

MANUAL OF OPERATIONS & ADMINISTRATION

ADMINISTRATIVE SERIES

III-520B

EXCERPTS FROM

**RECORDS
CLASSIFICATION
HANDBOOK**

DEPARTMENT OF STATE
and
INTERNATIONAL COMMUNICATION AGENCY
(For Domestic USICA Use)

INTRODUCTION

A. PURPOSE AND SCOPE:

The State-USICA Records Classification Handbook issued jointly by the Dept. of State and USICA in 1965, embodies the official uniform file system to be used throughout the **INTERNATIONAL COMMUNICATION 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 USICA 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 the MOA 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 Message Center and Records Branch, MGT/TCM, USICA.

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.

Each file outline is preceded by specific instructions regarding its subject matter coverage and cross references 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 been 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.

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, PB 12, MVP 12, RP 12.

3. Expansion of Existing Subjects

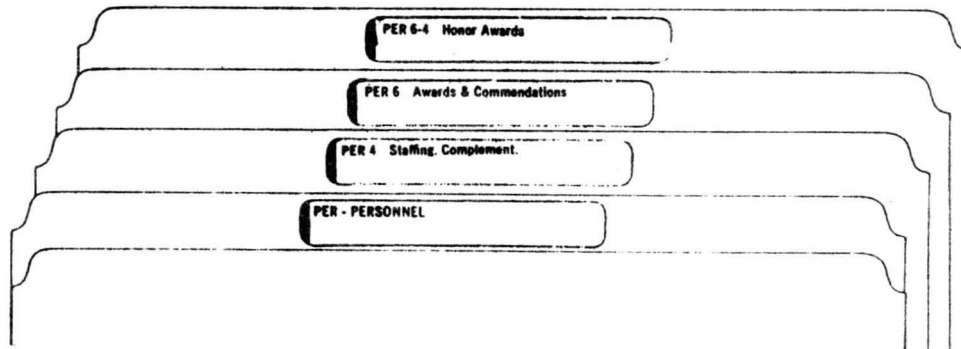
While no attempt has been made to provide breakdowns for subject matter beyond the tertiary level, there are many cases in which an office may desire or need to subdivide a secondary or tertiary subject alphabetically by name, geographic location, or other appropriate breakdown. For example, papers relating 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 Message Center & Records Branch, MGT/TCM by memorandum, Subject: Records Classification Handbook. A State-JSICA 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:

1. Subject

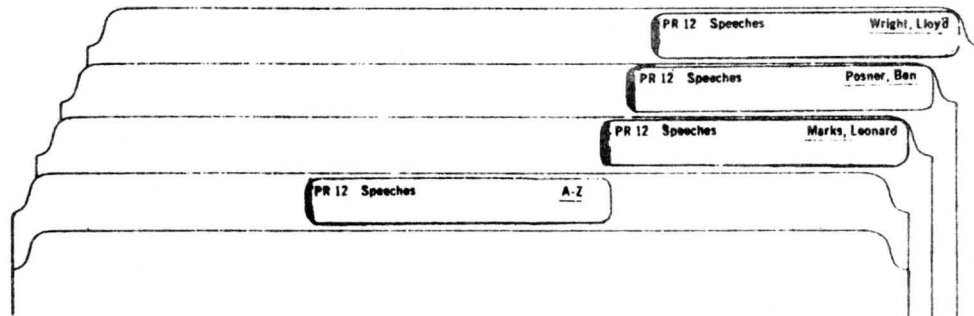
- a. Use the subject in the file outlines at the primary, secondary or tertiary level without any qualifying subject. Example:



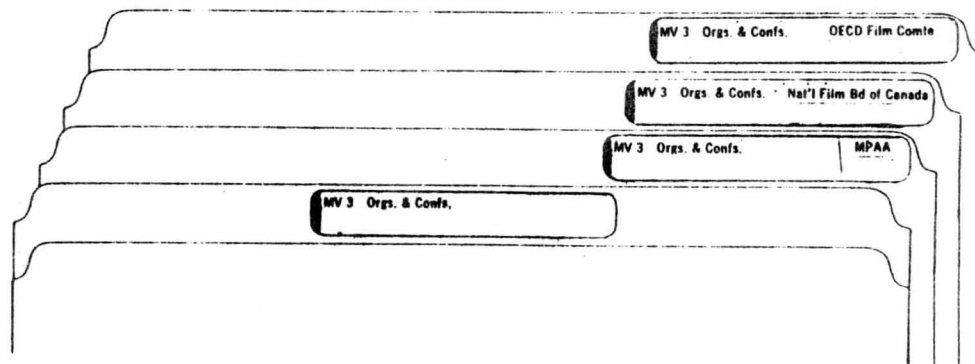
This method of arrangement is the simplest. It will suffice when the volume of papers to be filed under any of the subjects is relatively small and there is no need to subdivide by specific name, organization, country, etc.

- b. Subdivide the secondary or tertiary subject breakdowns in the file outlines by any necessary qualifying subjects, such as:

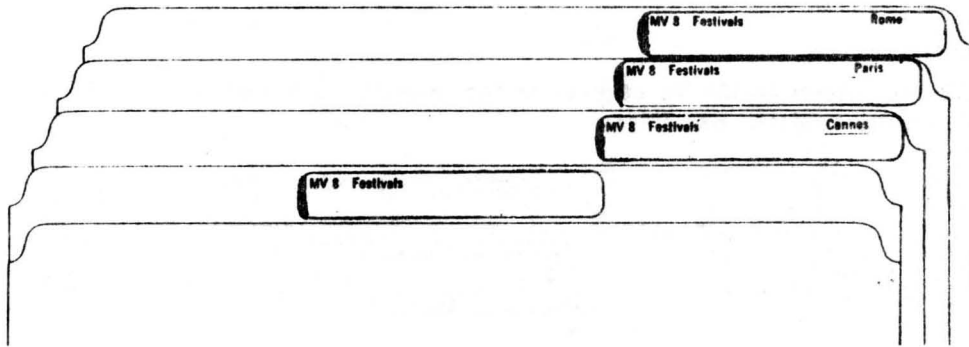
(1) By name of individual:



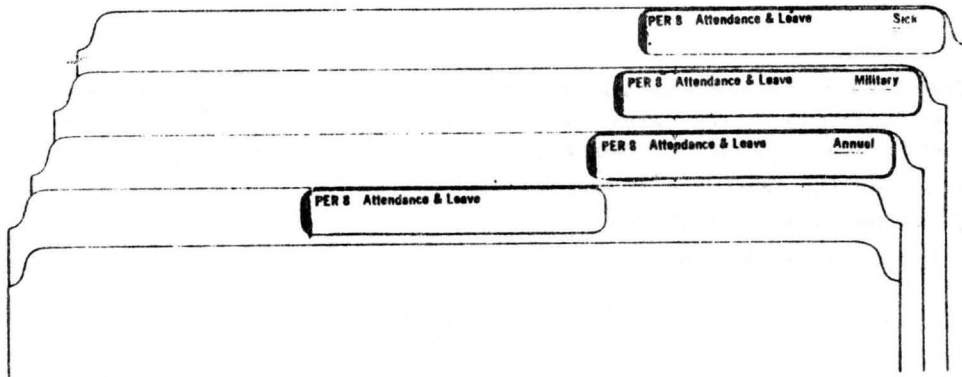
(2) By name of organization:



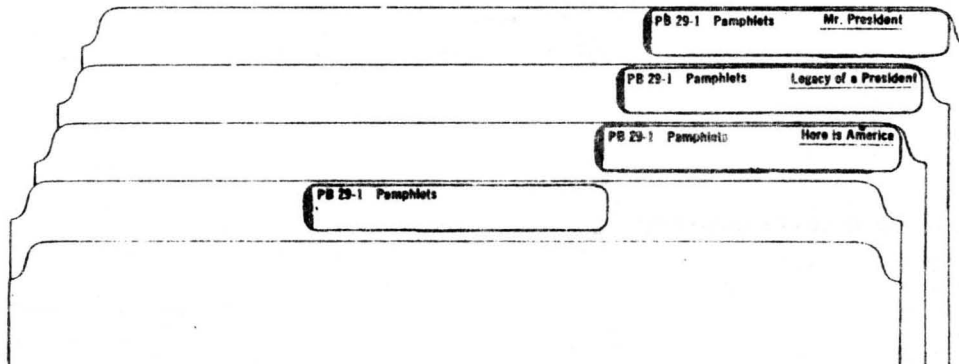
(3) By geographic location:



(4) By subject:

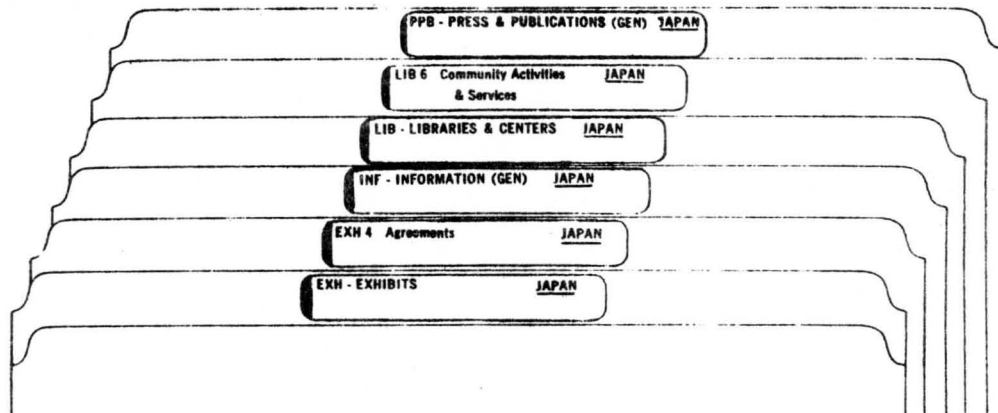


(5) By title:



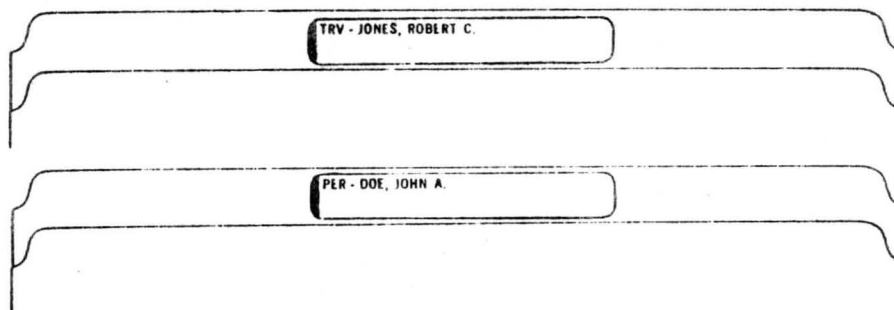
2. Geographic Location

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:



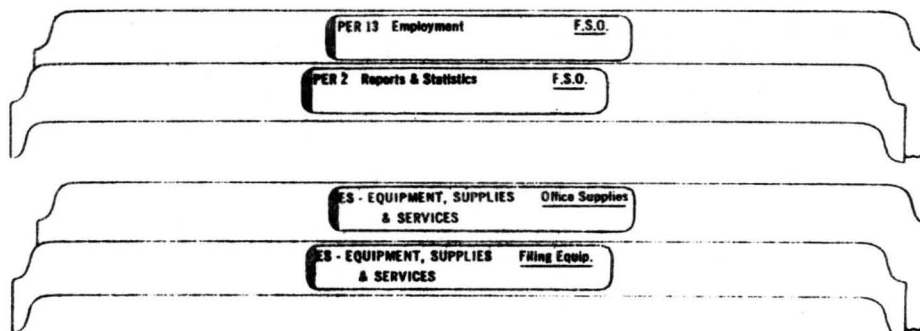
3. Name of Individual or Firm

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:



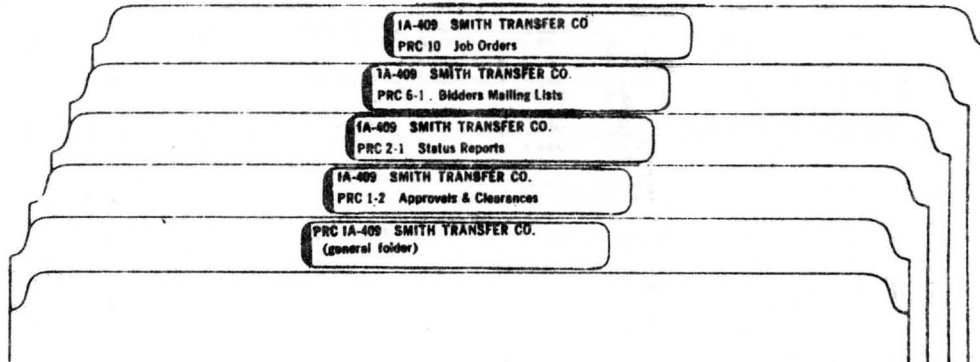
4. Type of Person, Product, etc.

