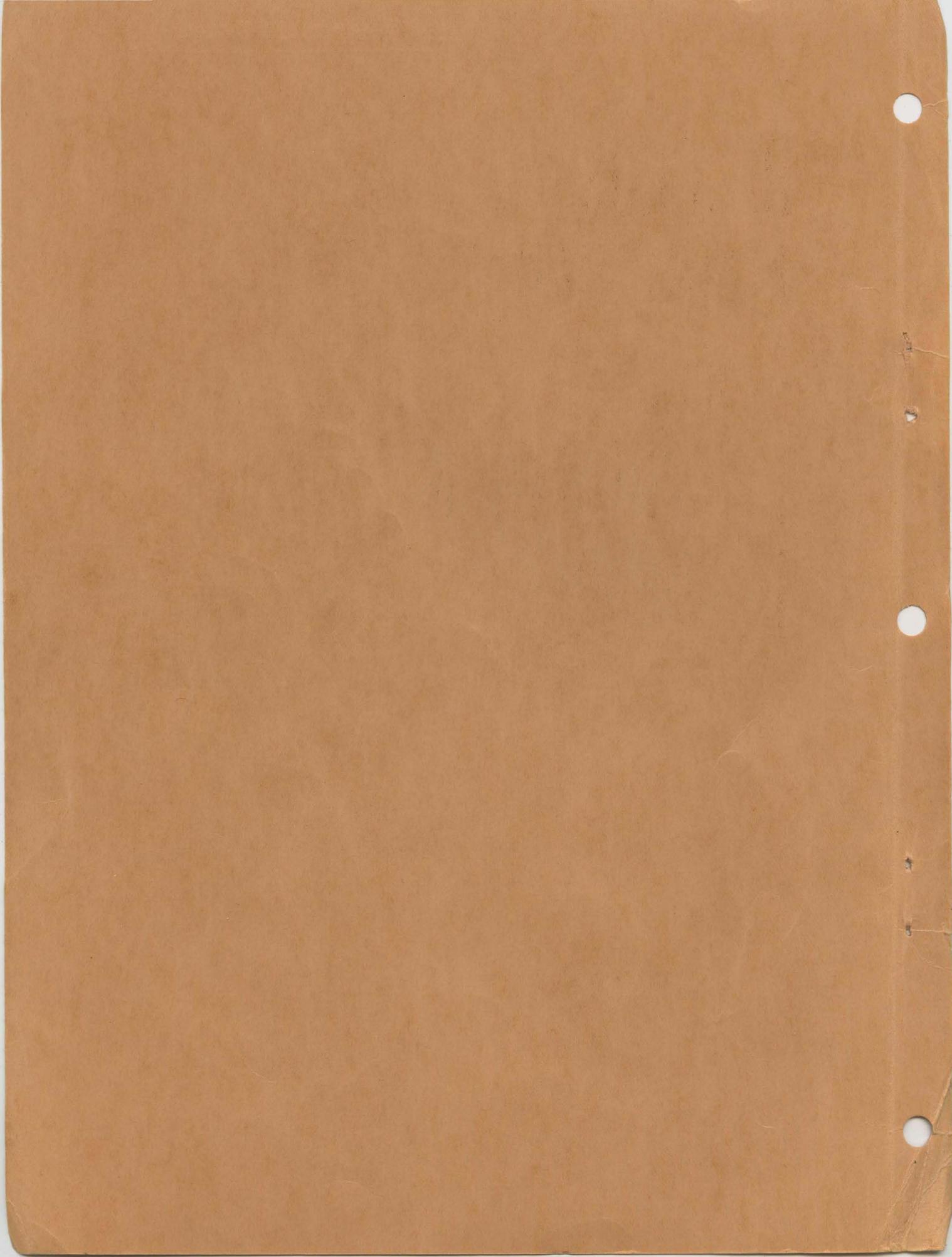# RECORDS MAINTENANCE and CLASSIFICATION HANDBOOK

DEPARTMENT OF STATE
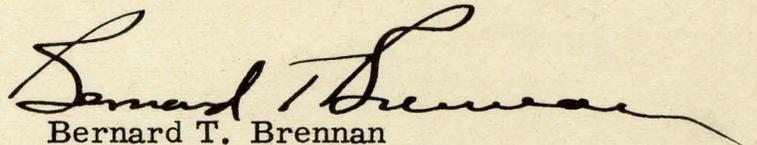### AGENCY FOR INTERNATIONAL DEVELOPMENT

AUGUST 1962

M. O. 521.1

OFFICE OF
THE ADMINISTRATOR

September 27, 1962

MEMORANDUM FOR: Assistant Administrators, Directors
of Offices and Staffs, Directors of
US AIDs

SUBJECT: Records Handbook

Good records are important to you. They will help
you make better decisions and exercise closer control. This
Handbook outlines an efficient system for keeping records and
making them available quickly. In addition, it will reduce costs
by cutting out unnecessary work and saving equipment and space.
If this system is properly installed, it will put all the work of
the past at your fingertips. It deserves your support.

Bernard T. Brennan
Deputy Administrator for Administration

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INTRODUCTION

PART I PRINCIPLES AND PROCEDURES

PART II SUBJECT CLASSIFICATION

INTRODUCTION

By law, each agency of the Federal Government is required to administer its records in such a manner as to provide for their efficient and systematic creation, use, maintenance, and disposition. The program by which the Agency for International Development manages its records is outlined in Manual Order 520.1.

A basic element of an effective records management program is the process whereby records are functionally classified and systematically maintained for current and future use. It is the purpose of this Handbook to establish a comprehensive records classification and maintenance system that can be applied throughout the Agency and will be conducive to more efficient operations. To this end an extensive effort has been made to make this Handbook a practical and usable guide for all offices.

The Handbook consists of two parts. Part I outlines the principal concepts of the Records Maintenance and Classification plan and some procedures applicable to its operation. Part II contains a comprehensive list of subject classifications, appropriately presented in primary, secondary, and tertiary order, and an index that relates commonly used Agency terms and expressions to subject categories. It is the list of subject categories that provides the basis for file arrangements throughout the Agency. The Handbook is published in looseleaf form, allowing future revisions to be made with relative ease. For the most part such revisions will be issued as complete page changes.

A major factor in keeping the system abreast of rapidly changing endeavors, programs, and emphasis is the interest and effort reflected by those who are operating within its framework. In this regard, the Agency Records Officer encourages the submission of suggestions for necessary changes and continued improvement.

PART I

PRINCIPLES AND PROCEDURES

SECTION 1

RESPONSIBILITIES

The Agency Records Officer is responsible for developing policies and procedures for the Records Maintenance and Classification System; administering and monitoring its overall implementation and operation; providing advice and assistance on problems encountered; issuing and maintaining the Records Maintenance and Classification Handbook; and directing a continuous training program for selected employees.

Designated Records Liaison Officers of Washington bureaus, offices, and staffs and of Missions are responsible for the implementation and continuous operation of the system within their respective areas; for designating records personnel to receive training in the system; for insuring that necessary on-the-job training is provided records employees; and for advising the Agency Records Officer of problems encountered; and as appropriate, evaluating problem areas and suggesting improvements. The Records Liaison Officers of the Regional Bureaus also are responsible for overseeing the installation and operation of the system in the Missions located in their respective geographical areas.

Records Supervisors in Washington offices and overseas Missions are responsible for the direct installation and operation of the system; for on-the-job training of records personnel; and for identifying problem areas and suggesting solutions.

CONCEPTS AND DEFINITIONS

OBJECTIVES

The Records Maintenance and Classification System is designed to

1. Provide operating officials with a convenient, reliable, and practical filing system within which record material is so arranged and so maintained that subsequent retrieval, when necessary, is both rapid and assured.

2. Insure that all records required to officially document the Agency's responsibilities, policies, actions, and day-to-day transactions, at all levels, are properly maintained and preserved for the length of time that each is required.

3. Prevent the accumulation and retention of unnecessary papers, publications, or other documents, which are extraneous to or in excess of those required for official documentation.

4. Facilitate the eventual disposition of records, whether such disposition be by on-site destruction or by transfer to records depositories for temporary, indefinite, or permanent retention as authorized.

5. Properly safeguard record material bearing security or administrative classifications.

6. Minimize costs in filing equipment, supplies, space, and manpower.

FILE FACILITIES PLAN

Basic to the Records Maintenance and Classification System is the establishment of a File Facilities Plan by each Mission and each Washington Bureau, office and staff organization. This is a plan which will prescribe the location of various file stations in a manner that best

serves the need of those who use their content. In developing the Plan, the principle of centralized control with decentralized facilities is to be followed. Experience has shown that overly centralized files, in the actual physical sense of the term, leads to duplication of records and a dislocation of official file material. Only in small Missions or offices of limited size should a central file continue to exist. The File Facilities Plan, when completed, will reflect the location of each file station, the general nature of its records, and the person in charge of its operation.

OFFICIAL AND WORKING FILES

The records of the Agency are considered to fall, essentially, into two categories--those which are Official Files and those which are Working Files. Each category is to be maintained separately in a file which accordingly is referred to as an Official or a Working File. By definition, Official Files are those which are overtly recognized or otherwise identi- fied as being the basic documentation of policies, programs, operations or transactions of any given organizational element of the Agency and whose disposition is governed by congressional authorizations. Working files, on the other hand, are records of a temporary or transitory value that are primarily used as reference or background material, but whose retention is not required as supporting evidence of an official policy, program, operation or transaction. Examples of Official and Working Files are as follows:

OFFICIAL FILES

1. Original or specified reproduced copies of outgoing cables and airgrams bearing or showing signatures of releasing officials.

2. Action copies, or copies otherwise designated as Official File Copies, of incoming cables and airgrams.

3. Original copies of incoming letters or memoranda that are received through official channels and are pertinent to the administrative or substantive functions of the Office.

4. Clearance copies of outgoing letters or memoranda which are retained by the originating offices as an official record of action taken on either administrative or substantive matters.

5. Signature copies of agreements, contracts, or other documents having a legal significance.

6. Official record copies of documents which establish, confirm, implement, or recommend agency or sub-organizational policies, programs, positions, or procedures.

7. Documents concerned with the administration of personnel (and their dependents, where appropriate) employed by the Agency or its Missions.

8. Fiscal or financial records which document the acquisition, distribution, utilization, or expenditure of funds.

9. Documents effecting the acquisition, distribution, utilization, and disposal of government property and equipment.

10. Original copies of reports or publications along with necessary supporting documents reflecting conclusions of studies, surveys, or investigations.

<u>Working Files</u>

1. A carbon or otherwise reproduced copy, of an official file copy, that is used for ready reference or as background material.

2. Background work papers, worksheets, or rough drafts created in preparing an official document or publication, but are unnecessary to support or clarify the contents of the final documents.

Becomes a part of official files.

3. Documents or publications which constitute ~~the results~~ of an endeavor, study, or ~~investigation~~, and which are yet to be approved as official ~~actions~~ or positions.

4. Papers used as local administrative aids, such as AID/W and Mission Notices.

5. Papers that do not contribute to or serve as a basis for official actions, such as letters and airgrams which request, transmit, or acknowledge receipt of publications, photographs, or other informational material.

NON-FILE MATERIAL

In addition to Official and Working Files, there are certain types of records that are classified as non-file material and which should not be lodged in either Official or Working Files. These are as follows:

1. Information copies of airgrams, cablegrams, or other communications if no action of a unilateral, coordinative, or other nature is required of the recipient, or if the content of such items is of no interest or does not relate to the functions of the office.

