p>8-3 Contests. Clubs.</p> <p>To stimulate listeners correspondence. Subdivide by type, if volume warrants.</p> <p>8-4 Audience Mail</p> <p>Includes analysis, mail panel surveys, audience mail reports, questionnaires, translations, tabulation of responses, etc. Subdivide by area, country, program, etc. as volume warrants or reference needs dictate.</p> | <p>8-5 Field Evaluation</p> <p>Evaluation by USIA posts and media extensions.</p> <p>8-6 Staff Evaluation</p> <p>Evaluation by USIA central office personnel.</p> <p>8-7 VOA Listening</p> <p>Studies of listening of VOA programs in given areas, countries, cities. Subdivide geographically, as needed.</p> <p>8-8 Reactions. Attitudes. Opinions.</p> <p>Toward VOA radio programs on the part of the public, government, and media of other countries. Subdivide by area and/or country, as reference needs dictate.</p> <p>9 PUBLICITY & PROMOTION</p> <p>10 CENSORSHIP</p> <p>11 RESEARCH. SURVEYS. (GENERAL)</p> <p>Does <u>not</u> include effectiveness and evaluation of VOA programs or monitoring of radio program content, for which see elsewhere in this outline.</p> <p>11-1 Audience Research Reports</p> <p>Use for reports which are not limited solely to listening habits or to audience estimates or to other specific type of radio program research data.</p> <p>11-2 Audience Estimates</p> <p>Estimates of potential or actual radio audiences. Subdivide by area and/or country, type, etc. as reference needs dictate.</p> |
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MANUAL OF OPERATIONS & ADMINISTRATION

RP (p. 3)

RECORDS CLASSIFICATION HANDBOOK	
<p>11-3 Listening Habits</p> <p style="padding-left: 2em;">Subdivide by area and/or country, type of listener (e.g., university students, urban radio owners), etc., as reference needs dictate.</p> <p>11-4 Radio Receiver Set Distribution</p> <p style="padding-left: 2em;">I. e., number of sets, distribution pattern, etc. Subdivide by area and/or country, as reference needs dictate.</p> <p>12 RIGHTS. CLEARANCES.</p> <p>12-1 Copyrights</p> <p style="padding-left: 2em;">Subdivide by source (e.g., network), title, etc., as reference needs dictate.</p> <p>12-2 Performance Rights</p> <p>12-3 Clearances for Recording or Rebroadcasting</p> <p>12-4 Property Protection</p> <p>13 PLACEMENT. USAGE.</p> <p style="padding-left: 2em;">Of VOA programs and program materials.</p> <p>13-1 Usage Reports</p> <p>14 USAGE OF COMMERCIAL RADIO LINES</p> <p style="padding-left: 2em;">For VOA program transmissions.</p> <p>14-1 Program Hour Reports</p> <p>14-2 Outages</p> <p>15 STANDBY PROGRAMS</p> <p>16 BROADCASTING ROUTINES</p> <p>16-1 Openings & Closings</p>	<p>16-2 Station Identification</p> <p style="padding-left: 2em;">Includes correspondence and instructions on use of and changes in commercial radio stations identification.</p> <p>16-3 Bridges</p> <p>16-4 Spot Announcements</p> <p>16-5 Apology Announcements</p> <p>17 PRODUCTION</p> <p style="padding-left: 2em;">For professional procedures whose services are employed or who are candidates, SEE: OUTSIDE RESOURCES & TALENT elsewhere in this outline.</p> <p>17-1 Procedures Daily Assignment Schedules</p> <p style="padding-left: 2em;">Arrange by date.</p> <p>17-2 Production Reports</p> <p style="padding-left: 2em;">Arrange by date and language.</p> <p>17-3 Program Suggestions</p> <p style="padding-left: 2em;">Includes proposed programs, projects, or ideas.</p> <p>17-4 Production (Airshow)</p> <p style="padding-left: 2em;">Formats</p> <p>18 CATALOGS & LISTS</p> <p>18-1 Catalog of Selected VOA Programs</p> <p>19 CONTENT MONITORING</p> <p>19-1 VOA Programs</p> <p>19-2 Foreign Programs</p> <p>20 CONTENT REPORTS</p> <p style="padding-left: 2em;">Summary listing of day's broadcast in a given language. Includes policy, procedures, and instructions on format, distribution, etc. Arrange actual report by date.</p>