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 USICA overseas establishments. Detailed procedures regarding the creation, organization, maintenance, use and disposition of records of USICA overseas establishments and domestic offices are contained in the USICA 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/USICA 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 USICA 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 Message Center and Records Branch (MGT/TCM).

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 USICA posts and media extensions for distribution purposes.

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

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.

Special Methods of Arrangement:

1. By fund title or symbol:

ACC 6 Fund Accounting 19 x 1078

2. By central fiscal servicing office:

ACC 16 Payroll-Brussels RFC, Paris

ACC—ACCOUNTING & DISBURSING**1 GENERAL POLICY. PLANS. PRINCIPLES.**

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

3 TRANSACTIONS (OTHER AGENCY)

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

4 GENERAL LEDGER

Includes journal vouchers, balance sheet 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, etc.), 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 non-expendable equipment. Subdivide by type if volume warrants.

10 REAL PROPERTY ACCOUNTING

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

11 ACCOUNTS RECEIVABLE

Includes debtor accounts; uncollected reimbursements, refunds and miscellaneous receipts; and recoverable advances. Subdivide by type if volume warrants.

12 ACCOUNTS PAYABLE

Includes creditor accounts, withholding tax, employee insurance, retirement, etc. Subdivide by type if volume warrants.

ACC—ACCOUNTING & DISBURSING**13 ADVANCES**

Except travel, for which SEE: ACC 23-13. Includes progress payments and contract advances.

14 OTHER AGENCY ACCOUNTING

Subdivide by agency.

15 SALES ACCOUNTING (INCOME)

Includes services, property, rentals, earned reimbursements, miscellaneous receipts, etc. Subdivide by type if volume warrants.

16 PAYROLL

Includes domestic and overseas payroll; salaries for Civil Service and Foreign Service employees; deductions, contributions, etc. Subdivide by type if volume warrants.

17 TRAVEL

Includes fare, per diem, transportation, etc.

18 COMMERCIAL VOUCHERING

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 28.

19 NON-OPERATING EXPENSE

Includes depletion, loss, taxes, duties, claims, grants, etc. Subdivide by type if volume warrants.

20 VOUCHER EXAMINATION

Use for examination of travel and commercial vouchers by accounting staff.

20-1 Suspensions & Disallowances**21 CLAIMS & EXCEPTIONS****22 ACCOUNTABILITY**

Includes accountability for cash, checks, check stock, savings bonds, foreign currency and other negotiables. Subdivide by type if volume warrants.

23 PAYING & COLLECTING TRANSACTIONS**23-1 Overages & Shortages****23-2 Reports & Statements**

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.

23-3 Receipts**23-4 Disbursements****23-5 Savings Bond Issuance & Redemption****23-6 Accommodation Exchange****23-7 Bank Accounts****23-8 Cash Payments**

Includes petty cash, imprest fund, and payments in foreign currency.

23-9 Check Operations

Includes Treasury Checks and depository checks in local banks.

23-10 Notices of Exception**23-11 GAO Claims****23-12 Cash Verifications****23-13 Cash Advances**

Includes travel advances.

23-14 Tax Levies**23-15 Travelers Checks****23-16 Sale of Postage Stamps****23-17 Interested Party Message Transactions****23-18 Passport & Visa Fee Accounting****23-19 Medical Deposits for Dependents****23-20 Consolidated Payment—Stateside Storage**

BUILDINGS & GROUNDS**BG****Instructions**

Use for materials on the acquisition, construction, management, maintenance, 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.

Special Method of Arrangement:

1. By name and/or location of specific building:

a. When volume warrants only a primary folder:

BG — BUILDINGS & GROUNDS	Mamba Pt. Comp.
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b. When volume warrants subdivision by appropriate subject breakdowns:

BG 10 Maintenance & Operations	Mamba Pt. Comp.
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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.

BG—BUILDINGS & GROUNDS**8 FURNISHINGS**

Use for design and selection. For procurement, SEE: PRC outline.

9 INSPECTION

Of buildings already constructed. For inspection of buildings under construction, SEE: BG 7; for security survey reports, SEE: SY 2-2.

10 MAINTENANCE & OPERATIONS

Of government-owned buildings and the fixtures and furniture therein, and upkeep of grounds. Includes cost estimates and work orders. For guard service, SEE: BG 17 and 18.

10-1 Utilities & Services

Subdivide by type (e.g., air conditioning, elevators, janitorial service, etc.) if volume warrants.

11 SPACE ASSIGNMENT & USE. MOVES.

Subdivide by type (e.g., office, parking, storage, etc.) if volume warrants. For assignment of staff housing, SEE: PER 15-12.

12 SPECIAL FACILITIES & CONCESSIONS

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.

13 SAFETY PROGRAM

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.

14 TAXATION**15 DISPOSITION**

Includes disposition of buildings and grounds, furnishings, fixtures, etc.

15-1 Abandonment**15-2 Demolition. Dismantling.****15-3 Sale****15-4 Transfer****16 FACILITIES & EQUIPMENT SECURITY**

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.

16-1 Alarm Systems**16-2 Electronic Equipment & Counter Measures****16-3 File Equipment**

Includes safes.

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.

17 BUILDING GUARDS. WATCHMEN.

Other than Marines, for which SEE: BG 18.

18 MARINE GUARDS

Other than personnel matters, for which use PER outline.

18-1 Handbook & Orders**18-2 Marine Inspection Report****18-3 Guard Survey****19 (Reserved for future use)****20 REAL PROPERTY DAMAGE. LOSS.**

BUDGET**BUD****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.

Special Method of Arrangement:

1. By fund title or symbol:

BUD 15 Financial Plans (FY 1966)	1961128
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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 REIMBURSEMENT 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.

7 OFFICE & POST SUBMISSIONS

Use for estimates prepared and submitted by individual offices and posts for agency review.

8 AGENCY REVIEW

Includes hearings held within agency on office and post submissions.

BUD—BUDGET**9 OFFICE OF MANAGEMENT & BUDGET SUBMISSION**

Use for agency estimates as submitted to BOB for review.

9-1 OMB Hearings

Includes hearings schedule, witness statements, summaries of testimony, etc.

9-2 Supplemental Data

Requested by OMB during review.

9-3 OMB Allowance

Amount of estimates allowed by OMB to be incorporated in President's Budget.

10 PRESIDENT'S BUDGET

Use for agency estimates as included in Federal Budget.

11 CONGRESSIONAL SUBMISSION

Use for agency estimates as submitted to Congress.

11-1 House Hearings

Includes schedule, principal witness statements, supplementary data, House Report, etc.

11-2 Restoration Appeal to Senate

Agency appeal to Senate for restoration of funds reduced by House action.

11-3 Senate Hearings

Includes schedule, principal witness statements, supplementary data, Senate Report, etc.

11-4 Conference Action

House-Senate conference to resolve differences on appropriation bill.

12 APPROPRIATION ACT

Includes analyses of final action on bill and copy of act.

13 FUND AVAILABILITY

Includes appropriated funds, earned reimbursement, refunds, contributions, allocations received, transfer appropriations (in), earned income and sales income. Subdivide by type if volume warrants.

13-1 Fund Status Reports**14 BUDGET EXECUTION****14-1 Apportionment**

Includes requests to OMB for quarterly appropriated funds and approvals.

14-2 Annual Authorizations**14-3 Allocations (Transfers Out)****14-4 Transfer Appropriations (Out)****14-5 Allotment Authorities****14-6 Allotments**

Includes adjustment of allotments.

15 FINANCIAL PLANS

Use for agency overall plan for expenditure of appropriated and other funds. Includes requests, submissions, consolidations, approvals and reviews.

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 Requests**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.

COMMUNICATIONS & RECORDS**Instructions****CR**

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)****7 TELECOMMUNICATIONS SERVICES**

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 USICA wireless file facilities and services. For similar use by foreign missions in U.S., SEE: POL 17-7.

7-1 Policy. Plans. Coordination. (Telecom)**7-2 Reports & Statistics (Telecom)**

Includes monthly telegraphic report and traffic reports. For cryptographic reports, SEE: CR 7-11.

CR—COMMUNICATIONS & RECORDS

- 7-3 Organizations & Conferences (Telecom)**
- 7-4 Agreements (Telecom)**
- 7-5 Regulations & Procedures (Telecom)**
Except cryptographic, for which SEE: CR 7-12.
- 7-6 U. S. Government Facilities (Telecom)**
Includes JANAP procedure.
- 7-7 Commercial Facilities (Telecom)**
Includes rates. Subdivide by name of company if volume warrants.
- 7-8 Cryptographic Systems**
- 7-9 Cryptographic Clearances**
- 7-10 Maintenance & Repair**
Of telecommunications and for cryptographic equipment.
- 7-11 Cryptographic Reports**
Includes inventories, receipt, transfer and destruction reports.
- 7-12 Cryptographic Operations & Material**
Includes cryptographic procedures and requirements.
- 7-13 Frequencies & Schedules**
- 7-14 Reception**
Includes reception reports and irregularity reports.
- 7-15 Propagation**
Includes forecasts, charts, and conditions.
- 7-16 Engineering**
Includes design, construction and changes.
- 8 TELEPHONE SERVICE**
- 8-1 Policy. Plans. Coordination. (Tel)**
- 8-2 Reports & Statistics (Tel)**
- 8-3 Organizations & Conferences (Tel)**
- 8-4 Agreements (Tel)**
- 8-5 Laws & Regulations (Tel)**
Includes rates.

- 8-6 Telephone Lists. Directories.**
- 9 (Reserved for future use)**
- 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)**
- 10-4 Agreements (RM)**
Includes agreements with other governments re maintenance and disposition of multipartite records.
- 10-5 Laws & Regulations (RM)**
- 10-6 Surveys. Studies (RM)**
Subdivide by organizational element if volume warrants.
- 11 RECORDS MAINTENANCE & SERVICE**
For development and updating of official file system, SEE: CR 12.
- 11-1 Physical Location**
- 11-2 File Installations. Operations.**
- 11-3 Reference Service**
For questions relating to access, SEE: CR 16-1.
- 12 FILE SYSTEM**
Use for development and updating of system.
- 12-1 Records Classification Handbook**
Includes TL's and distribution data.
- 13 RECORDS EQUIPMENT & SUPPLIES**
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.
- 13-1 Folder Labels**
- 14 MICROFILMING**
Except in connection with file operations, for which SEE: CR 11-2.

CR—COMMUNICATIONS & RECORDS**15 RECORDS DISPOSITION****15-1 Records Retirement**

Within agency.

15-2 Records Transfers

Between agencies.

15-3 Records Destruction**15-4 Records Control Schedules****16 DOCUMENT & INFORMATION SECURITY**

Use for systems and procedures for handling and control of information and documents. For security survey reports, SEE: SY 2-2.

16-1 Access & Use

For executive privilege, SEE: LEG 9.

16-2 Accounting & Control

Includes logs and receipts covering classified documents, TS inventory control procedures, serialization, etc.

16-3 Classification. Designation.

Includes downgrading, declassification, decontrol, upgrading, etc.

17 REPORTS MANAGEMENT

Use for program to prevent creation of or to eliminate unnecessary reports, reduce number of copies, etc.

18 CORRESPONDENCE MANAGEMENT

Includes correspondence procedures, instructions for use of various types of communications forms, form and guide letters, plain letters workshops, etc. Subdivide by subject if volume warrants.

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.

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.

EP

SEE: DEFENSE AFFAIRS outline for civilian defense.

PROTECTIVE SERVICES outline for 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**1 GENERAL POLICY. PLANS. COORDINATION.**

Use for overall agency policy and planning, and coordination between agencies.

2 REPORTS**3 ORGANIZATIONS & CONFERENCES****4 AGREEMENTS****5 LAWS & REGULATIONS****6 E & E PROGRAM**

Use for emergency and evacuation program.

6-1 E & E Policy. Plans.**6-2 Reports & Statistics**

Includes population statistics, evacuation lists, etc.

6-3 Liaison Groups

Subdivide by name.

6-4 Emergency Requirements

Such as for communications equipment, ordnance, etc.

6-5 E & E Procedures

Includes Handbook.

6-6 Safehaven**7 EMERGENCY RELOCATION PROGRAM****7-1 Policy. Plans. Guidelines.**

Includes directives and handbooks.

7-2 Reports**7-3 Other Agency Procedures****7-4 Continuity of Essential Functions****7-5 Emergency Action Documents (EAD)****7-6 Emergency Assignments (Cadre)****7-7 Executive Reserve Program****7-8 Emergency Communications**

Includes Emergency Notification System (Cascade).

7-9 Relocation Tests. Exercises.