2. General information copies of policy, program, position or procedure documents which are not needed for future reference.

3. Copies of publications that are produced by this or other agencies or by non-governmental institutions and which are used for reference purposes. These are considered library type items and are excluded from the provisions of this Handbook.

4. Stocks of publications, documents, directories, or forms which are maintained to meet future requests for such items.

5. Employees own personal files which they maintain for their own purposes and convenience.

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FILE INDEXING

The subject-numeric method of indexing constitutes the basis for all filing operations of the Agency. In some instances, however, there occurs a need for special indexing methods or file arrangements which depart from the strict subject-numeric system. These occasions arise when a volume of records are associated with a particular functional area or when practical operating procedures justify a different method. With rare exception, all of the records of any given organizational entity will be maintained in one or more of the following described file arrangements.

1. Subject Files: Under this arrangement records which are not otherwise contained in a special file or file arrangement are filed in accordance with the subject categories contained in Part II of this Handbook. These categories have been devised so as to bring together related material under appropriate primary, secondary, and tertiary subject classifications.

2. Country/Subject Files: Under this arrangement the basic subject-numeric approach is complemented by the use of geographical (country or regional) names, thus deriving a geo-subject-numeric indexing system. It is used most appropriately when an initial division of records by country or region would facilitate filing procedures or reference services, or would provide a comprehensive documentation of all dealings with the particular country or region. A derivation of the geo-subject-numeric arrangement can be employed if it is advantageous to have records of a primary subject category sub-arranged by countries or regions. In this instance the initial division would be by subject, followed by a sub-division according to geographical area.

3. <u>Case Files</u>: The case file method of filing enables individual documents pertaining to a particular person, transaction, investigation, organization, etc., to be brought together in one, or at most, a few folders. The physical location of case files will be dependent upon volume. If the number of individual files of a particular type is minimal, filing under the appropriate subject category within the general subject files will suffice. On the other hand, should the number represent a considerable volume, it is better to have a separate file within which the individual files will be arranged alphabetically, numerically, or in such sequence as best suits office procedures. Files of personnel folders, requisitions, contracts, purchase orders, vouchers, and claims are typical examples of case files.

4. <u>Goal Plan Files</u>: In essence, a Goal Plan File is a specialized treatment of the case file approach. However, since many of the Agency's records are directly related to Goal Plans and are identified as such, it is advisable to treat the arrangement of Goal Plan files as a separate filing method. The Agency employs a system to identify each individual Goal Plan. Each Plan is assigned an alpha-numeric symbol that is comprised of seven segments, each representing an element of the Plan. The following illustrates:

<u>SEGMENTS</u>

_1_	_2_	_3_	_4_	_5_	_6_	_7_
000	AA	00	BK	0	0	00000

- Area-Code
- Goal-Code
- Technical-Field-Code
- Activity-Serial-Code
- Activity-Category-Code
- PIO-Type
- Obligating-Document Number

- 8 -
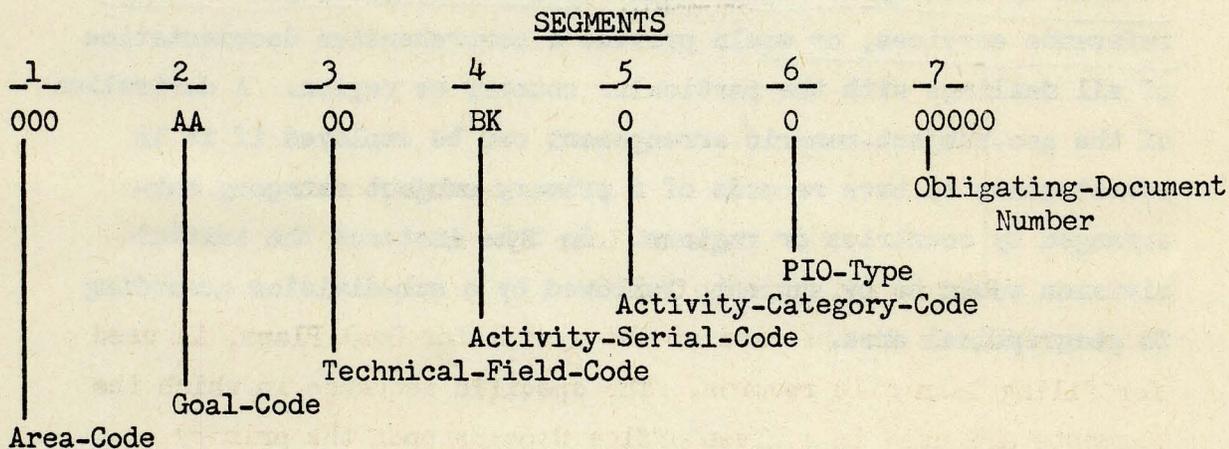
This symbol is the means by which the records in the Goal Plan Files of Missions and various Washington Offices are filed. The manner in which the symbol is employed will vary from office to office, depending upon which segment of the symbol represents the primary relationship of the office to Goal Plans.

For example:

a. Individual missions will have no use for the first segment and thus would use the second segment as the primary sort. Further breakdown would be made by using the fourth segment.

b. Most file stations in Washington bureaus and offices would use the first segment as the primary sort, the second segment as a secondary sort, and the fourth segment as a final sort.

c. In Technical Offices, however, the segments to be used would be the first, third, and second in that order.

d. Support offices normally would use the first and seventh segments in that order.

5. **Loan Files:** Similar to the Goal Plan filing system is that used for Loan Files. Here again a symbol is used to identify each individual Loan, and though not as complex, is of similar character.

SEGMENTS

_1_	_2_	_3_
000	A	001
		Serial Number
	Type of Loan Symbol	
Region and Country Code		
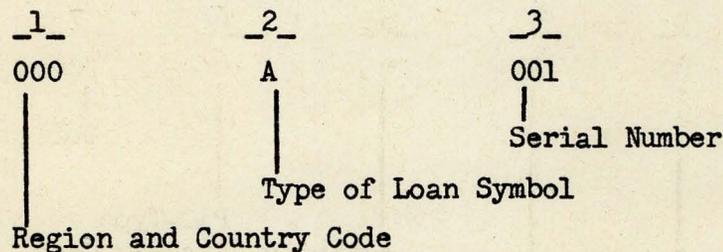
This symbol, as in the case of the symbol for Goal Plans, is used for filing loan file records. The specific sequence in which the segments are used in a given office depends upon the primary

relationship of the office to loans. Some offices will have loan
files arranged by the segments in their natural order while others
will find it more convenient to use the second segment as the
primary sort and the first and third, in that order, as additional
sorts.

6. Chronological Files: These are files that contain extra copies of
    incoming and outgoing communications (cables, airgrams, letters, etc.)
    which are arranged by series indicator or date sequence and serve
    primarily as a source of ready reference.

7. Reading Files: These are files that contain extra copies of incoming
    and outgoing communications collected over a short period of time.
    They are circulated for informational purposes.

8. Name Files: These are established to accommodate record material
    (primarily correspondence) relevant to particular persons or
    organizations. The need for such files is based upon the volume of
    material being handled, the number of individuals or organizations
    involved, and the extent to which the traffic is important to the
    functions of the office. Where established the filing arrangement
    is alphabetical.

SECTION 3

SYSTEM IMPLEMENTATION AND OPERATIONAL REQUIREMENTS

RECORDS LIAISON OFFICERS

An important requisite for Agency-wide implementation of the system
is the designation of Records Liaison Officers who will be responsible
not only for the initial installation but also the continuous operation
of the system in their respective areas. It is essential that the
Agency Records Officer have designated individuals in the various
Washington offices with whom he can coordinate efforts in achieving the
desired objectives of the system. It is equally essential that the
Communications and Records Officers of the regional bureaus have Records
Liaison Officers designated in the Missions.

FILE FACILITIES PLAN

An initial task of each Records Liaison Officer will be the develop-
ment of the File Facilities Plan, which once established is to be main-
tained in a current status. In developing this Plan, consideration must
be given to:

1. The functional activities of the organization.

2. The physical location of its component parts, and
   the files associated with particular functions.

3. The proper placement of files with regard to
   operating procedures and personnel.

4. The staffing required to provide service and
   maintain the files.

5. The extent and type of equipment, supplies and
   space needed.

In Washington, the proposed Plans of the Bureaus, staffs, and offices
will be submitted to the Agency Records Officer for approval. Mission
plans will be approved by the Mission Director or Deputy Director, and

a copy provided the Communications and Records Officer of the appropriate Bureau.

TRAINING

Prior to actual installation of the system it is advisable, but not mandatory, that selected personnel, particularly records supervisors, receive the formal training in records maintenance and classification provided by the Records Management Section (PS/GSD/CR). Should circumstances prevent such preparatory training, a studious perusal of the Handbook should precede implementation.

PREPARATIONS

To the maximum extent possible, preparations in the areas of staffing, equipment, supplies, and space should also precede installation. Admittedly, these advanced preparations may not all be attainable at the most desirable time, but every effort should be made to prevent any undue delay.

INSTALLATION

The progress of installation should be watched closely, and any significant problem areas reported to Records Liaison Officers or the Agency Records Officer, as appropriate. Continuous appraisal of the system, once installed, will be necessary to insure that it continues to meet the needs of the operating officials, that problem areas are recognized quickly, and that desirable improvements are effected.

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FILE STATION OPERATIONS

STAFFING

Staffing is the first and foremost requisite of an efficiently administered file station. Sufficient and adequately trained personnel are needed to insure that records are properly attended and files correctly maintained. It cannot be expected that an unattended or an inadequately attended file station will long serve the needs of the operating officials. Nor can it be expected that inadequately trained personnel will maintain the records in a manner that best meets these needs. The size of the staff is dependent upon the volume of records and the amount of activity associated with the station. It may range from the part-time duty of one employee in organizations of limited size to several full-time employees in large ones. Regardless of size, however, it is essential that the specific responsibility for supervising and operating the station be clearly assigned and made known throughout the organization of which the station is a part.

LOCATION

Of nearly equal importance is the physical location and arrangement of the file station. A file station should be as near to its users as conditions will allow. Adequate space should be provided to permit all cabinets or other types of filing equipment, which comprise a given file station, to be located in one area. Entry into the files by other than those who are responsible for their upkeep should be restricted, if not actually forbidden.

EQUIPMENT AND SUPPLIES

Suitable and sufficient filing equipment and supplies as required by the type of records maintained should be available. Usually, standard five-drawer letter or legal-size file cabinets, equipped with bar-locks

if necessary, will accommodate the records of most file stations. Occasionally, however, equipment of a different sort can be used if such use can be justified by clear necessity or improved efficiency. Shelf filing equipment, safes and vaults, visible and index equipment, and cabinets for automated data punch cards are items in this category. Standard types of file folders, labels, and forms are also available for most filing requirements, and only rarely will specially designed items be required or justified.

FILE ARRANGEMENT

Files should be arranged in logical sequence, generally following the top-to-bottom, left-to-right pattern. Each file drawer is to be clearly labeled to identify the material it contains. In the case of specialized file equipment, a similar method of identifying large segments of the file will be used. Within each drawer, or comparable division of records in specialized equipment, the use of easily recognizable file guides will facilitate filing and reference operations. (See Exhibit 1) Care should be taken against overuse of such guides. Having too many guides is as much a detriment as having too few. In some instances, particularly in subject files, the labeling and arrangement of the file folders themselves will make it unnecessary to use separate file guides.