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RP (p. 4)

RECORDS CLASSIFICATION HANDBOOK

21	SCRIPTS	22-8	Tape Quality
	Policy procedures, instructions, etc. Arrange actual scripts by language, date, show. Maintain producer's copy separate from desk copy because of different retention periods.		Includes quality control.
21-1	Script Writing. Adaptation	22-9	Dub to Disc
	For professional script writers whose services are employed or who are candidates, SEE: OUTSIDE RESOURCES & TALENT elsewhere in this outline.	23	DISCS
			Policy, procedures, instructions, etc.
21-2	Script Distribution	23-1	Original Recording
21-3	Script Coordination	23-2	Discs Received
21-4	Script Translating	23-3	Disc Charge Outs
22	TAPES	23-4	Disc Distribution
	Policy, procedures, instructions, services, etc.	23-5	Field Requests for Discs
22-1	Original Taping	23-6	Disc Language Services
22-2	Tapes Received	23-7	Disc Replacement
	Includes Daily Log of Tapes Received.	23-8	Disc Quality
22-3	Tape Charge Out	23-9	Dub to Tape
22-4	Tape Distribution	24	SPONSORSHIP
	Includes Daily Distribution Listings.		Of VOA radio broadcasts.
22-5	Field Requests for Tapes	25	OFF-LINE PROGRAM FEEDS
22-6	Tape Language Services		Use for such material as correspondence with commercial radio stations regarding programs wanted, arrangements for their pick-up and taping, requests, etc. Arrange by radio station, call number, subject, etc. as needed.
	E. g., filling in of leader tapes or translating or portions of tapes considered guidance instructions for listeners.	25-1	Recordings Reports
22-7	Tape Replacement	26	PROGRAM CENTERS & SUBCENTERS
			Use only for material on programs and programming matters at or involving such centers. For material on engineering and operating aspects of structures and technical apparatus, SEE: RADIO ENGINEERING & CONSTRUCTION AND RADIO INSTALLATION OPERATIONS outlines.

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- Subdivide by name, if volume warrants or as reference needs dictate.
- 27 VOA CORRESPONDENTS
- Subdivide by geographic location and/or name, if volume warrants or as reference needs dictate.
- 28 "NO PRODUCERS" SHOWS
- Taped programs which do not require attention of producer.
- 29 (Reserved for future use)
- 30 (Reserved for future use)
- 31 (Reserved for future use)
- 32 (Reserved for future use)
- 33 (Reserved for future use)
- PROGRAM CATEGORIES
- The following breakdowns are to be used only for papers of a very broad nature dealing with a general category of programs. An example would be a policy paper on newscasting as such or a single document which covers several categories of newscasts such as news summaries, commentaries, roundups, editorials, headlines, etc.
- Do not use the following breakdowns for papers which concern a program identified by title, such as "Music--USA," "Burl Ives Sings," "Times Remembered," "Population and Economic Growth," etc., for which see instructions regarding title files at the beginning of this outline. Also do not use for papers on any of the subjects provided in the outline above, such as "Audience Mail," "Content Monitoring," "Outside Resources & Talent," etc.
- 34 FEATURES
- 35 SPECIAL EVENTS
- 36 PACKAGE PROGRAMS
- 37 FEEDS
- 38 NEWS
- 38-1 VOA Wires
- 38-2 VOB Wires
- 38-3 VOE Wires
- 39 MUSIC

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RECORDS CLASSIFICATION HANDBOOK

SPACE COMMUNICATIONS

Instructions

Use for papers having to do with the transmission, relaying, and reception of information through the use of satellites or other man-made space devices; the use and role of celestial bodies and atmospheric phenomenon in space information activities; legal matters concerning the use of space for information purposes; and other subjects pertaining to space communications.

SEE: SPACE & ASTRONAUTICS outline for space matters other than space communications.