Subdivide by code name and year.

8 VITAL RECORDS PROGRAM**8-1 Selection Guidelines****8-2 Status Reports****8-3 Records Protection****9 ROUND-UP PROGRAM**

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.

Case files. Papers concerning specific supply or equipment items may be grouped together by name of the item. The file folder label(s) for such files should show the name of the item following the primary subject symbol ES.

ES—EQUIPMENT, SUPPLIES & SERVICES**1 GENERAL POLICY. PLANS. GUIDELINES.**

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

1-1 Requirements. Forecasts.

Other than set forth in budget estimates, for which SEE: BUD outline.

1-2 Replacement Program**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.

3 ORGANIZATIONS & CONFERENCES**4 REGIONAL SUPPLY CENTERS**

Use for establishment and overall operation of centers. Subdivide by location if volume warrants.

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.

6 (Reserved for future use)**7 PROPERTY ACCOUNTABILITY**

Subdivide as expendable or nonexpendable if desired. For inventory of and accountability for blank passports, SEE: PPT 10-1.

7-1 Stock Controls

On expendable supplies and equipment.

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**

ES—EQUIPMENT, SUPPLIES & SERVICES**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**

FINANCIAL MANAGEMENT**Instructions**

Use for papers on financial management program in general, agency's feasibility 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.

FMGT

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 procedures 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 to perform paying and collecting functions. Subdivide by organizational element if volume warrants.

6-1 Disbursing Officers**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.

11-1 Domestic**11-2 Overseas****11-3 Contracts****12 GAO AUDIT**

Use for site audit by General Accounting Office.

13 EXTERNAL AUDIT (CPA)

Use for audit by certified public accountants.

14 MECHANIZATION

Includes data processing, electric/electronic accounting (EAM) machines, electronic computers, bookkeeping machines, etc. Subdivide by type if volume warrants.

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 providing such services; or 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 matters pertaining to those particular services.

BUDGET outline for reimbursement estimates and agreements.

ORGANIZATION & MANAGEMENT outline for administrative support principle, policy, etc.

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

FSV

FSV—FACILITATIVE SERVICES

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 if 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.

3-7 Statistical & Other Services

4 LANGUAGE SERVICES

4-1 Interpreting

For interpreter/escort services for grantees, SEE: EDX 28-6.

4-2 Translating

5 LIBRARY SERVICES

Use only for usual agency or post library services. For publications procurement for agency or post libraries, SEE: FSV 8.

FSV—FACILITATIVE SERVICES**6 REPRODUCTION & DISTRIBUTION**

- 6-1 General Policy. Plans. Guidelines.**
- 6-2 General Reports & Statistics**
- 6-3 Organizations & Meetings**
- 6-4 Technology**
- 6-5 Laws. Regulations. Procedures.**

7 EDITORIAL SERVICES & PUBLICATIONS CONTROL

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.

8 PUBLICATIONS PROCUREMENT

Use only for administrative aspects of procuring publications from or for any source. Subdivide by name of requesting agency or source from which procured.

LEGISLATIVE & LEGAL AFFAIRS**Instructions**

Use only for papers pertaining to the Agency's legislative program and relations 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**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.

7-1 Country Briefing Papers

For Congressional travelers.

8 CONGRESSIONAL INVESTIGATIONS

Use only for material relating to investigations in general. Papers on investigations of specific programs should be filed subjectively under appropriate outlines.

9 EXECUTIVE PRIVILEGE

Use for material relating to Agency's privilege of withholding information from Congress.

10 LEGAL OPINIONS. INTERPRETATIONS.

Use only for general material which cannot be filed subjectively under other outlines.

11 SUBPOENAS

Use for procedures relating to handling of subpoenas served on Agency.

12 COPYRIGHTS. CLEARANCES.

Use only for general material which cannot be filed subjectively under other outlines.

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.).

14 JUDICIAL ASSISTANCE. PROCEDURE.

Includes Committee on Judicial Procedure.

ORGANIZATION & MANAGEMENT**Instructions**

Use for materials on the establishment, organization, reorganization, and termination of Agency offices and overseas posts; the assignment and 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 matter 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**ORG—ORGANIZATION & MANAGEMENT****1 GENERAL POLICY PLAN. COORDINATION.**

Includes material on Agency and post organization 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, USICA, and Peace Corps administrative personnel to provide integrated service at specific posts. Includes CAMO. For administrative support aspects, SEE: ORG 4.

2 GENERAL REPORTS & STATISTICS

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****4 ADMINISTRATIVE SUPPORT**

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.

5 DELEGATIONS OF AUTHORITY

Includes designations.

6 DUTY OFFICERS. ROSTERS.

Includes holiday list.

7 VISITS

Use for papers of a substantive nature relating to field trips by agency personnel on official business. For routine travel arrangements, use TRV outline.

8 ESTABLISHMENT. FUNCTIONS. REORGANIZATION.

Includes history and background of Agency, office or post, statement of functions and organization charts, and Agency reorganization plans, opening, change in status, and closing of posts; determination and jurisdiction of consular districts; etc.

ORG—ORGANIZATION & MANAGEMENT

9 MANAGEMENT SURVEYS

Subdivide by organization or function being surveyed. If desired, file by subject using outlines provided in this handbook.

10 MANAGEMENT PROGRAMS

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.)

10-1 Policy. Plans. Coordination.

10-2 Reports

10-3 Meetings

10-4 Agreements. Contracts.

10-5 Regulations. Procedures.

10-6 Research & Development

11 INSPECTIONS

Includes Foreign Service inspection reports, administrative audits, and operational surveys of a general nature. For inspections and audits of specific functions (e.g., security, financial management, etc.), see appropriate subject outlines.

12 CONDUCT OF OFFICE

Use for issuances on office procedures, routine administrative matters, transfer of office to successor, calendar of events, etc.

PERSONNEL**Instructions**

Use for papers on all aspects of personnel administration 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**Special Method of Arrangement:**

1. By type or category of personnel; such as contractor, foreign, nationals, etc.

a. When volume warrants only a primary folder:

PER — PERSONNEL (Marine Guards)

b. When volume warrants subdivision by appropriate subject breakdowns:

PER 13—3 Assignment.
Detail (Marine Guards)

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.

PER—PERSONNEL**6 AWARDS & COMMENDATIONS**

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.

6-1 Awards Committees

Subdivide by name if volume warrants.

6-2 Cash Awards

Subdivide by type if volume warrants.

6-3 Commendations**6-4 Honor Awards**

Subdivide by type if volume warrants.

6-5 Non-Federal Awards & Decorations**7 APPEALS**

Use for general material on appeals system. For specific types of appeal, see under appropriate subject in outline.

8 ATTENDANCE & LEAVE

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.

9 TRAINING & DEVELOPMENT

Subdivide by type if volume warrants.

9-1 General Policy. Plans.**9-2 General Reports & Statistics****9-3 Organizations & Conferences****9-4 Agreements. Contracts.****9-5 Laws. Regulations. Procedures.****9-6 Sponsors.****9-7 Visits. Trips.****9-8 Schedules & Rosters****9-9 Requests. Applications. Registrations.****9-10 Teaching Materials****9-11 Examination and Testing****9-12 Graduation Exercises. Certificates. Diplomas.****9-13 Consultation. Briefing.**

Includes debriefing returned employees.

10 PERFORMANCE EVALUATION**10-1 Performance Rating Committees. Evaluation Panels.**

For Selection Boards and Promotion Panels, SEE: PER 13-6.

10-2 Ratings. Appraisals.

Includes appeals.

11 COMPENSATION

Use for determination of salary and wage scales and allowances. Subdivide by type of pay or allowance if volume warrants.

11-1 Cost of Living & Quarters Allowances

Includes temporary lodging allowance. For retail price schedules, SEE: PER 11-9.

11-2 Deductions**11-3 Education Allowances**

For educational travel of dependents, SEE: TRV outline.

11-4 Final Salary Clearance

Upon separation of employee.

11-5 Wage Rates & Schedules

Includes surveys to determine appropriate wage rates and schedules for local employees, and wage board determinations.

11-6 Premium Pay

Subdivide as overtime, night, or holiday pay.

11-7 Post Differential Allowance**11-8 Representation Allowances****11-9 Retail Price Schedules****11-10 Separation Allowances****11-11 Transfer Pay**

PER—PERSONNEL**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.

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, etc. 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.

13-1 Application for Employment

Case file individual applications by name if volume warrants.

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.

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.

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.

13-5 Equal Employment Opportunity**13-6 Promotion. Demotion. Selection Out.**

Includes Selection Boards, Promotion Panels, etc.

13-7 Recruitment**13-8 Retirement**

Includes OPM, Foreign Service and Social Security retirement systems, benefits, etc.

13-9 Termination

Use for resignation, separation for cause, and termination of services through death.

13-10 Transfer Out

To other agencies or international organizations. For transfer to new assignment in field or in Washington with same agency, SEE: PER 13-3.

14 HEALTH & MEDICAL CARE**14-1 Policy. Plans.**

Use only for papers which cannot be filed under more specific subjects listed under PER 14.

14-2 Reports & Statistics**14-3 Organizations & Conferences**

Includes services provided to or by other Federal agencies. For specific medical facilities, SEE: PER 14-6.

14-4 Medical Examinations

Includes medical clearances, waivers, fitness for duty.

14-5 Laws & Regulations**14-6 Facilities**

Includes regional medical centers, hospitals, clinics, health rooms, laboratories, physical fitness rooms, etc.

14-7 Insurance

Includes Federal Employees Health Benefits Program. For employee life insurance, SEE: PER: 15-7.

14-8 Diseases & Conditions

Includes treatment, control, prevention, diagnosis, eradication. Subdivide by type if volume warrants.

14-9 Immunizations. Inoculations.**14-10 Medical Supplies****14-11 Evacuation**

For medical reasons, or for rest and recuperation. For travel aspects, SEE: TRV outline.

14-12 Safety. Accidents.

Includes safety programs and claims under Federal Employee's Compensation Act. For building safety program, SEE: BG 13.

PER—PERSONNEL**15 EMPLOYEE RELATIONS & SERVICES**

Includes benefits derived by employees.

15-1 Campaigns. Drives.

Such as CFC and health fundraising drives, blood donor campaigns, etc. Subdivide by type if volume warrants.

15-2 Commissary Services

Includes management and stocking of commissaries, post exchange (PX) privileges, etc. For restaurant, cafeteria, and snack bar facilities in government buildings, SEE: BG 12.

15-3 Employee Unions**15-4 Employee Vehicles**

Other than shipment, for which SEE: SHW outline. Includes assistance in obtaining drivers' licenses, regulations relating to sale, etc.

15-5 Credit Union**15-6 Employee Welfare Fund****15-7 Life Insurance****15-8 Grievances**

Other than appeals.

15-9 Dependent Education

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.

15-10 House Organs

Published by or for employees.

15-11 Income Tax

For assistance to employees in preparing tax forms.

15-12 Housing Services

Includes assignment of staff housing and assistance in locating other housing.

15-13 Locator Services

Includes home leave and next-of-kin addresses.

15-14 Political Activities

Use for information provided employees on voting rights and authorized political activities. For illegal activities, SEE: PER 12.

15-15 Recreation

Includes social activities, clubs, hobbies, FARA, and other recreation and welfare association activities.

15-16 Tort Claims

Use for administrative settlement of such claims resulting from negligence, wrongful acts, or omissions on the part of employees.

15-17 Credit. Bills.

Includes credit inquiries and bill collecting.

16 SECURITY

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: SY 2-2.

16-1 Penetration

Use for attempts to compromise agency personnel, including locals, by any means to obtain security information.

16-2 Clearances

Subdivide by type, such as "Q", etc.

17 DIPLOMATIC TITLE & RANK**18 POSITION DESCRIPTIONS. CLASSIFICATION.**

Includes job standards.

19 PERSONAL STATUS

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.

20 EMPLOYEE MORALE

Other than that affected by disciplinary actions and specific employee grievances, for which SEE: PER 12 and PER 15-8, respectively.

21 MILITARY SERVICE STATUS

For military leave, SEE: PER 8.

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 **USICA** 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 **USICA** overseas.

PR**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 Service**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 **USICA** and Binational Centers, **SEE: EXH.** outline.

9-3 Photographs

Except requests for, for which **SEE: PR 13.**

10 PUBLICATIONS

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.**

11 PRESS RELATIONS

Subdivide by name of newspaper, magazine or press service if volume warrants.

PR—PUBLIC RELATIONS**11-1 Accreditation**

Subdivide by name of correspondent if volume warrants.

11-2 Press Releases

Subdivide by source and arrange chronologically or numerically if volume warrants.

11-3 Press Conferences. Interviews.

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.

11-4 Special Events Coverage

Includes arrangements for coverage. Subdivide by name of event if volume warrants.

12 SPEECHES

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.