CLASSIFICATION AND FILING

In many instances, the determination as to the specific file placement of the individual folders, or individual documents within folders, presents no problem - particularly if the material is to be filed in strict alphabetical, numerical, or chronological sequence. In such instances, a readily apparent name, number, or date will indicate where the item is to be filed.

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For material that is to be filed in subject files, however, the determination is more difficult. Such material must be classified according to its subject content by use of the subject categories contained in Part II of this Handbook. The agility and accuracy with which subject classification is accomplished will depend upon the training in, knowledge of, and experience with the subject codes and the extent to which records personnel are acquainted with policies, programs, functions and procedures of the organization. Selection of the appropriate subject code usually can be made through one or more of the following steps:

1. Refer to the subject line as the first determinant. If doubt persists, review the text of the communication.

2. Look for key phrases or familiar terms used in the text and check these against the subject categories in Part II or the index immediately following.

3. Note the addressee and/or originator. The identification of either or both may establish the functional area with which the document is associated.

4. Check attached background material or supporting documents, if such exists, for clarification that may not be in the covering document.

5. Refer to previous documents that are referenced on the papers at hand to see if a suitable code has been established at an earlier date.

6. Consult the action or originating office if uncertainty remains.

By checking the selected information against the subject categories or the index of Part II, the appropriate file code can be selected and entered in the upper righthand corner of the document. (See Exhibit 6)

CROSS-REFERENCING

Occasions will arise when record material is related to two or
more subject categories or is pertinent not only as subject file matter
but also as matter related to other files, such as case files, Goal
Plan Files, Loan Files, etc. In such instances an appropriate cross-
reference should be made. A word of caution, however: Cross-referencing
is a time-consuming process and should be used only when it is abso-
lutely clear that knowledge of material relevant to a given matter and
filed in another location is essential. Cross-referencing should not
be used as a precaution against possible misassignment of subject
categories. In establishing a cross-reference, a copy of the document,
if available, is to be used and cross-reference data indicated in the
upper righthand corner of both the initial file copy and the copy to
be placed in another file or location. A cross-reference sheet (AID
Form 5-46) will be used when copies are not available. (See Exhibit 2)

ARRANGEMENT AND USE OF FILE FOLDERS

Except for subject files, criteria as to type of file folders to be
used, the manner in which they will be labeled, and the pattern for
arranging them in a file station has been fairly well established by
experience, precedence, or regulations of other Agencies. For subject
files full-cut kraft folders which permit labels to be affixed in
lefthand, middle, and righthand positions are to be used. Individual
folders are to be prepared only as they are needed. Preparing a
complete set of folders for all subject categories on the premise that
they eventually will be used would be time-consuming and for many of
the folders, unnecessary. Folders for secondary and tertiary subjects
should not be prepared until the records filed under the broader subject
are of such volume or variety to warrant doing so. Normally, the
necessity will not occur before the number of documents exceed fifteen.
In preparing folders, labels for primary, secondary, and tertiary

subjects will be affixed in first, second, and third positions respec-
tively, reading from left to right. The folders will be arranged in
the file in the same order as the subject categories are listed in
Part II of this Handbook. To help distinguish between official and
working files, yellow-banded labels will be used for folders containing
the former, and green-banded labels for those containing the latter.
(See Exhibit 1.)

In filing material in subject files, papers are to be placed loose
in the folders, i.e., prong fasteners are not to be used. The material
will be arranged by date, the most recent being in front. Papers will
be placed lengthwise with the assigned subject category being to the left.
Normal capacity for a single folder is three-quarters of an inch of
material. Should more than one folder be required for a particular
category, each folder, when filled to capacity, will have entered on
its label the inclusive dates of its content. Folders will be arranged
with those containing more recent material placed first.

FILE CUT-OFF

For each type of file there is to be established a logical break or
cut-off point - primary reasons being:

1. To separate active files from those on which action has been
   completed, and

2. To facilitate the eventual disposition of records.

In numerous instances, the cut-off point is easily defined and is quite
specific. The cut-off point for personnel files is the date of separation
of employees; for purchase orders - upon receipt and acceptance of
material and certification of the dealer's bill for payment; and, for
claims - upon final adjudication and completion of settlement, to site
some examples. In these instances, the cut-off is determined by a
specific event or transaction. For other types of files, particularly

subject files, the cut-off, for lack of a better determinant, must be based on a time cycle - preferably that of a fiscal year. Upon reaching the year-end cut-off, a new series of folders is begun for current records. Should it be necessary to carry-over documents from one year to the next, a Continuity Reference (AID Form 5-199) will be prepared and inserted in place of the material that has been removed and placed in the current file. (See Exhibit 3)

CHARGE-OUT PROCEDURES

In operating a file station, caution should be exercised in charging out records. Some records, for obvious reasons, must be protected against indiscriminate disclosure of content. Responsible operating personnel should inform records personnel of such records and the extent of restraint to be exercised.

When receiving a request for records, file station personnel should endeavor to obtain the specific information that will enable them to quickly find the desired documents. For records maintained in alphabetical, numerical, or chronological files, the retrieval normally will not be difficult. Location of material in subject files poses a more difficult problem. The length of time required to locate the desired papers will depend upon the adequacy and accuracy of information provided by the requester. It is incumbent upon file personnel to obtain as much information about the record as possible at the time the request is received.

If charge-out of the material is permitted and the material does not constitute an entire folder, a backing sheet (ICA Form 5-103) will be attached. (See Exhibit 5) Upon return to file, the backing sheet will be removed before the material is refiled. Should an entire folder be required, the material will be securely fastened within the folder before it leaves the file station. A temporary file folder (ICA Form 5-132) will be used for filing material until the folder is returned.

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A Charge and Follow-up of Files (ICA Form 5-68) will be prepared for documents that are charged-out of an Official File Station and are to leave the immediate office in which the Station is located. (See Exhibit 4). This is a four-part form that is used as follows:

1. The initial part is used to transmit the records to the requester.

2. The second part is stapled to the File Charge-Out card (ICA Form 5-34) or inserted in the folder from which the material is removed.

3. The third part serves as a suspense control and is filed by charge-out date. Follow-up at one or two week intervals is suggested.

4. The fourth part is retained by the name of the requestor. It is used primarily by the Missions to insure that all material charged to an individual is returned to file before he departs the post for reassignment or separation.

5. All four parts are destroyed when the material is returned to file.

A File Charge-Out Card (AID Form 5-34) will suffice for materials charged-out of an Official File Station by personnel of the immediate office in which the station is located. This card may also be used for charging-out documents from Working Files.

SECTION 5

CLASSIFIED RECORDS

POLICIES AND REGULATIONS

In the natural course of operations, the Agency either generates or becomes the recipient of records which must bear a security or an administrative classification in order to restrict the disclosure of their content. Such restriction is necessary in the interest of national defense, where a security classification is involved, or is required for moral, legal or other administrative purposes, when an administrative classification is involved. The importance of proper protection of classified documents cannot be overemphasized. Each individual handling classified material is directly responsible for adhering to established security regulations. For Washington employees these regulations are contained in Manual Order 631.1, "Security Regulations." Mission employees are to be guided by Chapter 900 of the Department of State Foreign Service Security Regulations. The balance of this section for the most part repeats material that is contained in these publications; however, repetition in this instance is considered warranted.

TOP SECRET, SECRET, AND CONFIDENTIAL are terms used to identify documents which have been given a security classification and will appear on all papers or publications so classified. The terms OFFICIAL USE ONLY and LIMITED OFFICIAL USE apply to records which have been assigned an administrative control classification. Any document or publication bearing one of these markings is to be handled in accordance with the above mentioned regulations and the provisions of this Handbook.

Only personnel who have received a security clearance may handle
material having a security classification or the administrative
classification of LIMITED OFFICIAL USE, and then only that which they
are authorized to handle based on the "need to know" concept. OFFICIAL
USE ONLY material may be handled by U. S. employees having a security
clearance and, except for cablegrams dated prior to May 1, 1962, by
Foreign Service Local Employees having the written authorization of
the Mission Director. None of these clearances, however, permits
access to material which, in addition to its security or administrative
classification, is labeled "EYES ONLY". Such material is to be
viewed only by the Mission Director or personnel designated by him
and selected personnel in Washington offices.

PROCEDURES

To insure that classified material, whether of a security or an
administrative nature, is properly safeguarded, mandatory filing
procedures must be followed.

In Washington, all TOP SECRET documents not in actual use are to
be retained in the Top Secret Control Office, and therefore will not
be retained in office files beyond the period of immediate need. Copies
temporarily held by individual offices will be housed in a safe that
is equipped with a three-way dial combination lock. TOP SECRET
documents are not to be removed from TOP SECRET file folders nor
intermingled with other files. In Missions, TOP SECRET material, when
not in use, normally will be under the custody of the Embassy Top
Secret Control Officer. When temporarily held by the Mission, it is
to be kept in a steel file cabinet, safe, or vault that is equipped
with a three-way dial combination lock and is located in a restricted
area.

In Washington, individual offices are permitted to retain material having a security classification of SECRET or CONFIDENTIAL and material that is administratively classified, and are allowed to inter-file such material with that which is unclassified. Whether inter-filed or filed separately however, it must be housed in cabinets or areas which meet security standards.

Conditions in the Missions do not permit the interfiling of SECRET, CONFIDENTIAL, and LIMITED OFFICIAL USE material with that which is unclassified. It must be maintained separately in a suitably established and designated "Restricted Area" approved by the Post Security Officer, to which only properly cleared and authorized employees have access. Encrypted documents and Official Use Only cablegrams dated prior to May 1, 1962 must be accorded the same protection. When the Mission facilities do not meet security standards, those of the Embassy are to be used. In such instances, maintenance of the records remains the responsibility of the Mission Records Supervisor or comparable employee. OFFICIAL USE ONLY material, other than cablegrams dated prior to May 1, 1962, may be filed in file stations in a bar-lock cabinet if such storage is approved by the responsible security officer. Material having an EYES ONLY designation will be filed in a separate folder and maintained for the Mission Director in accordance with the procedures for handling security and administratively classified records. Material which is maintained in Mission restricted areas or Embassy facilities is to be removed only when needed for immediate use and is to be returned at the end of each working day unless retention is otherwise approved by the Post Security Officer. Specially designed folders provided by Washington are to be used for filing SECRET, CONFIDENTIAL, and LIMITED OFFICIAL USE material, and OFFICIAL USE ONLY cablegrams dated prior to May 1, 1962.

When classified and unclassified material is separately maintained it is important that no cross-reference sheets be placed in the unclassified folders which make reference to classified material. In lieu thereof note on the inside of the unclassified folder, in the upper left-hand corner: "SEE CLASSIFIED FILE".

If it is necessary to remove classified material from its normal filing point, only the individual documents that are needed are to be released. An entire folder containing classified material normally is not to be charged-out. As an added precaution in Missions, the material to be released will be placed under a classified cover sheet and will be hand carried by authorized American Personnel.

Missions and Washington offices are to retain only the number of copies of classified material that is necessary for operating requirements. Excess copies are to be destroyed in accordance with security regulations.