SPC--SPACE COMMUNICATIONS	5	LAWS. REGULATIONS. PROCEDURES.
1 GENERAL POLICY. PLANS.		Use for material too general in nature to be filed under more specific subjects in this outline.
Use for material too general in nature to be file under more specific subjects in this outline.	6	(Reserved for future use)
2 GENERAL REPORTS & STATISTICS	7	SPACE FREQUENCIES. WAVELENGTHS.
Use for material too general in nature to be filed under more specific subjects in the outline.	8	(Reserved for future use)
3 ORGANIZATIONS & CONFERENCES	9	GROUND-LINK STATIONS
Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by name of organization, and name, date, and location of conference, if volume warrants.	10	BROADCASTING CAPABILITIES
4 AGREEMENTS	11	RESEARCH. STUDIES. TESTS.
Use for material too general in nature to be file under more specific subjects in this outline.	12	MOON RELAY
	13	(Reserved for future use)
	14	ARTIFICIAL IONOSPHERE COMMUNICATIONS

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LIST OF TOTAL PRIMARY SUBJECT SYMBOLS

SYMBOL	CATEGORY	SYMBOL	CATEGORY	SYMBOL	CATEGORY
ACC	ADM	FT	ECON	PR	ADM
AE	SCI	HLTH	SOCIAL	PRC	ADM
AGR	ECON	INCO	ECON	PS	CONSUL
AID	ECON	INF	CUL & INF	PSY	CUL & INF
AV	ECON	INT	POL & DEF	PVT	CUL & INF
BG	ADM	IT	ECON	R	CUL & INF
BKS	CUL & INF	LAB	ECON	REC	CUL & INF
BUD	ADM	LEG	ADM	REF	SOCIAL
CON	CONSUL	LIB	CUL & INF	RF	CUL & INF
CR	ADM	LM	SCI	RIO	CUL & INF
CSM	POL & DEF	MV	CUL & INF	RP	CUL & INF
CUL	CUL & INF	MVF	CUL & INF	SCI	SCI
DEF	POL & DEF	MVP	CUL & INF	SHW	ADM
E	ECON	ORG	ADM	SOC	SOCIAL
ECIN	ECON	OS	ECON	SP	SCI
EDU	CUL & INF	P	CUL & INF	SPC	CUL & INF
EDX	CUL & INF	PB	CUL & INF	STR	ECON
EP	ADM	PER	ADM	SY	ADM
ES	ADM	PET	ECON	TEL	ECON
EXH	CUL & INF	PIX	CUL & INF	TP	ECON
FMGT	ADM	PO	ECON	TR	ECON
FN	ECON	POL	POL & DEF	TRV	ADM
FSE	ECON	PPB	CUL & INF	V	CONSUL
FSV	ADM	PPT	CONSUL	VEH	ADM

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CATEGORIES & PRIMARY SUBJECTS

ADMINISTRATION (purple)

ACC ACCOUNTING & DISBURSING
BG BUILDINGS & GROUNDS
BUD BUDGET
CR COMMUNICATIONS & RECORDS
EP EMERGENCY PLANNING
ES EQUIPMENT, SUPPLIES & SERVICES
FMGT FINANCIAL MANAGEMENT
FSV FACILITATIVE SERVICES
LEG LEGISLATIVE & LEGAL AFFAIRS
ORG ORGANIZATION & MANAGEMENT
PER PERSONNEL
PR PUBLIC RELATIONS
PRC PROCUREMENT & CONTRACTING
SHW SHIPPING & WAREHOUSING
SY SECURITY
TRV TRAVEL
VEH VEHICLES

CULTURE & INFORMATION (yellow)

BKS BOOKS
CUL CULTURE
EDU EDUCATION
EDX EDUCATIONAL & CULT. EXCHANGE
EXH EXHIBITS
INF INFORMATION (GEN)
LIB LIBRARIES & CENTERS
MV MOTION PICT. & TELEVISION (GEN)
MVF MOTION PICT. & TV FACILITIES & SERVICES
MVP MOTION PICT. & TV PROGRAMMING
P PRESS
PB PUBLICATIONS
PIX PICTURES
PPB PRESS & PUBLICATIONS (GEN)
PSY PSYCHOLOGICAL OPERATIONS
PVT PRIVATE COOPERATION
R RADIO (GEN)
REC RADIO ENGINEERING & CONSTRUCTION
RF RADIO FREQUENCIES & PROPAGATION
RIO RADIO INSTALLATION OPERATIONS
RP RADIO PROGRAMMING
SPC SPACE COMMUNICATIONS