12-1 Speech Clearance**13 PUBLIC OPINION & INQUIRIES**

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.

13-1 Petitions & Resolutions**13-2 Polls & Surveys****14 TOURS**

Agency tours for the general public, including VOA Lectours.

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 should show the name, number, or other identification following the primary subject file symbol PRC.

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.

5 LAWS. REGULATIONS. PROCEDURES.

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.

6 SUPPLIERS & CONTRACTORS

6-1 Bidders Mailing Lists

6-2 Ineligible

6-3 Contractor Data

6-4 Catalogs

7 INVITATIONS, BIDS & AWARDS

7-1 Request for Proposals

7-2 Negotiations

7-3 Renegotiations

7-4 Specifications & Bids

7-5 Reports & Data

8 BONDS

Includes bid bonds, performance bonds, deposits, sureties list, etc.

PRC—PROCUREMENT & CONTRACTING

9 PURCHASE ORDERS

10 JOB ORDERS

11 REQUISITIONS

12 TERMINATION

Includes defaults.

12-1 Procedures

12-2 Completion

12-3 Cancellation

13 CLAIMS, PROTESTS & SETTLEMENTS

13-1 Comptroller General

13-2 Board of Contract Appeals

13-3 Other

14 EXTENSIONS

15 DISCOUNTS

16 TAXES

17 FINDINGS & DETERMINATIONS

17-1 Standardization

18 INSPECTION & ACCEPTANCE

19 GOVERNMENT FURNISHED EQUIPMENT

20 CONTRACT REVIEWS & AUDITS

20-1 Agency

20-2 General Accounting Office

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**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.

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.

3 CONFERENCES**4 DESPATCH AGENCIES (U.S.)**

Subdivide by location if volume warrants.

5 LAWS & REGULATIONS

Include local laws and regulations.

6 CARRIERS

Subdivide by type, air, truck and by carrier name thereunder, if volume warrants.

6-1 Rates & Charges

Subdivide by type and/or name of carrier.

6-2 Routes & Schedules

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.

8 INSURANCE

Subdivide by type or name of company.

9 DRAYAGE

Subdivide by name of carrier.

10 SHIPPING NOTICE TO FIELD**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.

14 BILLS OF LADING

Includes airway, ocean freight and Government Bills of Lading. Use for general material only, not individual bills of lading.

15 SHIPPING ORDERS

Subdivide by post, area or number.

16 LOSSES, DAMAGES & SHORTAGES**16-1 Claims****16-2 Tracing****17 CUSTOMS**

Includes export-import declarations.

17-1 Custom Duties & Fees**18 DELAYS****18-1 Labor Matters**

Their effect on Government shipping.

19 PORTS OF ENTRY

Includes port charges. Subdivide by location if volume warrants.

20 FREIGHT FORWARDERS

Subdivide by name and thereunder by fiscal year if volume warrants.

20-1 General Policy**20-2 Reports & Statistics****20-3 Complaints****20-4 Contracts****SHW**

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 and evacuation (E & E), emergency relocation, and vital records programs.

PASSPORTS & CITIZENSHIP outline for passport security.

PERSONNEL outline for personnel security.

SY—SECURITY**SY****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**6-2 Post****6-3 Unit****7 VISITS**

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

8 VIOLATIONS

Use only for regulations and procedures governing violations, overall reports, etc.

9 (Reserved for future use)**10 NAME CHECKS**

Use for general materials including regulations and procedures governing checks on name of individuals for security purposes and statistical reports thereon.

11 CRANKS

Use for material not warranting individual case filing. For crank letters not requiring investigation, SEE: PR 13.

12 THEFTS

Use for material not warranting individual case filing.

SY—SECURITY**13 RIOTS & DEMONSTRATIONS**

Use only for role of security officers. SEE: POL 23-8 for political aspects.

14 INVESTIGATIVE PROCEDURES

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.).

14-1 Local Procedures**14-2 Sources of Information****14-3 General Certification Standards****14-4 Attorney General's List****14-5 List of Local Organizations****15 INDUSTRIAL SECURITY**

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.

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 groups 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 offices 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

TRV—TRAVEL

1 GENERAL POLICY. PLANS. COORDINATION

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

2 GENERAL REPORTS & STATISTICS

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

3 CONFERENCES

4 (Reserved for Future Use)

5 LAWS & REGULATIONS

Includes local laws, regulations, and procedural handbooks.

6 CARRIERS

Subdivide by type and/or name if volume warrants.

6-1 Rates. Fares.

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

6-2 Routes & Schedules

6-3 Use of American and Foreign Carriers

Use for general policy and regulations.

7 TRAVELER INSURANCE

8 TRAVEL ALLOWANCES

Includes per diem and mileage rates, travel advances, etc.

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.

10 TRAVEL PRIORITIES

11 TRAVEL VOUCHERS

Use for procedures re preparation and submission. For accounting aspect, SEE: ACC 17 and 20.

12 LOCAL TRANSPORTATION

Includes use of taxis, tokens, etc. For motor pool, SEE: VEH 12.

TRV—TRAVEL**12-1 Use of Private Vehicle****13 PASSPORT. IMMUNIZATIONS.**

Required by official travelers. Includes visas.

14 (Reserved for future use)**15 ASSISTANCE TO TRAVELERS**

Use for general material only. File papers relating to specific individuals under TRV by name.

15-1 Acknowledgements. Commendations.**15-2 Customs, Health & Immigration****15-3 Government Transportation Requests****15-4 Itineraries & Reservations****15-5 Limousine Service****15-6 Meetings Travelers**

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

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

VEH

RECORDS CLASSIFICATION HANDBOOK

CULTURE & INFORMATION

TABLE OF CONTENTS

<u>PRIMARY SUBJECT</u>	<u>CODE SYMBOL</u>
BOOKS	BKS
CULTURE	CUL
EDUCATION	EDU
EDUCATION & CULTURAL EXCHANGE	EDX
EXHIBITS	EXH
INFORMATION	INF
LIBRARIES & CENTERS	LIB
MOTION PICTURES & TELEVISION (GENERAL)	MV
MOTION PICTURE & TELEVISION FACILITIES & SERVICES	MVF
MOTION PICTURE & TELEVISION PROGRAMMING	MVP
PRESS	P
PUBLICATIONS	PL
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

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.

BKS—BOOKS**1 GENERAL POLICY. PLANS. GUIDELINES.**

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

1-1 Daily Guidance**1-2 Proposals. Suggestions. Ideas.****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.

3 ORGANIZATIONS & CONFERENCES

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

4 AGREEMENTS. CONTRACTS. GRANTS.**5 LAWS. REGULATIONS. PROCEDURES.**

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

6 PUBLISHERS. DEALERS. AGENTS.

Subdivide by name 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.

8 EFFECTIVENESS**8-1 Reaction Reports**

Includes readership reports and surveys, reader mail, complaints, criticisms, etc.

8-2 Effectiveness Reports**9 PROMOTION & PUBLICITY**

Includes advertising, autographing sessions, exhibits, etc.

9-1 Book Exhibits**9-2 Newsletters****10 CENSORSHIP****11 RESEARCH. STUDIES.**

Other than effectiveness and reaction studies and reports on books for which SEE: BKS 8.

BKS—BOOKS**12 RIGHTS. CLEARANCES.**

Includes copyrights, serialization rights, language rights, reprint rights, clearances, etc.

13 DISTRIBUTION. SALE. LOAN.**13-1 Mailing Lists**

Includes requests for additions and deletions to list.

13-2 Sales Reports**14 BOOK ORDERS & REQUESTS**

Other than mailing lists for which SEE: BKS 13-1.

15 CREDITS. ATTRIBUTION.**16 REVIEW. APPRAISAL. SELECTION.**

For lists of recommended or approved books, SEE: BKS 18.

17 MANUSCRIPTS**17-1 Preparation. Adaptation.**

Includes translation.

17-2 Reports**17-3 Review****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.

CULTURE**CUL****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 programs.

SEE: EDUCATIONAL & CULTURAL EXCHANGE outline for matters relating to the exchange of persons other than those involved in the cultural presentations 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, cultural 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 AGREEMENTS

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**.

7 VISITS

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: PG-1**.

8 FAIRS. EXPOSITIONS.

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.

9 MATERIALS PRESENTATION

Includes formal and informal presentation of materials to universities, libraries, leaders and organizations, and distribution of materials by **USICA**. Subdivide by source or type as appropriate.

CUL—CULTURE**9-1 Policy. Plans. Guidelines.****9-2 Reports & Statistics****9-3 Program Effectiveness****9-4 (Reserved for future use)****9-5 Promotion & Publicity****9-6 Books. Publications.****9-7 Periodical Subscriptions**

Except for returned grantees, for which
SEE: EDX 29-4.

9-8 Other Materials

Including maps, flags, globes and audio-visual
materials.

10 CULTURAL PROPERTY. HISTORY.**10-1 Protection & Preservation. Restitution.**

Includes restoration.

10-2 Memorials & Monuments

For military cemeteries, SEE: DEF 6-10;
for other cemeteries, SEE: SOC 16. For
memorial Presidential libraries, SEE: LIB
outline.

10-3 Museums. Galleries.

For art exhibits sponsored by **USICA**, SEE:
EXH outline.

10-4 (Reserved for future use)**10-5 Public Records. Archives.**

Other than those of agency, for which SEE:
CR outline.

10-6 Parks & Reservations**11 (Reserved for future use)****12 LECTURE PROGRAM**

Includes discussion groups, etc. For lectures
under the U. S. and Foreign Professor Pro-
grams, SEE: EDX 18 and 19, respectively.

13 FINE ARTS

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 copyrights, SEE: INCO 11-3;
for music, SEE: CUL 14.

13-1 Theater. Dance. Dramatic Arts.

Includes ballet, comedy, puppetry. For radio,
TV and motion picture forms of dramatic
art, SEE: media outlines.

13-2 Painting. Drawing. Sculpture.**13-3 Literature. Poetry.**

Use for all forms of literary arts. Includes
Pulitzer Prize and other awards.

13-4 Architecture**13-5 Handicrafts**

For handicraft industry, SEE: INCO (AL).

14 MUSIC

Includes arrangements made or services pro-
vided by **USICA** for music programs.

14-1 Policy. Plans. Guidelines.

Includes Music Advisory Panel.

14-2 Reports & Statistics

Includes utilization reports.

14-3 Program Effectiveness**14-4 Musical Equipment & Supplies**

Except recordings and scores, for which
SEE: CUL 14-6 and 14-7, respectively.

14-5 Musical Performances

Includes co-sponsored events which use
rented, loaned or donated materials. For
musical performances under cultural presen-
tations program, SEE: CUL-16.

14-6 Recordings

Use for commercial recordings for both
music and lecture programs. Includes re-
quests.

14-7 Scores

Includes both published and unpublished
scores and requests for same.

14-8 Festivals

Includes competition. For film festivals,
SEE: MV-8.

14-9 Rental & Performance Rights

Includes conducted scores and instrumental
parts.

CUL—CULTURE**14-10 Catalogs & Lists****14-11 Music Background materials**

Includes materials on orchestras, musicians, composers, performing artists. Subdivide by name if volume warrants.

15 AMUSEMENTS. SPORTS. HOBBIES.

For movies, TV, radio, SEE: appropriate media outlines; for sporting events sponsored as cultural presentations, SEE: CUL 16.

15-1 Olympic Games**16 CULTURAL PRESENTATIONS**

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. Subdivide by type of group if desired.

16-1 Policy. Plans.

Includes coordination and support by the agencies involved.

16-2 Reports & Statistics

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.

16-3 Committees. Panels. Conferences.

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

EDUCATION**EDU****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**.

9-4 Adult. Vocational.

For labor education, **SEE: LAB 9**.

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**.

10 ENGLISH LANGUAGE TRAINING

Includes English Language Institutes sponsored by **USICA** 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**.

10-1 General Policy. Plans.**10-2 Reports & Statistics****10-3 Organizations & Conferences**

Subdivide by name if volume warrants.

EDU—EDUCATION**10-4 Agreements. Contracts.**

10-5 Teaching Materials & Equipment
Subdivide by type if volume warrants.

10-6 English Teacher Seminars**10-7 Visits****10-8 Effectiveness****10-9 Promotion & Publicity****10-10 Direct Teaching****10-11 English Teaching By Radio, TV & Motion Picture****10-12 "English Teaching Forum"**

USICA produced magazine. For nonagency English teaching periodicals, SEE: EDU 10-5.

10-13 English Testing Program**11 FOREIGN LANGUAGE STUDY AND TRAINING**

Except language training for U. S. Gov't. personnel, for which SEE: PER 9.

11-1 Teaching Materials**12 EDUCATIONAL MEDIA. TECHNIQUES.**

Includes general material on audiovisual aids, radio and TV, textbooks, lecture material, etc. For use of educational media in specific training programs, SEE: EDU 10-5 and 11-1; for textbook program, SEE: BKS outline.