EXHIBITS

LGP   Loans, Guarantees and Private Enterprise

                                           FY 62

LGP 2   Loans

                                           FY 62

LGP 2-3   Coordinating Committee on Development Financing

                                           FY 62

OFFICIAL FILES
LEG 8
THRU
MAP 5   FY 62
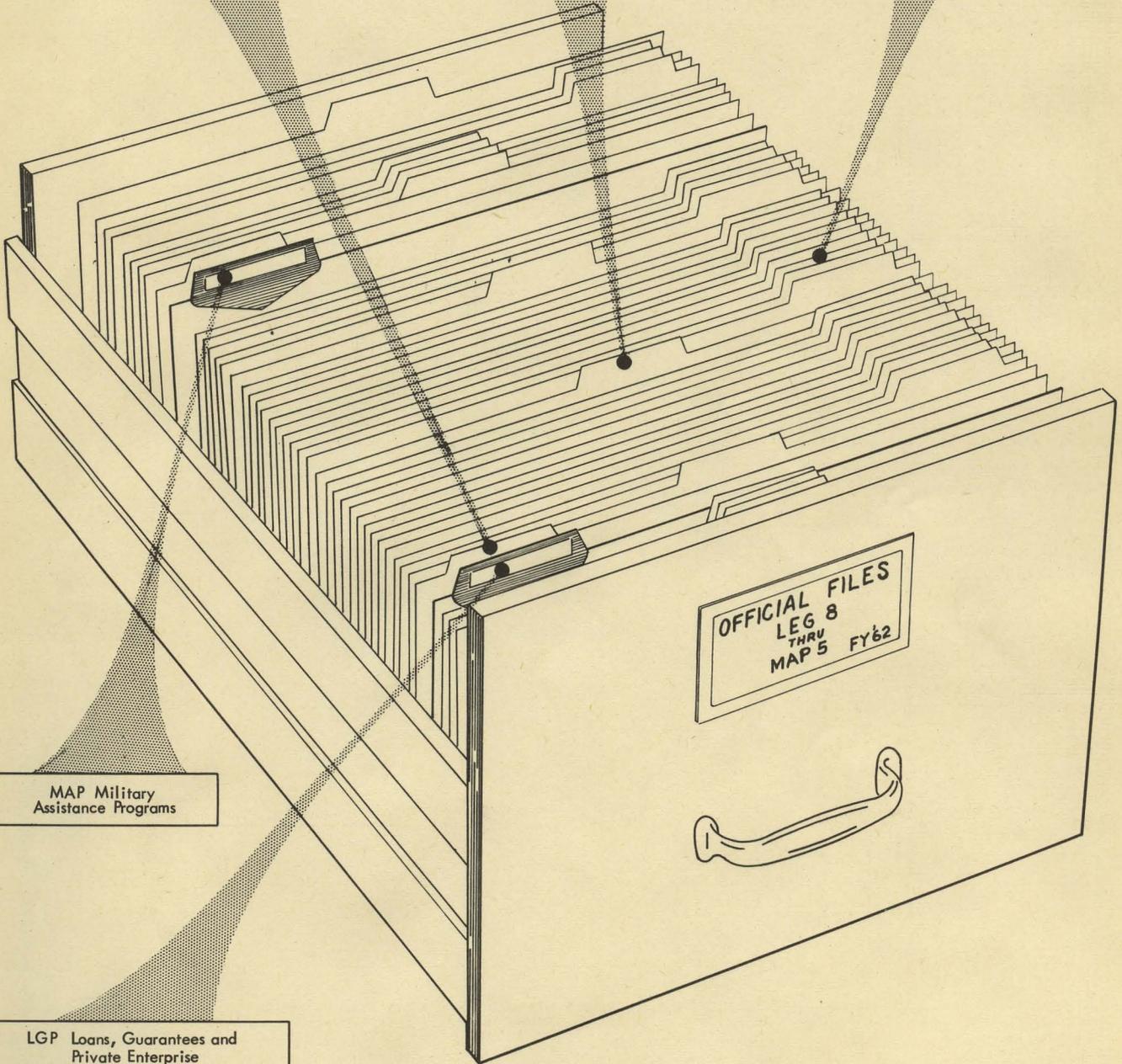
MAP Military
Assistance Programs

LGP Loans, Guarantees and
Private Enterprise

EXHIBIT 1

File: _____ ← TITLE OR CODE OF THE FILE WHERE THIS SHEET WILL BE LOCATED
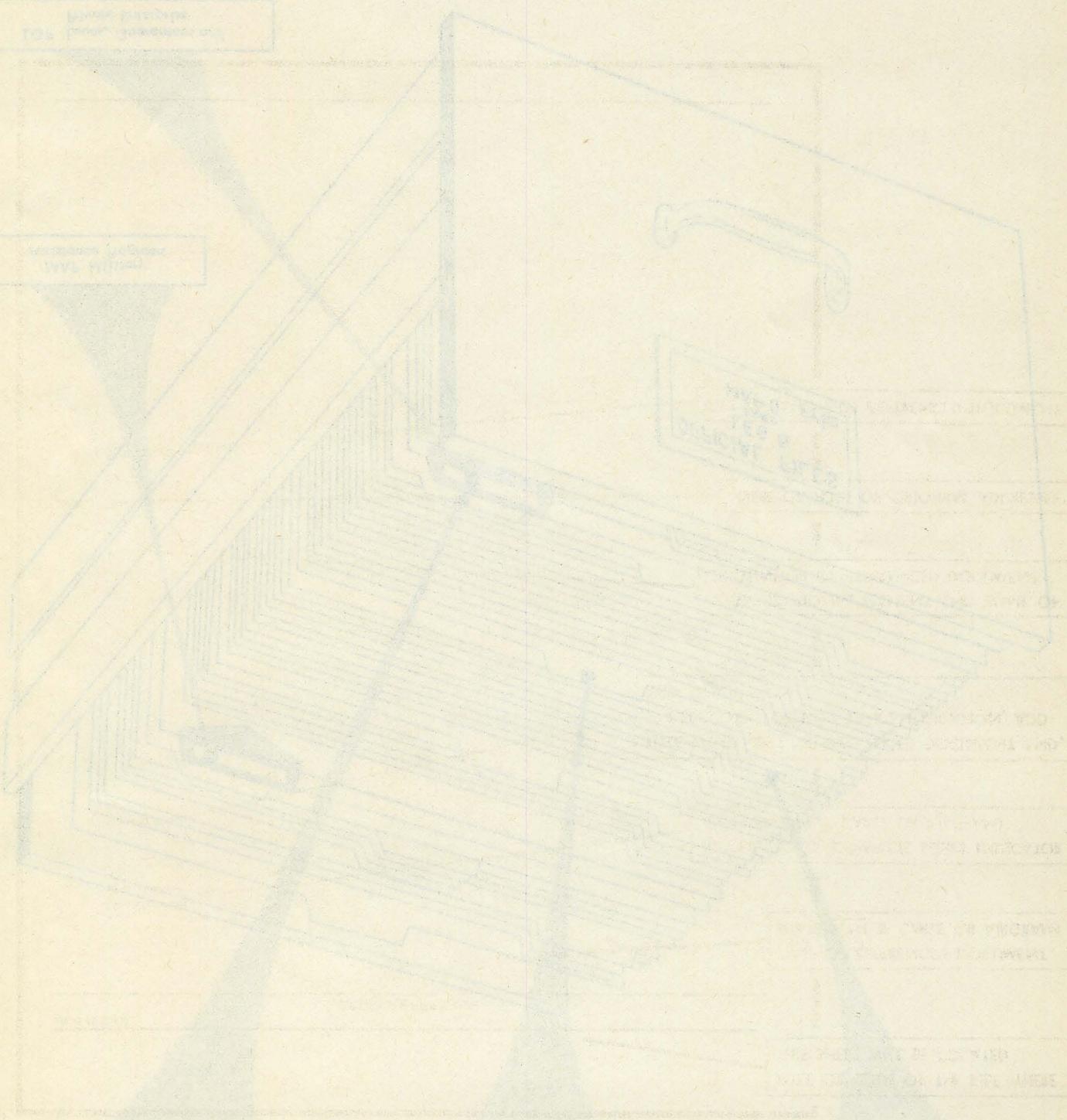
AID-5-46 (2-62)

CROSS REFERENCE

Date: _____ ← DATE OF REFERENCED DOCUMENT (DATE **SENT** IF CABLE OR AIRGRAM)

Identification of Document: ← (LETTER, MEMO, COMPLETE SERIES INDICATOR AND NUMBER, IF CABLE OR AIRGRAM)

Summary: ← TITLE OR SUBJECT OF REFERENCED DOCUMENT AND, IF NECESSARY FOR FURTHER IDENTIFICATION, ADD BRIEF DESCRIPTION

From: ← ORGANIZATIONAL ELEMENT AND NAME OF ORIGINATOR OF REFERENCED DOCUMENT

To: ← NAME OR POST OF ORIGINAL ADDRESSEE

File Location: ← FILE LOCATION OF REFERENCED DOCUMENT

EXHIBIT 2

USE THESE CAPTIONS TO IDENTIFY THE MATERIAL THAT
IS BEING BROUGHT FORWARD FOR CONSOLIDATION
WITH MATERIAL OF A LATER DATE.

FILE THIS FORM IN PLACE OF THE MATERIAL BEING
BROUGHT FORWARD.

ICA-5-199
(8-61)

CONTINUITY REFERENCE

File Designation: xxxxxxxxx

    File Date: xxxxxxx

    Summary: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Brought Forward To -- xxxxxxxxxx

File Designation: xxxxxxxxxx

USE THESE CAPTIONS TO SHOW WHERE THE
CONSOLIDATED PAPERS ARE NOW LOCATED
IN THE FILE.

31

EXHIBIT 3

METRO BUSINESS FORMS, WASHINGTON 6, D. C., ME 8-4950

CHARGE AND FOLLOW-UP
OF FILES

CAUTION: These records will be used for official purposes only. Do not remove papers, return them promptly.

DATE CHARGED 2-6-62

CHARGED TO	NAME		EXT.	OFFICE	BUILDING	ROOM NO.
	John Doe		8323	O/MR	NS	4942

RETURN TO	OFFICE	BUILDING	ROOM NO.	
	O/MR--CF	M	1005	TO RETURN FILE, DRAW LINE THROUGH ABOVE NAME AND ADDRESS

DOCUMENT DESCRIPTION

DATE OF DOCUMENT	NUMBER OF DOCUMENT	ORIGINATOR OR ADDRESSEE	FILE CLASSIFICATION OR SUBJECT
7/21/61	ICATO CIRC A-24	O/SS	PRC 1-3

ICA-5-68 (7-55)

Transmittal Copy

1st Part

2nd Part

ICA-5-68 (7-55)

Charge-Out Copy--File in the place from which ICATO CIRC A-24 removed.

PRC 1-3

CLASSIFICATION OR SUBJECT

3rd Part

ICA-5-68 (7-55)

Follow-Up Copy. File by Date Charged Out.

4th Part

ICA-5-68 (7-55)

Clearance Copy--File by Name of Borrower.