CONSULAR (dark green)

CON CONSULAR AFFAIRS (GEN)
PPT PASSPORTS & CITIZENSHIP
PS PROTECTIVE SERVICES
V VISAS

ECONOMIC (light green)

AGR AGRICULTURE
AID AID
AV AVIATION (CIVIL)
E ECONOMIC AFFAIRS (GEN)
ECIN ECONOMIC INTEGRATION
FN FINANCE
FSE FUELS & ENERGY
FT FOREIGN TRADE
INCO INDUSTRIES & COMMODITIES
IT INLAND TRANSPORT
LAB LABOR & MANPOWER
OS OCEAN SHIPPING
PET PETROLEUM
PO POSTAL AFFAIRS
STR STRATEGIC TRADE CONTROL
TEL TELECOMMUNICATIONS
TP TRADE PROMOTION & ASSISTANCE
TR TRANSPORTATION (GEN)

POLITICAL & DEFENSE (red)

CSM COMMUNISM
DEF DEFENSE
INT INTELLIGENCE
POL POLITICAL AFFAIRS & RELATIONS

SCIENCE (orange)

AE ATOMIC ENERGY (GEN)
SCI SCIENCE & TECHNOLOGY
SP SPACE & ASTRONAUTICS

SOCIAL (blue)

HLTH HEALTH & MEDICAL CARE
REF REFUGEES & MIGRATION
SOC SOCIAL CONDITIONS

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INDEX

This index covers the Administrative and the Culture & Information outlines of the Records Classification Handbook. The entries under some subjects cite outlines which are not in the handbook but which are part of the State/USIA Records Classification Handbook (MOA III 621). If needed, the additional outlines cited (Political & Defense, Economical, Social, and Science) are available from the USIA Records Management Staff, M/ASP. In referring to these additional outlines use the overall State/USIA Records Classification Handbook Index.

A

- ABSENCE (employees) PER 8
ACCEPTANCE (of contracts) PRC 18
ACCESS TO RECORDS CR 16-1
ACCIDENT PREVENTION (See SAFETY)
ACCIDENTS:
 Agency employees PER 14-12
 Agency vehicles VEH 3
ACCOMMODATION EXCHANGE ACC 23-6
ACCOUNTABILITY:
 Funds (agency) ACC 22
 Property (agency) ES 7
ACCOUNTING:
 Allotment ACC 7
 Classified material CR 16-2
 Expense ACC 8
 Fund ACC 6
 Other agency ACC 14
 Personal property ACC 9
 Real property ACC 10
 Sales (income) ACC 15
ACCOUNTS:
 Creditor ACC 12
 Current, monthly ACC 23
 Payable ACC 12
 Receivable ACC 11
ACCREDITATION:
 Press correspondents (agency) PR 11-1
ACQUISITION: (Use approp. subj)
 Artwork PIX 12
 Building & land:
 General BG 6
 Radio sites REC 14
 Excess property ES 12-1
 Exhibit components EXH 11-4
 Library holdings LIB 13-2
 Motion pictures MVP 12
 Photos PIX 12
 Pictures PIX 12
 Publications PB 12
 TV programs MVP 12
 Vehicles (gov't. owned) VEH 6
ACTIVATION (radio installations) RIO 12
ADDRESSES (mailing) CR 3-7
AD HOC BODIES, COMMITTEES, etc.
 (Use approp. subj.)
ADMINISTRATION:
 (Use approp. subj. for specific
 program administration)
 Agency (general) ORG
 Consolidated ORG 1-2
 Of oaths (agency employees) PER 13-2
ADMINISTRATIVE:
 Matters, routing ORG 12
 Officers conferences ORG 3-1
 Reports (periodic) ORG 2
ADMINISTRATIVE: (cont'd)
 Support:
 Accounting ACC
 General Policy ORG 4
 Reimbursement est. &
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