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.

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 education 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 presentations program.

Special Method of Arrangement:

1. By name of individual grantee, visitor, project, etc., as a case file:
 - a. When it is desirable to maintain a single series of grantee case files by name, regardless of program:
 - b. When it is desirable to keep individual case files together by specific program:

LECLERC, Alphonse EDX 10 Foreign Student
GOULART, Robert EDX 13 Foreign Professor
DIETRICH, Anton EDX 11 Teen-ager

EDX 13 Foreign Professor	Krupp, Franz
EDX 13 Foreign Professor	Grosbeck, Hans
EDX 13 Foreign Professor	Dietrich, Anton

EDX—EDUCATIONAL & CULTURAL EXCHANGE**1 GENERAL POLICY. PLANS. COORDINATION.**

Use for program planning and coordination with Federal agencies, such as **USICA**, AID, etc., subdividing by agency if volume warrants. For working fund and reimbursement agreements with other government agencies, **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.

2-2 Reports to Congress**3 ORGANIZATIONS & CONFERENCES**

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.

EDX—EDUCATIONAL & CULTURAL EXCHANGE**4 AGREEMENTS**

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.

6 BINATIONAL FOUNDATIONS. COMMISSIONS.

Subdivide by name if volume warrants.

6-1 Meetings

Includes agenda and minutes. Arrange by number and/or date.

6-2 Reports

Subdivide by title if volume warrants.

6-3 Membership**6-4 Agreements****7 BOARD OF FOREIGN SCHOLARSHIPS****7-1 Meetings**

Includes agenda and minutes. Arrange by number and/or date.

7-2 Reports

Subdivide by title if volume warrants.

7-3 Program Analyses**7-4 Documents**

Arrange by document number.

8 ADVISORY COMMISSION ON INTERNATIONAL EDUCATIONAL & CULTURAL AFFAIRS**8-1 Meetings**

Includes agenda and minutes. Arrange by number and/or date.

8-2 Reports

Subdivide by title if volume warrants.

8-3 Membership**8-4 Documents**

Arrange by documents number.

9 (Reserved for future use)**10 FOREIGN STUDENT PROGRAM**

Papers on individual grantees and specific groups may be case filed here alphabetically by name.

10-1 Policy. Plans. Guidelines.**10-2 Reports & Statistics**

Includes program and fiscal reports.

10-3 Program Effectiveness. Follow-up.**10-4 Grantee Services (General)****10-5 U. S. Schools Abroad**

Use only for grants to enable foreign students to attend U.S.-sponsored schools abroad. Subdivide by name of school if volume warrants.

10-6 Student Leader Seminars**11 TEENAGER PROGRAM**

Includes general material on grants-in-aid to enable teenagers to travel and study abroad. Case file by project if volume warrants.

11-1 Policy. Plans. Guidelines.**11-2 Reports & Statistics**

Includes program and fiscal reports.

11-3 Program Effectiveness**12 YOUTH PROGRAM**

Includes U. S. program to work with youth groups abroad.

12-1 Policy. Plans. Guidelines.**12-2 Reports & Statistics****12-3 Program Effectiveness****13 FOREIGN PROFESSOR PROGRAM**

Includes lecturer and research scholar program. Papers on individual grantees may be filed here alphabetically by name.

13-1 Policy. Plans. Guidelines.

EDX—EDUCATIONAL & CULTURAL EXCHANGE**13-2 Reports & Statistics**

Includes program and fiscal reports.

13-3 Program Effectiveness. Follow-up.**14 TEACHER DEVELOPMENT PROGRAM**

Program relates to training of foreign teachers in U. S. Papers on individual grantees may be case filed here alphabetically by name.

14-1 Policy. Plans. Guidelines.**14-2 Reports & Statistics****14-3 Program Effectiveness. Follow-up.****14-4 Special Projects.**

Subdivide by type and/or name if volume warrants.

15 INTERNATIONAL VISITORS PROGRAM

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.

15-1 Policy. Plans. Guidelines.**15-2 Reports & Statistics**

Includes program and fiscal reports.

15-3 Program Effectiveness. Follow-up.**15-4 Programming Services (General)****16 (Reserved for future use)****17 EDUCATIONAL TRAVEL PROGRAM**

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.

17-1 Policy. Plans. Guidelines.**17-2 Reports & Statistics**

Includes program and fiscal reports.

17-3 Program Effectiveness. Follow-up.**18 U.S. STUDENT PROGRAM**

Material on individual grantees or specific projects may be case filed here alphabetically by name.

18-1 Policy. Plans. Guidelines.**18-2 Reports & Statistics**

Includes program and fiscal reports.

18-3 Program Effectiveness. Follow-up.**18-4 Grantee Services (General)****19 U.S. PROFESSOR PROGRAM**

Includes lecturer and research scholar program. Material on individual grantees may be case filed here alphabetically by name.

19-1 Policy. Plans. Guidelines.**19-2 Reports & Statistics**

Includes program and fiscal reports.

19-3 Program Effectiveness. Follow-up.**19-4 Inter-Country Lectureships****19-5 English Language Teaching Program**

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.

20 TEACHER EXCHANGE PROGRAM

Program involves both U. S. and foreign teachers. Material on individual grantees or specific projects may be case filed here alphabetically by name.

20-1 Policy. Plans. Guidelines.**20-2 Reports & Statistics**

Includes program and fiscal reports.

20-3 Program Effectiveness. Follow-up.**20-4 Seminars. Workshops.**

For U. S. teachers abroad.

21 MULTINATIONAL FOREIGN SPECIALIST & LEADER PROJECTS

Subdivide by sponsor, type and/or name of project.

21-1 Policy. Plans. Guidelines.**21-2 Reports & Statistics**

Includes program and fiscal reports.

21-3 Program Effectiveness. Follow-up.

EDX—EDUCATIONAL & CULTURAL EXCHANGE**22 U.S. SPECIALISTS**

Papers on individual grantees may be case filed here alphabetically by name.

22-1 Policy. Plans. Guidelines.**22-2 Reports & Statistics**

Includes program and fiscal reports.

22-3 Program Effectiveness. Follow-up.**23 INSTITUTION AFFILIATION PROGRAM**

Includes private interchange of books, etc., between institutions. Case file by name of institution if volume warrants.

23-1 Colleges & Universities**23-2 State Organizations****24 VOLUNTARY VISITORS FROM ABROAD**

Use for general material on program. Case file by name of visitor under country.

24-1 Policy. Plans.**24-2 Reports & Statistics****24-3 Facilitative Services (General)****25 U.S. VISITORS ABOARD**

Use for general material on program. Case file by name of visitor under country.

25-1 Policy. Guidelines.**25-2 Reports & Statistics****25-3 Facilitative Services (General)****25-4 Programming Services (General)****26 (Reserved for future use)****27 EAST-WEST CENTER (HAWAII)****28 PROGRAMMING & FACILITATIVE SERVICES**

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.

28-1 Orientation**28-2 English Language Training****28-3 Reception Centers**

Subdivide by name and location of center.

28-4 Hospitality Arrangements**28-5 Travel Arrangements**

Includes arrival and departure lists.

28-6 Interpreter/Escort Services**28-7 Grantee Insurance****28-8 Terminal Conference. Debriefing.****29 FOLLOW-UP PROGRAM****29-1 Grantee Biographic Data****29-2 Grantee Alumni Organizations.****29-3 University Alumni Organizations****29-4 Publications**

Includes magazine subscriptions for returned grantees.

29-5 Speaker's Bureau

Includes arrangements for speeches to and by returned grantees.

30 NON-RETURN OF GRANTEEES**31 GRANT AGREEMENTS CONTRACTS.**

Use of grant agreements with cooperating agencies and organizations and other government agencies and contracts for services. Subdivide by type and arrange thereunder by contract number on a fiscal-year basis.

31-1 General Policy. Guidelines.**31-2 Reports & Statistics****31-3 Contract Audit****31-4 Laws & Regulations****31-5 Reimbursement Agreements****31-6 Transfer of Funds Agreements****31-7 Dollar Agreements**

EDX—EDUCATIONAL & CULTURAL EXCHANGE**31-8 Foreign Currency Agreements****32 (Reserved for future use)****33 EXCHANGE VISITOR PROGRAM**

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.

33-1 Policy. Plans. Guidelines.**33-2 Reports & Statistics.****33-3 Notification of Designation****33-4 Visa Issuance. Waivers.**

Use for general visa matters relating to program and all waivers on exchange visitors. For issuance of visas to exchange visitors. SEE: V: outline.

33-5 Laws & Regulations

Use for lists of approved institutions.

33-6 Limitation of Stay.

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.

EXH

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 projects. Papers pertaining to a specific exhibit should be grouped together (case filed). Such case files should show the name or title of the exhibit following the primary symbol EXH. 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 be filed under a more specific subject in this outline.

1-1 Guidances**1-2 Themes****1-3 Suggestions & Proposals****1-4 Coordination**

Subdivided 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 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.

5-1 U. S. Laws & Regulations**5-2 Exhibit Regulations****5-3 Exhibit Handbook****6 CONTRIBUTORS**

Subdivide by name if volume warrants. Includes loan agreements and amendments, insurance requisitions, shipping invoices on items contributed by each.

6-1 Contributor Lists**7 VISITORS. GUESTS. LECTURES.**

Includes schedule of activities or commitments, courtesies, etc. Subdivide by name, if volume warrants.

EXH—EXHIBITS**8 EFFECTIVENESS. EVALUATION****8-1 Reaction Reports**

Includes visitor comments and public opinion reports, press reviews, etc.

8-2 Effectiveness Reports**8-3 Attendance Reports****9 PROMOTION & PUBLICITY****9-1 Press Releases****9-2 Symbol Buttons****9-3 Photos of Exhibit****9-4 Advertising Posters****9-5 Brochures****9-6 Giveway Items**

Other than EXH 9-2 and 9-5.

10 DESIGN. CONSTRUCTION. PRODUCTION.

Other than pavilion or other building to house exhibit, for which SEE: BG outline.

10-1 Scripts. Texts.

Subdivide by language if required.

10-2 Site Information

Other than for buildings or U.S. pavilion for which SEE: BG outline.

10-3 Specifications**11 EXHIBIT COMPONENTS**

I.e., items exhibited. Subdivide by name, number, or type if volume warrants.

11-1 Lists**11-2 Condition Reports****11-3 Inventories****11-4 Acquisition****11-5 Disposition****11-6 Replacement Items****12 RIGHTS & CLEARANCES**

Includes content clearances.

13 DISTRIBUTION. PLACEMENT & USAGE.**13-1 Lists****13-2 Schedules & Itineraries****14 REQUESTS FOR EXHIBITS**

Subdivide by post or source of request if required.

15 OUTSIDE RESOURCES & TALENT

Subdivide by name of organization, firm, person or by category of resource or talent.

16 PREVIEWS

Use for general materials only.

17 INSURANCE**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.

INFORMATION (GEN)**Instructions**

Use for papers dealing with **USICA**'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 nations' 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 **USICA**'s information activities conducted for other U.S. Government agencies overseas.

INF

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)**1 GENERAL POLICY. PLANS. COORDINATION.**

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

1-1 Policy Guidance (General)

Use only for material which cannot be filed under the more specific types of guidance documents listed.

1-2 Country Plans

Arrange by area and/or country and date. Show name of post, if needed.

1-3 Program Policy Directives**1-4 News Policy Notes****1-5 Infoguides****1-6 Potomac Cables****1-7 (Reserved For Future Use)****1-8 Talking Papers****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.

1-12 Coordination with Local Government**1-13 U.S. Advisory Commission on INTERNATIONAL COMMUNICATION, CULTURAL AND EDUCATIONAL AFFAIRS****1-14 Executive Committee****2 GENERAL REPORTS & STATISTICS**

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

2-1 Country Assessment Reports

Arrange by area and/or country and date. Show name of post, if needed.

2-2 Program Highlights**2-3 Weekly Reports to Director****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.

4 AGREEMENTS

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.

5 LAWS. REGULATIONS. PROCEDURES.

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.

INF—INFORMATION (GEN)**6 TARGET GROUPS**

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.).

7 INFORMATION MEDIA, MASS COMMUNICATIONS (GENERAL)

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.

7-1 Freedom of Information

Includes efforts of nations through UNESCO to achieve free exchange of information, FOI convention, and censorship of or interference with information media in general.

7-2 Media Status & Progress Reports**7-3 Quarterly Review of Media Projects****7-4 Media Habits****7-5 Mass Media Exposure Patterns****7-6 Multi-Media Projects****8 PROGRAM EFFECTIVENESS**

For effectiveness of a particular media or program, see appropriate outline.