33

EXHIBIT 4

CHARGE AND FOLLOW-UP OF FILES
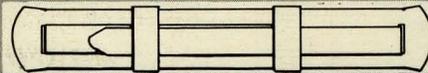
CHARGED TO	**NAME** XXXX XXXXX		**EXT.** XXXX	**OFFICE** XXX	**BUILDING** XXX **ROOM NO.** XXXX

DATE CHARGED XXXX

RETURN TO	**OFFICE** XXXXX	**BUILDING** X	**ROOM NO.** XXXX	TO RETURN FILE, DRAW LINE THROUGH ABOVE NAME AND ADDRESS

DOCUMENT DESCRIPTION

DATE OF DOCUMENT	NUMBER OF DOCUMENT	ORIGINATOR OR ADDRESSEE	FILE CLASSIFICATION OR SUBJECT
XXX	XXXXX XX	XXX	XXXX

ICA-5-68 (7-55)

CHARGE OUT SLIP

OTHER AGENCY

Xxxxxx   Xxxxxxxxxx
Xxxxxxx   Xxxxxxx
Xxxxxxx   Xxxxxxxxx
Xxxxx   Xxxxxxxxxx
Xxxxxx   Xxxxxxx
Xxxxxxxx Xxxxxxxxx
Xxxxxxx   Xxxxxx
Xxxxx
Xxxxxxxx
Xxxxxxxxxxxx
Xxxx

SECURITY CLASSIFICATION

CHARGE DOCUMENT

BACKING SHEET

OFFICIAL FILE OF THE INTERNATIONAL COOPERATION ADMINISTRATION
DO NOT REMOVE PAPERS

EXHIBIT 5

ADM 3-1

AIRGRAM **DEPARTMENT OF STATE** ADM 3-1

xxxxxx
CLASSIFICATION

For each address check one ACTION | INFO

TO - xxxxxxxxxxxx

DATE REC'D.
xxxxx

DISTRIBUTION		DATE SENT
ACTION		xxxxx
XX	FROM - xxxxx	

INFO.

XX
XX SUBJECT - xxxxx
XX
XX REFERENCE -
XX ___

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xxxx

OTHER AGENCY

XX

	PAGE	PAGES
	OF	

DRAFTED BY	OFFICE	PHONE NO.	DATE	APPROVED BY:
xxxxxxxx	xxxxxxxx	XX	xxxxx	xxxxxxxxxxxxxx

AID AND OTHER CLEARANCES
xxxxxx
xxxxxx

xxxxxx
CLASSIFICATION

(Do not type below this line)

AID-5-39 (5-62) PRINTED 5-62

EXHIBIT 6

PART II

SUBJECT CLASSIFICATION

SECTION I

SUBJECT CATEGORIES

SUBJECT CATEGORIES

August 1962

ADMINISTRATIVE MANAGEMENT

This category deals with functions, techniques and activities in the general field of management; specific areas of planning and control, such as paperwork management (communications, forms, issuances, records and reports), application of automatic data processing and electric accounting machine operations to Agency requirements; organization, and allocation of functional responsibilities; work flow, work simplification, staffing, and management studies; and emergency planning.

ADMINISTRATIVE MANAGEMENT

1 AUTOMATION AND MECHANIZATION   Of clerical procedures. Includes use of electric accounting machines. Case file individual feasibility studies, as volume warrants.

2 CIVIL DEFENSE   Includes relocation of indispensable records and personnel stationed in the U. S. Excludes mission emergency evacuation procedures. SEE: ADM 7-3

3 COMMUNICATIONS MANAGEMENT

   3-1 Airgrams & Cables

   3-2 Communications Control   Procedures to assure prompt action on important communications.

   3-3 Handbooks

   3-4 Letters & Memoranda   Includes form and guide letters.

   3-5 Mail, Messenger & Pouch Service

   3-6 Security   Procedures covering handling and processing of classified material, and criteria for assigning security classifications.

   3-7 Translation Service

4 DELEGATION OF AUTHORITY   Cross reference delegations of authority to appropriate functional category.

   4-1 Signature   Authorization and signature of communications.

5   FORMS MANAGEMENT

Development, review and approval of Agency forms, including format design, instructions for preparation and distribution, and justification for each form.

6   ISSUANCES MANAGEMENT

Development, review and approval of any series of directives issued by an Agency entity. Within tertiary breakdowns below, the official file station serving the originating unit will retain the file showing background, development, and a final copy of each issuance. Case file individual issuances within tertiary subdivisions, as volume warrants.

6-1   Orders

Manual Orders in AID/W, and mission Executive Orders (or similar series of formal directives). Recipients of MOs will arrange in looseleaf binders as shelf reference materials, NOT as file materials. Excludes Presidential Executive Orders.
SEE: LEG 5

6-2   Newsletters

6-3   Notices

AID/W and general notices.

6-4   Participating Agency Notices

6-5   Policy Determinations

This category is limited to background files in originating office. Recipients file as instructed on the transmittal sheet of each issuance.

6-6   Record of Decisions

6-7   Secretariat Notes

6-8   The SHIELD

See instruction with ADM 6, above. File retained in issuing office ONLY.

7   ORGANIZATION AND FUNCTIONS

    7-1   Agency   Agency-wide and AID/W.

    7-2   Cooperative Services   Includes Joint Funds, Servicios, and
                                     any other entity created within the
                                     framework of a host government
                                     specifically to plan and implement
                                     the Agency program _jointly with_
                                     US staff.

    7-3   Missions   Includes emergency evacuation and
                                       liquidation procedures.

    7-4   Other US Agencies   Relations with, and organization of
                                       other US government agencies. Case
                                     file by name of agency, as volume
                                     warrants. _Excludes_ participating
                                     agency agreements. SEE: LEG 1-2

8   RECORDS MANAGEMENT

    8-1   Disposition   Includes inventories, shelf lists,
                                       and special procedures for disposition
                                     of classified records.

    8-2   File Equipment &   Criteria and background information
          Supplies   for determining suitability of specific
                                       types of equipment and supplies for
                                     Agency use. _Excludes_ procurement of
                                     these items. SEE: PRC. _Excludes_
                                   issuance, accountability, and disposal
                                   procedures. SEE: GRS 2-2 and GRS 2-4

    8-3   Handbook

    8-4   Maintenance   Includes special procedures for
                                       maintenance and storage of classified
                                     records.

    8-5   Surveys & Inspections

9   REPORTS MANAGEMENT   Development and review of Agency
                                     reports, including format design,
                                     instructions for preparation and
                                     distribution, and justification for
                                     each report. _Excludes_ completed
                                     reports, which are classified in
                                     accordance with their subject content.

10 STAFFING *Retain*

    10-1 Staffing Patterns   Includes SPARS and related
                                         Communications. <u>Excludes</u> recruitment
                                         and placement of employees. SEE:
                                         PER 9-8

    10-2 Workload Studies

11 WORK PLANS *Retain*

12 WORK SIMPLIFICATION *3 yrs.*

AGRICULTURE

This category is designed for all materials dealing with agricultural subjects: papers reflecting agricultural conditions or problems in cooperating countries; materials dealing with technical aspects of agriculture; procedures, policy and methods of implementing agricultural programs.

> EXCEPT: Materials dealing with disposal of U.S. surplus agriculture commodities. SEE: FPC

AGRICULTURE

1 AGRICULTURAL COLLEGES & UNIVERSITIES
: In cooperating countries. Includes experimental and research activities undertaken in connection with these institutions. Excludes U.S. colleges and universities. SEE: PRC 3-3

2 AGRICULTURAL ECONOMICS

   2-1 Farm Management

   2-2 Marketing & Distribution
: Of unprocessed agricultural products. Excludes marketing and distribution of processed agricultural products. SEE: IND 6

   2-3 Statistics
: Limited to statistics and related materials not classifiable under other sub-divisions of this primary category.

3 COOPERATIVES & CREDIT

4 CROP PRODUCTION

   4-1 Seed Improvement
: Includes improvement of planting stock.

   4-2 Weeds, Diseases & Pests

5 EXTENSION

   5-1 Home Economics

   5-2 Workshops

   5-3 Youth Clubs

6 FARMS
: Excludes farm management. SEE: AGR 2-1

   6-1 Buildings

   6-2 Mechanization

7 FISHERIES

8 FORESTRY

9 LAND

    9-1 Distribution   Includes settlement, tenure and land reform.

    9-2 Flood Control

    9-3 Irrigation, Drainage & Reclamation

    9-4 Range Management

    9-5 Soil Conservation

    9-6 Soil Surveys, Analysis & Fertilization

10 LIVESTOCK & POULTRY   Excludes processed meats. SEE: IND 5

    10-1 Breeding

    10-2 Diseases & Pests

    10-3 Feeds

11 RESEARCH   Limited to agricultural research activities not classifiable under another subdivision of this primary category.

This **category** deals with all phases of the Agency's budget activities: guidelines for, and preparation of, budget requests originating in each mission and AID/W organizational unit; review and revision of these requests; preparation of the Agency's submission to the Bureau of the Budget in connection with its preparation of the Budget of the U.S.; preparation and presentation of the detailed Agency budget request to the Congress, and hearings before Congressional appropriations committees; copies and analyses of proposed appropriations bills and amendments, and the approved legislation; apportionment of the Agency's appropriated funds by the Bureau of the Budget, and administration of the approved budget.

To assure consistent separation of materials dealing with administrative (and administrative support) budgets from those dealing with the program budget, insert the code "ADM" immediately following "BUD" on all papers dealing with the former, and "PRM" on all documents dealing with the latter.

Where it is useful to distinguish materials dealing with foreign currencies from those dealing with dollars, case-file within this category, adding "(FC)" to the established code.

EXCEPT: Military Assistance Program Annual Budgets.
SEE: MAP 6

BUDGET

1 ANNUAL BUDGET SUBMISSION   *Retain*

By each mission and AID/W organizational entity. Includes instructions, assumptions and guidelines for preparation, the budget request itself, supporting papers and related communications. Where volume warrants, case-file, and arrange alphabetically by country mission or AID/W entity.

1-1   Review & Revision

Of budget submissions, within the Agency. Includes criteria against which budget estimates are evaluated, such as standard cost estimates, validity of estimated timing, calculation of administrative and program expense ratios, etc.

Retain

2 BUREAU OF THE BUDGET REQUEST

Documents the merging of budget estimates submitted within Agency, as revised, into a consolidated Agency submission for inclusion by BOB in the government-wide annual budget. Includes supplementary schedules, exhibits and special data for BOB review.

2-1   BOB Hearings

Includes scheduling of witnesses, preparation of witnesses' statements, summaries of testimony, etc.

Retain

3 CONGRESSIONAL PRESENTATION

Documents the preparation of the detailed Agency budget request to Congress, including supplementary schedules, exhibits, etc.

3-1 House Appropriations Committee Hearings

Includes scheduling of witnesses, preparation and copies of witnesses' statements, briefing materials, summaries of testimony, etc.

3-2 Senate Appropriations Committee Hearings

Same as 3-1 above.

3-3 Conferee Actions

Materials prepared to resolve differences between House and Senate appropriations actions.

3-4 Appropriation Bills

Copies and analyses of proposed appropriation bills and amendments thereto, position papers on proposed legislation, and approved appropriation bills.

3-5 Supplemental Budget Requests

Documents requests for supplemental appropriations within a fiscal year, for that fiscal year, necessitated by developments not foreseen in the initial Agency budget submission. Excludes revisions in apportionment and allotment of funds already appropriated. SEE: BUD 5-1 and 5-3 below.

4 TENTATIVE PROGRAM LEVEL *Retain*

4-1 Program Approval

Includes Implementation Approval Documents (IADs) and related communications. (SEE ALSO: PRM 1-4, 2-2 and 3-2 for filing of secondary copy of program approvals.)

5 OPERATIONAL YEAR FUNDING PLAN

Includes Operating Year (program funds) Budget (OYB) and Annual Administrative Funding Plan; and review and revision of these documents. Maintain as separate entities in accordance with instructions in paragraph two on preceding page. Where volume and use warrant, case file by country or AID/W organizational unit, and/or by month or quarter.

August 1962

5-1   Apportionment   Distribution by the Bureau of the
                                    Budget of Agency appropriation and
                                    other funds available under legislative
                                    authorities. Includes materials
                                    prepared for BOB review in fixing
                                    apportionment.

5-2   Allocations   By AID/W to participating agencies.

5-3   Allotments   To Regional Bureaus, headquarters
                                    offices and missions. Includes
                                    requests for and establishment of
                                    allotments to each activity.

5-4   Overtime & Consultant
      Quarterly Estimates

5-5   Personnel Ceilings   Requests for, and establishment of,
                                    numerical authorization of staffing
                                    levels.

5-6   Statement of Fund   Monthly statement reflecting obliga-
      Utilization   tions incurred and percent of
                                    cumulative obligations to availability.

This category deals with basic economic and financial data and its analysis, and groups materials on which the long range assistance requirements of cooperating countries and regions are estimated, and Agency assistance programs developed.

> EXCEPT: Materials which properly furnish background information in recognized areas of Agency technical assistance programs (i.e. sector analysis), which are filed in the appropriate functional primary category. SEE: AGR, EDU, HLS, IND, PUB, SOC, and TRP.

ECONOMIC AND FINANCIAL AFFAIRS

1 BANKING & CREDIT

1-1	Government Banking	Statistical and other data and its analysis, relating to central, state and other government banking operations. Includes credit portfolios, loans, deposits, discounts and re-discounts, currency issuance and circulation, etc.
1-2	Private Banking	Statistical and other data and its analysis, relating to commercial banking operations. Includes credit portfolios, statements of legal reserve requirements, periodic reserve reports, time and sight deposits, discounts on commercial and other paper, etc. Excludes foreign exchange holdings. SEE: ECF 4-4

2 COOPERATING COUNTRY BUDGETS

Cash flow statements, revenues and expenditures, debt accumulation, short-term supplier credits, etc. Excludes Agency technical assistance activities in organization and procedures for budget formulation and administration. SEE: PUB 2-4

2-1	Central Government Budget	Where volume warrants, establish case files for individual ministerial (departmental) budgets, and arrange alphabetically by name of ministry or department.
2-2	Local Governments	Includes provincial (state) and municipal budget data.

3 ECONOMIC ANALYSIS

Review, assessment and/or summary of overall economic situation, or specific related factors, such as analysis of savings vs. consumption, etc.

3-1 Data Books

Regional and country economic data books.

3-2 Economic Indicators

Retail and wholesale price indexes, cost of living index, trends in construction activity, electric power consumption, etc.

3-3 National Income & Product Accounts

Includes gross national product, gross domestic product, statistical data recording consumption and production, national income, etc.

4 INTERNATIONAL TRADE

Excludes trade promotion and development programs. SEE: IND 6

4-1 Balance of Payments

Includes imports and exports, services, long and short term capital movements, other current accounts, and gold movements.

4-2 Common Market Activities

Where volume warrants, establish case files for (a) Central American Common Market, (b) European Common Market, and/ or (c) Latin American Free Trade Area for South America (LATFSA).

4-3 Controls & Barriers

Includes import quotas, blocked currencies, barter and bilateral trade, exchange auctions, export licensing, restrictions on trade with communist countries, blockade and embargo activities, etc.

4-4 International Reserves & Exchange Rates

Includes gold, free and restricted foreign currency holdings; exchange and currency conversion rates.

4-5 Smuggling

Estimated quantity and value of contraband activities, effects on local economy, etc. Excludes border patrol and related policing activities. SEE: PUB 6-1

Retain (Item 1 of minutes) 5c

   This category is designed for all materials dealing with education in
cooperating countries; Agency programs in the development and administration
of educational institutions, systems and methods; materials dealing with
technical aspects of education; and Agency policy, procedures and methods of
implementing programs in this field.

>   EXCEPT: Materials dealing with training of participants.
>   SEE: TRG
>
>   Materials dealing with training of Agency employees.
>   SEE: PER 13
>
>   Materials dealing with the Cultural Exchange Program.
>   SEE: PRM 7-4

EDUCATION

1 ADULT   Includes planning, development and
                                      conduct of programs in this field.
                                      (See also: SOC 5-6 for workers' educa-
                                      tion programs sponsored by labor unions.)

   1-1   Literacy Programs

2 AMERICAN SPONSORED SCHOOLS   Includes eligibility criteria for
                                      assistance to schools, and elements of
                                      school budgets. Case file materials
                                      relating to individual educational
                                      institutions, and arrange alphabetically
                                      by name of institution. Excludes
                                      schools organized at missions for educa-
                                      tion of dependents of Agency employees.
                                      SEE: PER 5

3 CURRICULUM DEVELOPMENT

4 ELEMENTARY   Includes planning, development and
                                      conduct of programs at this level.

5 FELLOWSHIPS   Includes scholarships.

6 HIGHER EDUCATION   Includes planning, development and
                                      conduct of programs at college and
                                      university level. Excludes profession-
                                      al education. SEE EDU 8. Excludes
                                      agricultural colleges and universities.
                                      SEE: AGR 1

7 LIBRARY OPERATION

8   PROFESSIONAL EDUCATION   Includes planning, development and conduct of programs at this level. <u>Excludes</u> medical schools. SEE: HLS 1-1 <u>Excludes</u> schools of public administration. SEE: PUB 7

    8-1   Engineering

    8-2   Teacher Training

9   SCHOOL FACILITIES

    9-1   Administration

    9-2   Construction

10   SECONDARY   Includes planning, development and conduct of programs at this level.

11   TEACHING METHODS

12   VOCATIONAL TRAINING   <u>Excludes</u> apprentice training. SEE: SOC 5-6. <u>Excludes</u>   business administration training. SEE: PUB 7. <u>Excludes</u> nursing schools. SEE: HLS 1-2

This category groups together materials relating to the collection, disbursement and accounting for Agency funds; the operation of accounting and fiscal reporting systems; accounting procedures for special programs; audit, management inspection and investigation of Agency operations; payroll operations and allied functions of a fiscal nature.

A file station which needs to distinguish materials dealing with foreign currencies from those dealing with dollars may case file within any secondary or tertiary sub-division of this category, adding "(FC)" to the established code.

FISCAL, ACCOUNTING AND AUDIT

1 ACCRUAL ACCOUNTING

Procedures and related communications.

    1-1   Accruals & Estimates

Where volume warrants, establish case files for (a) administrative, project, and non-project expenses, or (b) by month, representing supporting documentation for accrued liability reporting requirements, as best suits users' needs.

2 APPROPRIATION-ALLOTMENT ACCOUNTING

Excludes appropriation and allotment symbols, and object classification codes. SEE: FIS 8

    2-1   Administrative Reservations

    2-2   Obligations

    2-3   Section 1311 Certification

    2-4   Vouchers

Excludes individual disbursement vouchers, which are filed as a separately identified file group, arranged numerically by Bureau Voucher Number in two separate series: (a) transportation vouchers, identified by "T" prefixed to the Voucher and Schedule of Payments number, and (b) all other vouchers.

3 AUDIT & INSPECTION

Tertiary sub-divisions of this category are designed for general materials identifiable with principal types of audit or inspection activity. Full documentation of each individual audit (including work papers, the audit report itself, and documentation of follow-up activities) is case-filed, and maintained as a separate identity. An official file station maintaining records of individual audits will select the most useful arrangement of these case files, consistent with instructions accompanying the tertiary categories which follow. In all cases where it is impractical to file the audit of a specific transaction or function with the official file documenting the transaction or function itself, it is essential that a copy of the audit report, or a cross-reference sheet be filed with such official file, to record the existence and location of the separately maintained audit. Excludes regularly recurring reports summarizing audit activity. SEE: FIS 13

3-1 Administrative Audit
     of Vouchers

Includes responsibilities of certifying officers.

3-2 Contract Audit

Materials documenting actual audits of contracts are case filed, and arranged alphabetically by name of contractor. Excludes administrative audit of vouchers submitted by contractors. SEE: FIS 3-1, above.

3-3 End Use Observations

Overall procedures for conduct of end use checks on commodities financed under Agency programs. Individual reports are case filed, with supporting papers, and arranged numerically by authorization document number (PIO/C, PA, FCA, etc.), by project number, or by report number, as best suits users' needs.

3-4   General Accounting *Retain*   Individual GAO audit reports and
      Office Audit   related communications are case filed
                                       and arranged alphabetically by country
                                       or organizational unit, or by the
                                       subject content of the report. Excludes
                                       liaison with GAO. SEE: ADM 7-4

3-5   General Accounting   Case file individual exceptions and
      Office Formal   related communications, and arrange in
      Exceptions   numerical order by GAO control number.

3-6   General Accounting   Case file individual inquiries, and
      Office Inquiries   related communications, and arrange
                                         numerically by GAO inquiry number.

3-7   Independent Audit *Retain sample*   Relates to use of independent public
                                         accountants. Case file individual audit
                                         reports, as volume warrants.

3-8   Management Inspection *Retain*   Refers to internal audit activities of
      & Internal Audit   both mission and AID/W, including
                                         mission audit of Cooperative Services
                                         and Voluntary Agency Programs under
                                         Title III of PL 480. Case file
                                         individual audit reports, with support-
                                         ing papers, and arrange alphabetically
                                         by country, by program, or with other
                                         papers documenting specific transactions
                                         audited, as best suits users' needs.

3-9   Price Analysis

3-10   Self-Audit Activities

4   BANK FINANCING *Retain*   Letter of commitment financing of Agency
                                         commodity transactions, technical ser-
                                         vice contracts, and loans. Excludes
                                         papers relating to individual L/Cs,
                                         which are filed with the related trans-
                                         action, contract or loan. Excludes
                                         other correspondence with, or relating
                                         to individual banks. SEE: LGP 2-6

5   BILLING & COLLECTION   General materials only. Individual
                                         bills are maintained as a separately
                                         identified file group, arranged num-
                                         erically by bill number, or alphabet-
                                         ically by debtor's name, as best suits
                                         users' needs.

6   BONDING OF EMPLOYEES

7 CLAIMS _7 yrs._

Excludes insurance claims. File general materials regarding such claims by type of insurance. SEE: Index entries under "Insurance". File individual insurance claims in personnel file of claimant employee. SEE: PER, or in project or participant name file of claimant participant. SEE: TRG

7-1 Evacuation

Group claim cases by country, and case file individual claims, arranging them alphabetically by name of claimant.

7-2 Investment Guarantee _selected case files to be retained_

Where volume warrants, case file, and arrange alphabetically by name of claimant.

7-3 Tort

Where volume warrants, case file individual claims, and arrange alphabetically by name of claimant.

8 CODES

Includes allotment and appropriation symbols, and object classification codes.

9 COST ACCOUNTING

10 DISBURSING _10 years_

10-1 Cashier Activities

10-2 Disbursing officer Activities

Where volume warrants establish case files for U.S. Disbursing Officer, Assistant Disbursing Officers, Regional Disbursing Officers.

11 GENERAL LEDGER ACCOUNTING

12 PAYROLL PROCEDURES

Case file payroll copy of personnel actions and payroll change slips (a) by pay period, and arrange chronologically, or (b) by name of employee, and arrange alphabetically, as best suits users' needs.