8-1 Evidence of Effectiveness**8-2 Effectiveness Reports****9 TRAINING**

Of foreign government personnel and other non-Agency personnel. For specific types of media training, see media outlines.

10 (Reserved For Future Use)**11 RESEARCH (GEN)**

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.

11-1 Policy. Plans.**11-2 Reports. Statistics.****12 PUBLIC OPINION & ATTITUDES**

Use for general material only. Public reaction to a specific event should be filed under the appropriate outline elsewhere in this Handbook.

12-1 World Surveys

Arrange geographically.

12-2 Daily Reaction Reports**12-3 Opinion/Image of U.S.****12-4 Opinion/Image of Other Countries****13 FOREIGN MEDIA REACTIONS**

Use for general material only. Foreign media reaction to a specific event should be filed under the appropriate outline elsewhere in this Handbook.

14 BRIEFING

Other than briefing of Congressional travelers, for which SEE: LEG outline; or agency personnel, for which SEE: PER 9-13.

14-1 Briefing Papers

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).

LIB

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 & CENTERS**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.

6 COMMUNITY ACTIVITIES & SERVICES

Includes arrangements for meetings of community groups.

6-1 Play Production

Includes play readings.

7 VISITS

Of regional librarians and others pertaining to library and center operations.

8 EFFECTIVENESS. ASSESSMENT. EVALUATION.**9 PROMOTION & PUBLICITY**

Includes news releases and clippings.

10 HISTORICAL BACKGROUND**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.

12 OPERATING PROCEDURES

Subdivide by types, (e.g. membership, withdrawals, etc.) if volume warrants.

LIB—LIBRARIES & CENTERS**12-1 Training**

Includes workshops and seminars on library procedures. SEE: EDU for other types of workshops, seminars, and English language training.

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.

13-1 Basic Collection**13-2 Acquisition of Holdings****13-3 Selection of Holdings****13-4 Depreciation of Holdings****13-5 Disposal of Holdings****13-6 Transfer of Holdings**

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).

MV

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 television 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, adaptation, etc. of program materials.

MV—MOTION PICTURES & TELEVISION (GENERAL)**1 GENERAL POLICY. PLANS. BACKGROUND.**

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

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

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

6 AWARDS & TESTIMONIALS

Use for materials on motion picture and television awards or testimonials, except those in connection with festivals, for which SEE: MV 8-1.

7 VISITORS

Use for general materials on motion picture and television personalities and their visits. Subdivide by name of visitor if volume warrants.

8 FESTIVALS

Use for papers on motion picture and television festivals and United States participation therein. Subdivide by place and date if volume warrants.

8-1 Prizes**8-2 Schedules****9 TRAINING**

Of foreign government personnel and other non-agency personnel.

10 CENSORSHIP

Use for general materials only.

11 TECHNICAL RESEARCH

Use for general materials on motion picture and television media research, e.g. TV space transmission.

**MV—MOTION PICTURES & TELEVISION
(GENERAL)****12 ATTESTATION**

Covers applications, 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.

12-1 Certificates

Subdivide by number if volume warrants.

12-2 Applicants

Subdivide by name of owner of basic rights if volume warrants.

13 CATALOG

Use for correspondence with producers of motion pictures, television productions and film strips in connection with the publication of the agency catalog United States Educational Scientific and Cultural Motion Pictures and Film Strips Selected and Available for Use Abroad.

13-1 Producers

Subdivide by name of producers.

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.

MVF

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**1 GENERAL POLICY. PLANS. GUIDELINES.****2 GENERAL REPORTS & STATISTICS****3 MEETINGS & CONFERENCES**

Use for general materials only.

4 AGREEMENTS. CONTRACTS.**5 PROCEDURES & INSTRUCTIONS**

Use for general materials only.

6 OUTSIDE RESOURCES & TALENT

Use for materials on commercial sources and talent for editing, and other services. Subdivide by name if volume warrants.

7 FACILITIES SCHEDULES

Use for general material on the scheduling of all facilities.

8 REQUESTS FOR FACILITIES

Includes related services.

9 THEATERS

Use for materials on location, number, seating capacity, etc.

9-1 Licensing**10 TELEVISION STATIONS. NETWORKS.****10-1 Cooperative & Facilitative Networks****10-2 Facilitative Assistance****11 TELEVISION SETS****12 SCREENING FACILITIES**

Includes screening room.

13 STUDIO

Includes construction, maintenance, use, and schedules.

14 SCENERY

Includes design and construction.

15 LABORATORY SERVICES

Includes recording, processing and printing, lip-sync, dubbing, mixing, and quality control.

16 PROJECTION SERVICES**17 STORAGE****18 REMOTE COVERAGE SERVICES****19 PRINT CONTROL & DISPOSITION**

Includes procedures.

**MVF—MOTION PICTURE & TELEVISION
FACILITIES & SERVICES**

19-1 Inventory

19-2 Destruction

19-3 Sale

Includes licenses for foreign print sales, etc.

19-4 Retirement. Withdrawal.

19-5 Transfers

20 VIDEOTAPE CONTROL & DISPOSITION

20-1 Degaussing. Reusing.

21 MUSIC SERVICES

MOTION PICTURE & TELEVISION PROGRAMMING**Instructions**

Use for papers pertaining 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 primary symbol i.e. MVP (TV), MVP (MP).

SEE: PUBLIC RELATIONS outline for the use of motion pictures 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 filed). 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.

6 PRODUCTION

Subdivide as indigenous, USIA, or USIS, if desired. For professional producers whose services are employed or who are candidates, **SEE: MVP 3.**

6-1 Suggestions. Proposals.**6-2 Status Reports****6-3 Coproduction****6-4 Authorizations****6-5 Techniques. Procedures.**

Includes cartoon techniques.

6-6 Projects**MVP**

MVP—MOTION PICTURE & TELEVISION PROGRAMMING

6-7 Schedules

Includes producer assignment schedules.

6-8 Coverages

Includes requests for coverage of events and visiting dignitaries.

6-9 Production Materials

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.

7 MOBILE UNIT ACTIVITIES

8 EFFECTIVENESS. EVALUATION. ASSESSMENT.

Includes effectiveness reports, assessment reports, evaluations, reviews, and field testing.

8-1 Evaluation Techniques

8-2 Effectiveness Reports

8-3 Public Opinion

Includes fan mail, protests, criticisms, audience reactions, etc.

9 PROMOTION & PUBLICITY

9-1 Press Releases

9-2 Promotional Kits

10 PROGRAMMING RESTRICTIONS

Includes censorship of program materials.

11 RESEARCH

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 **USICA** program materials.

12 RIGHTS & ACQUISITION

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.

13 USAGE. SHOWINGS. PLACEMENT.

Includes audience and attendance statistical reports, admission charges, and rental fees.

13-1 Previews

13-2 Screenings

Use for screening notices.

13-3 Utilization Techniques

13-4 Schedules & Guides

13-5 Distribution

Includes distribution patterns, requests, and loans.

13-6 Sponsorship

14 CATALOGS & LISTS

Subdivide by type of program, etc.

14-1 Cataloging Circulars

15 ATTRIBUTION & CREDIT TITLES

16 SCRIPTS

Arrange by title, language and/or number.

17 VIDEOTAPES

Arrange by title, language and/or number.

PRESS**Instructions**

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 conference, if volume warrants.

3-1 Press Conferences**4 AGREEMENTS**

Use for general material only. Includes exchange agreements.

5 LAWS. REGULATION. PROCEDURES.

Use 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.

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.

6-2 Foreign Press Center**6-3 Accreditations****7 NEWS AGENCIES. PRESS ASSOCIATIONS.**

Subdivide by name if volume warrants.

8 EFFECTIVENESS**9 NEWSPAPERS**

Subdivide by name and/or country if volume warrants.

9-1 Clipping Service**10 CENSORSHIP****11 RESEARCH. STUDIES.**

Other than effectiveness for which see elsewhere in this outline.

P—PRESS

- | | |
|---|---|
| 12 RIGHTS. COPYRIGHTS. | 21 (Reserved for future use) |
| 13 NEWS PLACEMENT & USAGE | 22 (Reserved for future use) |
| 14 REQUESTS FOR MATERIALS
Such as backgrounders, byliners, features, etc. | 23 (Reserved for future use) |
| 15 CREDITS. ATTRIBUTION.
For press items acquired or produced. | 24 PRESS MATERIALS |
| 16 PRESS COVERAGE
Use for papers on requests, assignments, and arrangements for coverage of events. Arrange by date or by event as required. | 24-1 News Stories |
| 17 PRESS RELEASES
Use for general material only. | 24-2 News Commentaries |
| 18 FAST NEWS | 24-3 News Columns |
| 19 WIRELESS FILE
Use for general material concerning transmission and receipt of press materials. SEE: CR 7 for telecommunications services and facilities. | 24-4 Backgrounders |
| 20 (Reserved for future use) | 24-5 Features |
| | 24-6 Byliners |
| | 24-7 Editorials |
| | 24-8 Reprints
Includes "Magazine Reprints." |

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

PB—PUBLICATIONS

- | | |
|--|--|
| <p>1 GENERAL POLICY. PLANS. GUIDELINES.
Use only for material that cannot be filed under a more specific subject elsewhere in this outline.</p> <p>1-1 Guidance</p> <p>1-2 Proposals. Suggestions. Ideas.</p> <p>2 GENERAL REPORTS & STATISTICS
Use only for material that cannot be filed under a more specific subject elsewhere in this outline.</p> <p>3 ORGANIZATIONS & CONFERENCES
Other than organizations as a source of publications or talent for which see elsewhere in this outline.</p> <p>4 AGREEMENTS
Includes publications exchange agreements.</p> <p>5 LAWS. REGULATIONS. PROCEDURES.
Use for material too general in nature to be filed elsewhere in this outline.</p> <p>6 OUTSIDE RESOURCES & TALENT
Use for material on agencies, organizations, and individuals as sources of publications and talent. Subdivide by name if volume warrants.</p> <p>7 VISITS. TOURS.
Subdivide by name if volume warrants. For visits and tours under the Educational and Cultural Exchange program, SEE: EDX outline.</p> <p>8 EFFECTIVENESS</p> | <p>8-1 Reactions
Includes reader mail, criticisms, complaints, etc.</p> <p>8-2 Effectiveness Reports</p> <p>8-3 Readership Reports & Surveys</p> <p>8-4 Awards & Testimonials</p> <p>9 PROMOTION & PUBLICITY
Includes advertising and publication exhibits.</p> <p>10 CENSORSHIP</p> <p>11 RESEARCH. STUDIES.
Other than effectiveness and reaction studies on publications for which see elsewhere in this outline.</p> <p>12 RIGHTS & ACQUISITION
Includes copyrights, reprint rights, language rights, distribution rights, and serialization rights.</p> <p>13 SALE & DISTRIBUTION</p> <p>13-1 Mailing Lists
Includes requests to be placed on or removed from list.</p> <p>13-2 Subscriptions & Subscribers</p> <p>13-3 Placement & Usage</p> |
|--|--|

PB—PUBLICATIONS**14 REQUESTS FOR PUBLICATIONS**

Use for general material on distribution other than through normal channels.

15 CREDITS. ATTRIBUTION

For publications acquired or produced.

16 IMPORT-EXPORT RESTRICTIONS**17 TRANSLATIONS****18 LISTS & CATALOGS**

Subdivide by type of publication, organization, firm, etc. as required.

19 PROJECTS

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

20 PRODUCTION**20-1 Authorization****20-2 Reports****20-3 Schedules****21 STORY TEXTS****22 SUMMARIES (TABLE OF CONTENTS)****23 PRINTING & REPRODUCTION****23-1 Policies. Plans. (Printing)****23-2 Reports & Statistics (Printing)****23-3 Meetings & Conferences (Printing)****23-4 Other Agency Support (Printing)****23-5 Procedures & Instructions (Printing)****23-6 Outside Resources & Talent (Printing)****23-7 Production (Printing)**

Includes impressions.

23-8 Requests for Services (Printing)**23-9 Specifications (Printing)****23-10 Clearance & Waivers (Printing)****24 (Reserved for future use)****25 (Reserved for future use)****26 (Reserved for future use)****27 (Reserved for future use)****28 (Reserved for future use)****29 PUBLICATION MATERIALS****29-1 Pamphlets****29-2 Pilot Models****29-3 Magazines & Other Periodicals****29-4 Packets****29-5 Leaflets**

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.

PIX—PICTURES

1 GENERAL POLICY. PLANS. GUIDELINES.

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

1-1 Guidance

1-2 Proposals. Suggestions. Ideas.

2 GENERAL REPORTS & STATISTICS

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

3 MEETING & CONFERENCES

4 AGREEMENTS

5 LAWS. REGULATIONS. PROCEDURES.

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

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.