13 REPORTS

File special, non-recurring reports by subject content wherever possible, using this secondary category only for those fiscal reports which are either too general or too comprehensive for such coding. Case file all recurring fiscal reports in this category, arranging numerically by reports control number. (SEE: MO 322.1, AID/W Recurring Reports; and "List of USAID Recurring Reports to AID/W" for identification of these reports.) Where size of the individual reports precludes storage in file cabinets, they are arranged in chronological order, in expandable binders, with each binder identified by control number of the report it contains.

14 SPECIAL PROGRAMS ACCOUNTING

14-1 Cash Grants

14-2 Cooperative Services

14-3 Counterpart Funds

14-4 Investment Guarantees

This category limited to accounting procedures. Excludes general materials relating to Investment Guarantee Program. SEE: LGP 1

14-5 Loans

This category limited to loan accounting procedures. Excludes general materials relating to loans. SEE: LGP 2

14-6 Revolving Fund

For acquisition of property under Section 608 of Foreign Assistance Act of 1961.

14-7 Trust Funds

This category is designed for papers documenting Agency activities in connection with the disposal of surplus agricultural commodities by sale, grant or donation, under PL 480 and delegations of authority issued pursuant to it.

> EXCEPT: Delegations of Authority. SEE: ADM 4
>
> Case files documenting actual transactions (TAs, PAs, and successor documents) developed in implementation of Agency responsibilities in utilizing surplus agricultural commodities. Such case files are maintained as a file group separate and distinct from subject files. Appropriate organizational units will determine whether this file group will be merged with case files documenting other commodity authorizations (FCAs, PAs for commercial imports, PIO/Cs, etc.), or maintained separately.
>
> Utilization of Sales Proceeds. SEE: Appropriate subject category for use of local currencies generated from sale of surplus agricultural commodities. e.g.
> Local currency loans. SEE: LGP
> Procurement of commodities. SEE: PRC

FOOD FOR PEACE

1 COMMODITIES

Limited to surplus agricultural commodities for sale, grant or donation under PL 480. Excludes commodities obtained or obtainable through normal trade channels. SEE: PRC 4 Excludes U.S. Government owned excess property, mobilization reserve stocks, and stockpiles of strategic and critical materials. SEE: PRC 9

2 FAMINE RELIEF & OTHER ASSISTANCE (Title II)

Grants of surplus agricultural commodities to cooperating country governments including cost of commodities, delivery f.o.b. U.S. ports, ocean freight costs to port of entry, and transportation to points of entry into landlocked countries. Excludes Project or Sector Plan documents and E-1s. SEE: PRM 1-5

2-1	Disaster & Emergency Programs	Grants in connection with urgent or extraordinary needs (i.e. natural disasters such as floods, earthquakes, etc.). Includes procedural instructions, request for programs, program determinations and related communications. Case file by program when volume warrants.
2-2	Welfare Programs	Grants for assistance to needy peoples, including refugee and child feeding, school lunch programs, and payment-in-kind in connection with development projects. Includes procedural instructions, request for programs, program determinations and related communications. Case file by program when volume warrants.
3	FOREIGN CURRENCY SALES (Title I)	Policy and procedural materials governing sales of surplus agricultural commodities for foreign currencies.
3-1	Sales Agreements	Establish case files documenting the development of each sales agreement, including the cooperating country request, the program proposal, papers showing review and approval by the Interagency Staff Committee, drafts of the sales agreement, and a copy of the final agreement; and communications and subsequent amendments relating thereto. Where the volume of signed sales agreement files exceeds half a file drawer, they may be maintained as a separate file group, apart from this subject category.
4	INTERAGENCY STAFF COMMITTEE ON PL 480	Excludes papers showing ISC actions on specific sales agreements, which are filed as directed in FPC 3-1, above.
5	LONG TERM SUPPLY CONTRACTS (Title IV)	Policy and procedural materials governing sales of surplus agricultural commodities for long term dollar credits
5-1	Sales Agreements	Same as FPC 3-1.

6 VOLUNTARY AGENCY PROGRAMS
   (Title III)

Donations of surplus agricultural commodities to needy peoples for school lunch programs, refugee and child feeding, and for urgent or extraordinary relief needs, conducted by nonprofit voluntary agencies, registered with the Committee on Voluntary Foreign Aid. Excludes materials identifiable with voluntary agency services enlisted to implement A.I.D. activities under FPC 2, above. Excludes materials showing background of, and Agency relationships with, specific voluntary agencies. SEE: PRM 7-5

6-1 Advisory Committee on
     Voluntary Foreign Aid

Agenda, arrangements for and minutes of meetings, membership, etc.

6-2 Annual Estimate of
     Requirements

Where volume warrants, AERs may be grouped by country and/or voluntary agency, as users' needs dictate.

This category groups together those papers which deal with internal service operations; acquisition, allocation and administration of both office and residential space; building maintenance, safety and protection; administration and accountability for supplies and equipment; motor pool operation and maintenance; library, printing, reproduction and distribution services provided for Agency internal operating purposes.

GENERAL SERVICES

1 BUILDING SERVICES

1-1	Maintenance & Repair	Includes renovation and electrical services.
1-2	Protection	Includes guard service and identification cards.
1-3	Safety	
1-4	Telephone	Includes mission radio communications with field posts and other missions.

2 EQUIPMENT & SUPPLIES	Administration of and accountability for supplies and equipment, including disposal by condemnation, sale or transfer. Excludes procurement of these items. SEE: PRC

2-1	Administrative Aircraft	
2-2	Expendable Supplies	Includes uniforms.
2-3	Household Furnishings	
2-4	Office Equipment	
2-5	Vehicles	

3 LIBRARY SERVICE   3 yrs.

4 MOTOR POOL OPERATION	Excludes automotive equipment. SEE: GRS 2-5

4-1 Accidents

4-2 Dispatching & Scheduling

4-3 Maintenance

4-4 Use of Government-Owned Vehicles

5   REPRODUCTION & DISTRIBUTION
    SERVICES

    5-1   Distribution Lists   Includes mailing lists and routing
                                      guides.

6   SPACE

    6-1   Leases

    6-2   Office

    6-3   Residential

HEALTH AND SANITATION

Retain _item of schedule_

This category is designed for materials dealing with health and sanitation in cooperating countries, Agency activities in the administration and conduct of medical and public health programs; materials dealing with technical aspects of public health, medicine and sanitation; and Agency policy, procedures and methods of implementing programs in this field.

EXCEPT: Medical service to Agency employees. SEE: PER 11-2

HEALTH AND SANITATION

1 DEVELOPMENT OF HEALTH
   PERSONNEL

    1-1   Medical Schools

    1-2   Nursing Schools

    1-3   Schools of Public Health

2 DISEASES

    2-1   Cholera

    2-2   Malaria

    2-3   Tuberculosis

3 HEALTH EDUCATION

4 HEALTH FACILITIES

    4-1   Administration &
         Operation

    4-2   Construction &
         Maintenance

Excludes materials dealing with participant training. SEE: TRG

Diagnosis, control, eradication, treatment and research relating to specific diseases and physical conditions, including emergency activities. Where volume warrants, establish case files for diseases and conditions not already provided for in tertiary subdivisions below.

Related to activities directed toward promotion of modern sanitation and disease prevention and control practices among populations of cooperating countries.

Covers health centers, hospitals, clinics, laboratories, dispensaries, and mobile units.

5 NURSING

    5-1   Hospital Nursing

    5-2   Maternal & Child Health

    5-3   Public Health Nursing

6 NUTRITION

7 SANITATION

    Includes all aspects of environmental sanitation, sanitary engineering and inspection activities not classifiable under specific tertiary sub-divisions below. <u>Excludes</u> sanitary engineering education. SEE: EDU 8-1

    7-1   Community Water Supply

    Design, construction and engineering management of rural and urban community water supply systems, including water pollution and purification.

    7-2   Industrial Hygiene

    7-3   Insect & Rodent Control

    <u>Excludes</u> activities directly associated with eradication or control of specific diseases. SEE: HLS 2

    7-4   Waste Disposal

    Includes sewage and garbage disposal.

8 SCIENTIFIC TECHNOLOGY & RESEARCH

    <u>Excludes</u> research in the control and treatment of specific diseases. SEE: HLS 2

    8-1   Vital Statistics

INDUSTRIAL DEVELOPMENT

Retain 1 of Schedule

This category groups together materials dealing with existing industrial conditions in cooperating countries, their potential for development; technical and managerial aspects of industrial development; procedures, policy and methods of implementing industrial programs and projects.

INDUSTRIAL DEVELOPMENT

1 AERIAL PHOTOGRAPHY AND MAPPING

Includes map making and related ground and aerial surveys.

2 COOPERATIVES AND COTTAGE INDUSTRY

3 ENGINEERING

Limited to professional engineering activities not classifiable under other secondary or tertiary subdivisions of this category.

4 INDUSTRIAL MANAGEMENT

Includes policy and planning guidelines. Limited to industrial management activities not classifiable under other secondary or tertiary subdivisions of this category.

5 MANUFACTURING AND PROCESSING

Case file, and arrange alphabetically by type of industry where volume warrants. Excludes extraction and refining of minerals. SEE: IND 7

6 MARKETING AND DISTRIBUTION

Excludes marketing and distribution of unprocessed agricultural products. SEE: AGR 2-2

7 MINING

Includes exploration, development, refining, smelting, etc. Case file by industry, where volume warrants.

8 NUCLEAR ENERGY

General materials only. Excludes utilization of radioactive materials in agricultural programs. SEE: AGR 4-1. Excludes utilization of radioactive materials in medical programs. SEE: HLS 2. Excludes utilization of nuclear energy for power development. SEE: IND 9-2

9   POWER   Includes management and operation of
                                         utilities.

   9-1   Distribution

   9-2   Generation

   9-3   Transmission

10 PRODUCTIVITY   Includes statistics, indices and
                                         measurement; concepts and techniques.

11 RESEARCH AND DEVELOPMENT   Limited to activities not classifiable
                                         under other secondary or tertiary sub-
                                         divisions of this category.

12 SERVICE INDUSTRIES

   12-1 Maintenance and Repair

   12-2 Tourism

   12-3 Warehousing and Storage

13 TELECOMMUNICATIONS   Includes radio, telephone and
                                         telegraph.

INFORMATION AND MASS COMMUNICATIONS

Material relating to dissemination of information on Agency operations; liaison with news media; arrangement of speaking engagements, and clearance of speeches, and articles for publication; preparation of periodic reports to Congress; dissemination of important news development to Agency officials. Includes materials relating to the application of audiovisual and other mass communication techniques in support of Agency technical assistance programs, both in the development of technical publications and other training materials, and of media for mass communications in cooperating countries.

INFORMATION AND MASS COMMUNICATIONS

1 AUDIOVISUAL MATERIALS *Retain* — Includes papers dealing with techniques of production, utilization of available indigenous materials, analysis of effectiveness of the various media, etc.

    1-1   Emblems — Design of Agency emblem, Alliance for Progress symbol, etc.

    1-2   Exhibits

    1-3   Films, Filmstrips & Slides — Case file and arrange alphabetically by title of film where volume warrants.