7 PHOTO COVERAGE

Use for material on requests, shooting scripts, and arrangements for photo coverage of events, etc. Arrange chronologically or by event, etc. as required.

8 EFFECTIVENESS

8-1 Reactions

Includes criticisms, complaints, fan mail, etc.

8-2 Effectiveness Reports

9 EVALUATION. SELECTION.

Use for material on the evaluation, selection and disposition of pictures and photographs for use by the Agency.

10 LABORATORY SERVICES

10-1 Requests for Services

11 AWARDS & TESTIMONIALS

12 RIGHTS & ACQUISITION

Use for material in general on the acquisition of rights to pictures, photographs and artwork. **PIX**

13 DISTRIBUTION

13-1 Mailing Lists

Includes requests, additions and deletions to mailing lists.

13-2 Placement & Usage

14 REQUESTS FOR PICTURES & PHOTOGRAPHS

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.

15 CREDITS. ATTRIBUTION.

For pictures, photos and artwork acquired or produced by the Agency.

16 (Reserved for future use)

17 (Reserved for future use)

18 (Reserved for future use)

19 PICTURE MATERIALS

19-1 Graphics

Includes maps.

19-2 Cartoons

19-3 Picture Stories

19-4 Plastic Plates

19-5 Photographs

19-6 Posters

19-7 Art Work

Other than graphics, cartoons, and posters for which see elsewhere in this outline. Includes use of **USICA** symbol for program activities.

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: **PPB** 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 non-agency personnel.

10 CENSORSHIP**11 RESEARCH. STUDIES.****12 COPYRIGHTS. CLEARANCES.**

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 of 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

PSY—PSYCHOLOGICAL OPERATIONS

1 GENERAL POLICY. PLANS. GUIDELINES.

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.

2 GENERAL REPORTS & STATISTICS

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.

3 ORGANIZATIONS & CONFERENCES

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.

4 AGREEMENTS

5 REGULATIONS & PROCEDURES

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.

8 EFFECTIVENESS. EVALUATION.

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.

9 TRAINING

Use only for training in psychological activities; see media and other programs for those specific types of training.

10 SURRENDER PROGRAM. DEFECTION.

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.

11 RESEARCH

12 LEAFLET ACTIVITY

Includes both air-dropping and other methods of distribution.

13 LOUD-SPEAKER ACTIVITY

14 GIFTS

15 PUBLICATIONS & DISPLAY MATERIALS

Includes provincial newspapers, posters and other types of psychological printed material not covered elsewhere in this outline (such as leaflets).

PSY—PSYCHOLOGICAL OPERATIONS**16 RADIO & TV PROGRAMMING**

For special psychological programs. For regular (non-psychological) programs SEE: TV & Radio subject outlines.

17 MAPS**NOTE**

The following breakdowns may be used to subdivide any of the above activities and programs should this be desirable:

- 1 **Policy. Plans. Guidelines.**
- 2 **Reports. Statistics.**
- 3 **Conferences & Meetings**
- 4 **Effectiveness**

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 or 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**PVT—PRIVATE COOPERATION****1 GENERAL POLICY. PLANS. GUIDELINES.**

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

2 GENERAL REPORTS & STATISTICS

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

3 ORGANIZATIONS & CONFERENCES

Subdivide by type and/or name if volume warrants.

4 GRANTS**5 REGULATIONS & PROCEDURES****6 PEOPLE-TO-PEOPLE****6-1 Policy. Plans.****6-2 Reports****6-3 Committees & Conferences**

Subdivide by name.

6-4 Public Response

Subdivide by name of organization or individual.

6-5 Promotion & Publicity**7 VISITS. TOURS.****8 EFFECTIVENESS****9 PROMOTION & PUBLICITY**

Includes press releases and other promotional materials on private cooperation.

10 COMMUNITY AFFILIATION**11 INDUSTRIAL & BUSINESS PARTICIPATION****12 SPECIAL PROJECTS**

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

13 MATERIAL DISTRIBUTION

Includes requests and transmittals.

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.

7 VISITS

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

R

R—RADIO (GEN)**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. For training of Agency personnel SEE: PER outline.

10 (Reserved For Future Use)**11 RESEARCH STUDIES**

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 installations. 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 selected 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**REC—RADIO ENGINEERING & CONSTRUCTION****1 GENERAL POLICY. PLANS.**

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

1-1 Project Proposals

Use when certain reference needs can be met by keeping a copy of all project proposals on radio engineering and construction together.

2 GENERAL REPORTS & STATISTICS

Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by type, if volume warrants.

3 CLAIMS**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.

6 TECHNICAL SPECIFICATIONS & STANDARDS**7 TECHNICAL INSPECTION****8 MEASUREMENT DATA****9 TESTING & ADJUSTMENT****10 SAFETY****11 RESEARCH. STUDIES. TECHNICAL DATA**

Does not include measurements, such as wear measurement of equipment, for which SEE: REC 8.

12 SECURITY**13 PHOTOGRAPHS. PHOTOGRAPHY.**

REC—RADIO ENGINEERING & CONSTRUCTION**14 PROPERTY 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, permits, licenses, etc. Subdivide by type of property (e.g., office, residential, storage, transmitter plant, etc.) if volume warrants.

14-1 Purchase

Includes condemnation.

14-2 Lease

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

14-3 Site Surveys Data**14-4 Rights & Privileges**

Includes farming, grazing, mineral, easements, etc.

15 DESIGN. CONSTRUCTION.

Includes architectural plans, engineering, installation, modernization, etc.

15-1 Engineering Surveys

Includes reconnaissance surveys.

15-2 Drawings

Use for general materials regarding drawings. Actual drawings, because of their size and bulk, must be arranged and filed in special containers.

15-3 Specifications**15-4 Progress Photos****15-5 Design Data**

Subdivide by type.

15-6 Construction Progress Reports & Charts**15-7 General Engineering Data****15-8 Contracts****15-9 Advance Construction**

Includes advance construction controls.

16 SITE PREPARATION & CONSERVATION**16-1 Clearing & Grubbing****16-2 Fencing & Posting****16-3 Roads**

Includes paving and grading.

16-4 Sewerage

Includes drainage.

16-5 Site Photos**16-6 Soil Borings & Tests****16-7 Water**

Includes supply, purification, reclamation, irrigation, etc.

16-8 Soil Conservation**16-9 Landscaping****17 ANTENNAS & TRANSMISSION LINES**

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.

18 TRANSMITTERS

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.

19 RECEIVERS & RECEIVING SYSTEMS

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.

20 POWER GENERATION & DISTRIBUTION SYSTEMS

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.

REC—RADIO ENGINEERING & CONSTRUCTION**21 POWER (GENERAL)**

Use only for material which does not pertain to the apparatus, engines, and auxiliary devices used in power generation and distribution.

21-1 Power Requirements**21-2 Commercial Power****21-3 Federal (U.S.) Power****21-4 Free Power****21-5 Military Use of Power****22 STUDIOS. MASTER CONTROL.**

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.

23 AUDIO FACILITIES

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.

24 TUBES & TRANSISTORS

Subdivide by type and/or location, make, project, etc., if volume warrants or as reference needs dictate.

25 VHF & MICROWAVE SYSTEMS

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.

26 TERMINAL FACILITIES

Subdivide by type and/or location, project, etc., if volume warrants or as reference needs dictate.

27 COMMUNICATIONS SYSTEMS & FACILITIES

Subdivide by type of system or facility (e.g., RTT, Telephone, Clock, Intersite Radio Link, Teletype, TWX, Telex, etc.), if volume warrants.

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.
- 2 Reports & Statistics
- 3 Claims
- 4 Contracts
- 5 Laws. Regulations. Procedures.
- 6 Design. Construction.
- 7 Drawings
- 8 Technical Specs. & Standards
- 9 Technical Inspection
- 10 Measurement Data
- 11 Testing & Adjustment
- 12 Safety
- 13 Photographs. Photography.
- 14 Security
- 15 Research. Studies. Tech. Data.

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**1 GENERAL POLICY. PLANS.**

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

1-1 New & Proposed Facilities**1-2 Coverage Estimates & Maps**

Subdivide as existing or proposed.

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.

6 FREQUENCY SCHEDULES

Includes changes.

7 FREQUENCY AUTHORIZATION.

Subdivide by location, facility, frequency, etc., if volume warrants.

8 FREQUENCY USAGE

Subdivide by location, facility, frequency, etc., if volume warrants.

9 FACILITY ASSIGNMENTS

File seasonally by area.

9-1 Facility Changes**9-2 Operational Data**

File by special programs.

9-3 Circuit Analysis Data

MUF, signal strengths.

9-4 Program Coordination**10 RECEPTION. TECHNICAL MONITORING.**

Subdivide by name of country, location of station, etc., if volume warrants.

10-1 Reception Reports

Arrange by area, post, content, etc., if volume warrants.

10-2 Jamming. Counter-Jamming.**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**10-5 Monitoring**

Includes contracts.

11 RESEARCH. STUDIES. TECHNICAL DATA.

Subdivide by name or number of research project, agency, study group, etc., if volume warrants.

12 FIXED COMMUNICATIONS

Subdivide by geographic designation, agency, system, etc., if volume warrants.

12-1 VOA Fixed Communications Network**13 PROPAGATION FORECASTS. PREDICTIONS.**

Subdivide by type, organization, etc., if volume warrants.

14 BACK SCATTER

Subdivide geographically, if volume warrants.

15 FORWARD SCATTER

Subdivide geographically, if volume warrants.

16 AURORAL ZONE PROPAGATION**17 EQUATORIAL PATH PROPAGATION****18 IONOSPHERIC PROPAGATION****19 NON-LINEAR PROPAGATION**

Subdivide geographically, if volume warrants.

RF

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 filed). 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

1 GENERAL POLICY. PLANS. BACKGROUND.

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

1-1 Authorizations

E.g., operational authority, delegation of authority and management authority, etc.

1-2 Preliminary Proposals

1-3 Projected Facilities

1-4 History. General Background.

2 GENERAL REPORTS & STATISTICS

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

2-1 Monthly Operations Report

2-2 Quarterly/Annual Statistical Report

2-3 Status Report

2-4 Irregularity Report

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

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., USICA-DOD), by type of agreement or subject negotiated, etc., if volume warrants or as reference needs dictate.

4-1 Negotiations

5 LAWS. REGULATIONS. PROCEDURES.

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

5-1 Emergency Operating Procedures

SEE: RADIO PROGRAMMING outline for emergency programming procedures and EMERGENCY PLANNING outline for emergency evacuation and destruction of facilities.

5-2 Relay Station Instructions (RSI's)

RIO

RIO—RADIO INSTALLATION OPERATIONS**6 COMMUNITY RELATIONS & CONDITIONS****6-1 Schools. Schooling Facilities.****6-2 Incidents**

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.

6-3 Cost of Living**6-4 Local Labor Matters****6-5 Local Laws. Regulations. Ordinances.****7 TECHNICAL INSPECTION****8 PERFORMANCE. RELIABILITY.****9 FAILURES. LOSS. DAMAGE PHOTOGRAPHS. PHOTOGRAPHY.****10 HOURS OF OPERATION****11 RESEARCH. STUDIES. TECHNICAL DATA.****12 ACTIVATION. STANDBY. TERMINATION.**

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.

13 USE OF RADIO FACILITIES**13-1 VOA Use****13-2 USIS Use****13-3 Other U.S. Government Agency Use****13-4 Foreign Government Use****14 MAINTENANCE & OPERATION****15 SAFETY****16 SECURITY****17 ANTENNAS & TRANSMISSION LINES**

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, multiconplers, switching systems, etc.), alphabetically, as necessary.

18 TRANSMITTERS

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.

19 RECEIVERS & RECEIVING SYSTEMS

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.

20 POWER GENERATION & DISTRIBUTION SYSTEMS

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.

21 POWER (GENERAL)

Use only for material which does not pertain to the apparatus, engines, and auxiliary devices used in power generation and distribution.

21-1 Power Requirements**21-2 Commercial Power****21-3 Federal (U.S.) Power****21-4 Free Power****21-5 Military Use of Power****22 STUDIOS. MASTER CONTROL.**

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.

23 AUDIO FACILITIES

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.

24 TUBES & TRANSISTORS

Subdivide by type and/or location, make, project, etc., if volume warrants or as reference needs dictate.

RIO—RADIO INSTALLATION OPERATIONS**25 VHF & MICROWAVE SYSTEMS**

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.

26 TERMINAL FACILITIES

Subdivide by type and/or location, if volume warrants or as reference needs dictate.

27 COMMUNICATIONS SYSTEMS & FACILITIES

Subdivide by type of system or facility (e.g. RTT, Telephone, Clock, Intersite Radio Link, Teletype, TWX, Telex, etc.), if volume warrants.

NOTE

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

-1 Reports & Statistics**-2 Procedures****-3 Technical Specs. & Standards****-4 Technical Inspection****-5 Maintenance & Operation****-6 Measurement Data****-7 Testing & Adjustment****-8 Disposition****-9 Security****-10 Safety****-11 Research. Studies. Tech. Data.****-12 Performance. Reliability.****-13 Failures. Damage. Loss.**

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.

6 OUTSIDE RESOURCES & TALENT

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.

7 PROGRAM SCHEDULES

Subdivide by type (e.g., off-line, AFRS, United Nations, foreign, etc.), if volume warrants or reference needs dictate.

7-1 Schedule Changes

7-2 Time Changes

7-3 VOA Program Schedules Pamphlet

Arrange by geographic area.

8 EFFECTIVENESS & EVALUATION

Subdivide geographically, if volume warrants.

8-1 Evidence of Effectiveness

8-2 Effectiveness Reports

8-3 Contests. Clubs.

To stimulate listener correspondence. Subdivide by type, if volume warrants.

RP

RP—RADIO PROGRAMMING**8-4 Audience Mail**

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.

8-5 Field Evaluation

Evaluation by **USICA** posts and media extensions.

8-6 Staff Evaluation

Evaluation by **USICA** central office personnel.

8-7 VOA Listening

Studies of listening to VOA programs in given areas, countries, cities. Subdivide geographically, as needed.

8-8 Reactions. Attitudes. Opinions.

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.

9 PUBLICITY & PROMOTION**10 CENSORSHIP****11 RESEARCH. SURVEYS. (GENERAL)**

Does not include effectiveness and evaluation of VOA programs or monitoring of radio program content, for which see elsewhere in this outline.

11-1 Audience Research Reports

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.

11-2 Audience Estimates

Estimates of potential or actual radio audiences. Subdivide by area and/or country, type, etc. as reference needs dictate.

11-3 Listening Habits

Subdivide by area and/or country, type of listener (e.g., university students, urban radio owners), etc., as reference needs dictate.

11-4 Radio Receiver Set Distribution

I. e., number of sets, distribution pattern, etc. Subdivide by area and/or country, as reference needs dictate.

12 RIGHTS. CLEARANCES.**12-1 Copyrights**

Subdivide by source (e.g., network), title, etc. as reference needs dictate.

12-2 Performance Rights**12-3 Clearances for Recording or Rebroadcasting****12-4 Property Protection****13 PLACEMENT. USAGE.**

Of VOA programs and program materials.

13-1 Usage Reports**14 USAGE OF COMMERCIAL RADIO LINES**

For VOA program transmissions.

14-1 Program Hour Reports**14-2 Outages****15 STANDBY PROGRAMS****16 BROADCASTING ROUTINES****16-1 Openings & Closings****16-2 Station Identification**

Includes correspondence and instructions on use of and changes in commercial radio stations identification.

16-3 Bridges**16-4 Spot Announcements****16-5 Apology Announcements****17 PRODUCTION**

For professional producers whose services are employed or who are candidates, **SEE: OUTSIDE RESOURCES & TALENT** elsewhere in this outline.

17-1 Producers Daily Assignment Schedules

Arrange by date.

17-2 Production Reports

Arrange by date and language.

17-3 Program Suggestions

Includes proposed programs, projects, or ideas.

17-4 Production (Airshow)

Formats

18 CATALOGS & LISTS

RP—RADIO PROGRAMMING**18-1 Catalog of Selected VOA Programs****19 CONTENT MONITORING****19-1 VOA Programs****19-2 Foreign Programs****20 CONTENT REPORTS**

Summary listing of day's broadcast in a given language. Includes policy, procedures, and instructions on format, distribution, etc. Arrange actual reports by date.

21 SCRIPTS

Policy procedures, instructions, etc. Arrange actual scripts by language, date, show. Maintain producer's copy separate from desk copy because of different retention periods.

21-1 Script Writing. Adaptation.

For professional script writers whose services are employed or who are candidates, SEE: OUTSIDE RESOURCES & TALENT elsewhere in this outline.

21-2 Script Distribution**21-3 Script Coordination****21-4 Script Translating****22 TAPES**

Policy, procedures, instructions, services, etc.

22-1 Original Taping**22-2 Tapes Received**

Includes Daily Log of Tapes Received.

22-3 Tape Charge Outs**22-4 Tape Distribution**

Includes Daily Distribution Listings.

22-5 Field Requests for Tapes**22-6 Tape Language Services**

E. g., filling in of leader tapes or translating of portions of tapes considered guidance instructions for listeners.

22-7 Tape Replacement**22-8 Tape Quality**

Includes quality control.

22-9 Dub To Disc**23 DISCS**

Policy, procedures, instructions, etc.

23-1 Original Recording**23-2 Discs Received****23-3 Disc Charge Outs****23-4 Disc Distribution****23-5 Field Requests for Discs****23-6 Disc Language Services****23-7 Disc Replacement****23-8 Disc Quality****23-9 Dub to Tape****24 SPONSORSHIP**

Of VOA radio broadcasts.

25 OFF-LINE PROGRAM FEEDS

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.

25-1 Recordings Reports**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. 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)**

RP—RADIO PROGRAMMING**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**

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 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

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

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.

6 (Reserved For Future Use)

7 SPACE FREQUENCIES. WAVELENGTHS.

8 (Reserved For Future Use)

9 GROUND-LINK STATIONS

10 BROADCASTING CAPABILITIES

11 RESEARCH. STUDIES. TESTS.

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

12 MOON RELAY

13 (Reserved For Future Use)

14 ARTIFICIAL IONOSPHERE COMMUNICATIONS

SPC

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

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

I N D E X

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A

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 a part of the State/USIA Records Classification Handbook (MOA III 621). If needed, the additional outlines cited (Political & Defense, Economic, Social, and Science) are available from the USICA MESSAGE CENTER AND RECORDS BRANCH, MST/TCM. IN REFERRING TO these additional outlines use the overall State/USICA Records Classification Handbook Index.

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Agency, office, post, etc.	ORG 8	Cultural
ESTIMATES (budget)	BUD 3, 4, 6, 7, 9, 11	USICA inf. ctrs. & librs.
EVACUATION:		EXH; LIB 6
E & E program	EP 6	EXPENSE:
Lists	EP 6-2	Accounting
Medical	PER 14-11	Non-operating
EVALUATION: (Use approp. subj.)		EXPORT:
Performance (employee)	PER 10	Declarations (agency shipments)
		Restrictions (publications)
		EXPOSITION (See FAIRS & EXPOSITIONS)
		EXTENSION:
		Courses (agency employees)
		Of contract
		EXTERNAL AUDIT (CPA)
		FMGT 13

FREIGHT:
 Forwarders (*agency use*) ----- SHW 20
 Rates & Charges:
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FREQUENCIES:
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 Agency RTT schedules ----- CR 7-13
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 Accounting ----- ACC 6
 Availability ----- BUD 13
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FUNDS (*safeguarding of agency*) ----- FMGT 10

FURNISHINGS (*govt. bldgs*):
 Design & selection ----- BG 8
 Disposition ----- BG 15
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FURNITURE (*agency*) ----- ES

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GALLERIES (*art*) ----- CUL 10-3

GAMBLING (*as amusement*) ----- CUL 15

GAMES:
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GENERAL ACCOUNTING OFFICE (GAO):
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 Decisions ----- ACC 5 or approp. subj.
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GEOLOGICAL SURVEYS (*radio construction*) ----- REC 15-1

GIFTS:
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GOVERNMENT:
 Agencies (*Use approp. sub.*)
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 Bonds (*See BONDS*)
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GOVERNMENT: (*cont'd*)
 Employees (*agency*) ----- PER
 Property:
 Expendable & non-expendable ----- ES
 Real (*owned or leased*) ----- BG, RIO
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GRADUATION EXERCISES ----- PER 9-12

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GRANTEES, EXCHANGE ----- EDX
 Alumni organizations ----- EDX 29-2
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GRAPHICS:
 Agency ----- FSV 1
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GREETINGS (*See CONGRATULATORY COMMUNICATIONS*)

GRIEVANCES (*employees*) ----- PER 15-8

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HISTORY: (Use <i>approp. subj.</i>)		IMPREST FUND	ACC 23-8
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Of country (cultural aspect)	CUL 10	INCIDENTS: (Use <i>approp. subject</i>)	
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HOLIDAYS:		Assistance for agency employees	PER 15-11
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HOSPITALITY:		Freedom of	INF 7-1
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contacts with)	LEG	General	INF 7
HOUSEHOLD EFFECTS (agency employees):		INJURY (of employees)	PER 14-12
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Assignment	PER 15-12	Administrative (general)	ORG 11
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		Technical, radio:	
		Engineer & construct.	REC 7
		Operations	RIO 7
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INTELLECTUAL PROPERTY:

Copyrights (*agency program materials*) See approp. media subjects.

INTER-AMERICAN CULTURAL COUNCIL ..CUL 3

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INTERESTED PARTY MESSAGES

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INTERNATIONAL:

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 Cooperation (*Use approp. subj.*)
 Information program (*general*) ----- INF
 Motion picture & TV Service ----- MV, MVF, MVP
 Organizations (*Use approp. subj.*)
 Press & **PUBLICATIONS SERVICE (PCM/P)**-----P, PPB
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INTERNEES. INTERNMENT. (enemy officials)..EP 9

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INTERPRETING:

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INTERVIEWS: (Use approp. subj.)

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INVOICES:

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JAMMING:

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KEY PERSONNEL DIRECTORY -----PER 2-4

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LABELING (Agency shipments) -----SHW 11

LABELS, FOLDER (records) -----CR 13-1

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LABORATORY SERVICES:

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 Pictures (*photos*) -----PIX 10

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Acquisition:
 For govt. bldgs. (*U.S.*) -----BG 6
 For Agency radio installations -----REC 14
 Govt.-owned (*U.S.*)
 Real property accounting -----ACC 10
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 (*radio installations*) -----REC 16

LANDSCAPING:			
Govt. bldgs.	-----	BG 7	
Radio installations (agency)	-----	REC 16-9	
LANGUAGE:			
Rights—(See <i>RIGHTS</i>)			
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Testing (employee proficiency)	-----	PER 13-4	
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By U.S. professors abroad	-----	EDX 19-5	
Foreign:			
For government personnel	-----	PER 9	
LASERS:			
Space communication applications	-----	SFC 13	
LATERAL ENTRY (into FS)	-----	PER 13-2	
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LEADER GRANTS, FOREIGN:			
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LEAFLET ACTIVITY:			
Psychological operations	-----	PSY 12	
LEAFLETS (as publications)	-----	PB 29-5	
LEASES:			
Buildings & grounds (U.S. government)	-----	BG 6-2	
Land for radio installations	-----	REC 14	
LEAVE OF ABSENCE (employee)	-----	PER 8	
LECTOURS (VOA)	-----	PR 14	
LECTURE PROGRAM	-----	CUL 12	
LECTURER EXCHANGE PROGRAM,			
Foreign	-----	EDX 13	
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LECTURES (at exhibits)	-----	EXH 7	
LEDGER:			
Allotment	-----	ACC 7	
Distribution	-----	ACC 23-4	
General	-----	ACC 4	
LEGAL:			
Affairs (general)	-----	LEG	
Opinions & interpretations	-----	LEG 10, or <i>approp. subj.</i>	
LEGATIONS, U.S.:			
Construction & maintenance	-----	BG	
Organization & administration	-----	ORG	
LEGISLATIVE:			
Affairs (agency)	-----	LEG	
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Correspondence:			
Analysis & distribution	-----	CR 4	
Management	-----	CR 18	
Of introduction	-----	PR 7	
LIAISON: (Use <i>approp. subj.</i>)			
With other Federal agencies	-----	ORG 1	
Groups (E & E)	-----	EP 6-3	
Nongovernmental	-----	PR 6	
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Binational	-----	LIB	
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Agency chauffeurs	-----	VEH 11-4	
Employee drivers overseas	-----	PER 15-4	
Foreign print sales (films)	-----	MVF 19-3	
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travelers)	-----	TRV 15-5	
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LISTENING (See <i>AUDIENCE</i>)			
LISTS (Use <i>approp. subj.</i>)			
LITERACY:			
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prog.	-----	PPB 12; BKS 12; PB 12; P 12	
LITIGATION (agency)	-----	LEG 13 or <i>approp. subj.</i>	
LIVING ALLOWANCES (employees)	-----	PER 11-1	
LOADING (govt. shipments)	-----	SHW 12	
LOANS: (Use <i>approp. subj.</i>)			
Books:			
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Program	-----	BKS	
Equipment & supplies (agency)	-----	ES 7-3	
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LOCATOR SERVICES (agency employees)	-----	PER 15-13	
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LOSS OF:			
Real property (agency)	-----	BG 20	
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operations)	-----	PSY 13	
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