    1-4   Mobile Units

    1-5   Photographs

2 BRIEFING MATERIALS *Retain* — **Excludes** briefing materials prepared for Congressional hearings on Agency appropriations bills. SEE: BUD 3-1 and 3-2. **Excludes** briefing materials prepared for Congressional hearings on Agency authorizing legislation. SEE: LEG 6-1 and LEG 6-2

3 COMMUNICATIONS RESOURCES CENTERS *Retain*

4 INQUIRIES — Routine requests for, and transmittals of, publications, photographs, literature, etc., either within the Agency, or from and to the public.

5 PRESS, RADIO AND *Retain*
TELEVISION

Includes use of these media in support of Agency programs in cooperating countries, and in disseminating information about the program to the public.

5-1   Analysis

Of editorials, feature articles, etc. which relate to Agency operations. Where useful, establish case files to separate analyses of domestic and foreign editorial opinion.

5-2   Clippings

5-3   Conferences

Includes transcripts.

5-4   Features

Includes articles for publication in periodicals, and special productions for other news media.

5-5   Home Town News Stories

5-6 Liaison

With USIA, press relations sections of the White House and other government agencies, and with news media. Case file, and arrange by name of agency or organization where volume warrants.

5-7   Releases

5-8   Summaries

Covers dissemination of important news developments to Agency officials.

6 PUBLIC INFORMATION PROGRAMS   *Retain*

Programs to disseminate information to the populace of other countries.

7 PUBLICATIONS   *Retain*

7-1   Reports

General or comprehensive reports, prepared within the Agency for distribution to the Congress or the public. Excludes reports dealing solely with a single subject, which are filed in the primary, secondary or tertiary category appropriate to their subject matter.

7-2   Technical Aids

8 SPECIAL EVENTS *Retain*

9 SPEECHES   *Retain*

Instructional and educational publications dealing with technical activities under Agency programs.

Includes arrangement of speaking engagements for Agency officials, and a record copy of each speech, showing evidence of clearance and release for delivery.

Retain Item 1 of Schedule

Use this category for materials dealing with legislation of interest to the Agency; legal opinions, and determinations made pursuant to such legislation; relations with the Congress and its Committees, and Congressional hearings and investigations relating to Agency activities (exclusive of hearings on Agency budget); economic and technical assistance agreements with cooperating countries, and agreements with participating agencies; executive orders; and similar subjects of a legal nature.

LEGISLATIVE AND LEGAL

1 AGREEMENTS

See index for instructions for filing types of agreements NOT listed below.

1-1 Economic &/or Technical Assistance

Between U.S. and cooperating countries, representing the basis for Agency development assistance programs.

1-2 Participating Agency

Provide basis for utilizing specific services and facilities of other U.S. government agencies in implementing Agency programs.

1-3 Treaties

2 CONGRESSIONAL RELATIONS

General materials relating to Congressional liaison activities. Excludes inquiries from individual congressmen and copies of replies thereto, which are classified in accordance with the subject content of the communications, and cross-referenced to case files arranged alphabetically by name of congressman immediately following this secondary folder.

2-1 Congressional Committees

Organization and membership of Congressional Committees, and procedures for coordination of Agency contacts with them. Where volume warrants, establish a case file for each committee, and arrange alphabetically by name of committee. Excludes hearings before House and Senate Appropriations Committees on Agency appropriations legislation. SEE: BUD 3-1 and BUD 3-2. Excludes hearings before Senate Foreign Relations Committee and House Foreign Affairs Committee on Agency authorizing legislation. SEE: LEG 6, 6-1 and 6-2

2-2　Investigations

Documents congressional investigation of Agency programs and operations. Case file as volume requires. Where such activities relate to a specific loan, project, contract, country program, or function, a cross-reference is made to the appropriate case or subject file.

3　COOPERATING COUNTRY LEGISLATION

Copies of legislation, proclamations, orders, etc.; and comments on and analyses of them. These materials may be filed in appropriate subject category where users' needs are better served by such arrangement.

4　DETERMINATIONS

Refers to evaluation of specific program proposals as required by Agency enabling, appropriations and other legislative acts, and decision that their implementation is consistent with criteria established in such legislation.

4-1　Presidential

Where volume requires, establish a case file for each Presidential Determination, to include all supporting papers. Arrange numerically by Determination number. A copy of each Determination (or other means of cross-reference) is included in the appropriate project, loan, etc. file as essential justification for ensuing implementation actions.

4-2　Secretarial

For each formal Determination by the Secretary of State, establish a case file which includes all supporting papers, and arrange numerically by Determination number. A copy of the Determination (or other means of cross-reference) is included in the appropriate project, loan, etc. file, as essential justification for ensuing implementation actions.

5　EXECUTIVE ORDERS

Refers to Orders signed by the President of the United States. Executive Orders may be arranged in accordance with their subject content, if such arrangement serves users' needs more readily.

6 FOREIGN ASSISTANCE
LEGISLATION

Proposal, presentation and analysis of legislation (and amendments thereto) establishing the foreign assistance program, the Agency, and the policy guidelines under which it operates. Includes exhibits and supplementary documentation which supports legislative proposals. Excludes similar materials dealing with appropriation bills. SEE: BUD 3 and its tertiary sub-divisions.

6-1 House Foreign Affairs
Committee Hearings

Includes scheduling of witnesses, preparation, and copies of witnesses' statements, briefing materials, summaries of testimony, committee reports, etc.

6-2 Senate Foreign Relations
Committee Hearings

Same as LEG 6-1.

7 LEGAL OPINIONS AND
DECISIONS

General materials relating to requests for and preparation of legal opinions. File individual requests and opinions in accordance with subject content.

7-1 Attorney General of U.S.

7-2 Comptroller General of
U.S.

8 LEGAL SEALS

Refers to devices for identifying legally certified papers.

9 LEGISLATION, U.S.
(Other than Agency authorizing legislation)

Where volume warrants, case file papers relating to a specific law, and arrange alphabetically by title of law, or numerically by its number. Includes legislative history, analysis, comments on provisions, proposed amendments, etc. These materials may be filed in appropriate subject category where users' needs are better served by such arrangement; e.g., Agricultural Trade Development and Assistance Act of 1954 (PL 480), file: FPC; Foreign Service Act of 1946, file: PER

10 PATENTS

Includes patenting of employee inventions.

This category is designed for materials dealing with the financing of development assistance programs through loans and private investment, including materials documenting the Agency's investment guarantee program.

These materials provide the basis for two important types of case files, which are normally maintained as separately identified file groups:

A.   Investment Guarantee Contracts.   Establish a case file for each contract, and arrange alphabetically by name of contractor, or numerically by contract number, as best suits users' needs.

B.   Loans.   Establish a case file for each loan, merging, wherever practicable, the materials originally case filed as directed in LGP 2-1 and LGP 2-2, letter of commitment, financial analysis, and subsequent documentation of loan implementation activities. Arrange numerically by loan number.

Where volume does not warrant such separate maintenance, these case files may be interfiled within the subject outline which follows.

LOANS, GUARANTEES AND PRIVATE ENTERPRISE

1   INVESTMENT GUARANTEES

Wherever useful, materials dealing solely with extended risk (all-risk) coverage may be separated from those dealing with specific risks by adding (ER) to the alpha-numeric code which identifies this secondary and its appropriate tertiary sub-divisions.

1-1   Agreements

Procedures and guidelines governing the negotiation and approval of investment guarantee agreements with other countries. Where volume warrants, case file individual agreements and related communications, and arrange alphabetically by country.

1-2   Applications

For investment guarantee contracts between the Agency and investors. Excludes individual applications which are case filed and arranged alphabetically by name of investor. Transfer approved applications to case file group described in A. above, or file directly following LGP 1-4 if volume does not warrant separate identification.

1-3	Arbitration	Refers to settlement of disputes arising under investment guarantee contracts.
1-4	Contracts	Includes standard language for insertion in investment guarantee contracts; procedures and policies governing the negotiation and administration of such contracts. <u>Excludes</u> individual contracts, which are case filed in accordance with A. on page ~~39~~ 81
1-5	Convertibility	Refers to policy and procedure governing guarantees against loss due to non-convertibility of currencies.
1-6	Expropriation	Refers to guarantee against loss due to expropriation or confiscation of property.
1-7	Extended Risk	Refers to policy and procedure governing all-risk coverage on loan repayment guarantees.
1-8	Fees	Refers to payments by contractors to Agency under investment guarantee contracts. Includes criteria for establishment of, and procedures for collection and utilization of such fees.
1-9	Foreign Subsidiaries	Refers to policies and procedures for issuance of guarantee contracts for wholly-owned foreign subsidiaries of U.S. companies.
1-10	Note Issuing Authority	Refers to Agency authority to borrow from U.S. Treasury under investment guarantee program.
1-11	War Damage	Refers to policies and procedures governing guarantees against loss due to war, revolution and insurrection.
2	LOANS	General materials relating to Agency loan program. Wherever warranted, materials in this secondary category and any of its tertiary sub-divisions may be case filed by type of loan, as follows:

(A) Loans authorized by former DLF.
(B) Loans authorized by other prede-
cessor agencies and administered
by this Agency.
(D) PL 480 Section 104d Loans.
(E) PL 480 Section 104e Loans.
(G) PL 480 Section 104g Loans.
(H) Agency Development Loans author-
ized under FAA of 1961, Ch. 2,
Title I.
(J) Agency Development Credits author-
ized under FAA of 1961, Ch. 2,
Title II. *Technical cooperation and development*
(K) Agency Supporting Assistance Loans,
authorized under FAA of 1961, Ch. 4.
(L) Inter-American Program for Social
Progress (IAPSP) Loans, authorized
under PL 86-735.

2-1 Agreements

Procedures and guidelines covering nego-
tiation, renegotiation, financial ana-
lysis, etc. of loan agreements, includ-
ing standard language developed for use
in loan agreements. Excludes individual
loan agreements, which are case filed
and arranged numerically by loan number,
as instructed in Note B. on page 39. *81.*

**2-2 Application, Proposal
      & Authorization**

Procedures and guidelines for prepara-
tion, financial analysis, processing
and authorization of loan applications,
inquiries and proposals. Excludes
individual loan applications, which are
case filed and arranged numerically by
Development Loan Committee control
number or alphabetically by name of
applicant, as best suits users' needs.

**2-3 Coordinating Committee
      on Development Financing**

Agenda, arrangements for and minutes
of meetings, etc.

**2-4 Development Loan
      Committee**

Agenda, arrangements for and minutes
of meetings, etc.

2-5 Eligibility Criteria

Standards for determination of eligi-
bility of industries, projects, etc.
for loan financing. Excludes eligi-
bility of commodities for financing
under Agency programs. SEE: PRC 2-3

2-6	Intermediate Credit Institutions	Includes development banks and other banking (financial) institutions available for or designated to assume specific responsibilities in administration of Agency loan funds, or share in the financing of a loan project on a consortium basis. Where volume warrants, case file materials relating to individual financial institutions, and arrange alphabetically by name of institution. Excludes bank financing of Agency commodity transactions, technical service contracts and loans through Letter of Commitment procedures. SEE: FIS 4. Excludes materials dealing with specific loans, which are filed with appropriate loan case file. Excludes Agency agricultural credit programs. SEE: AGR 3. Excludes Agency activities in housing finance. SEE: SOC 4-4
2-7	National Advisory Council	Refers to NAC functions in connection with Agency loan activity. Where volume requires, establish case files for (a) meetings, including agenda and minutes, (b) NAC documents, and (c) NAC working groups. Excludes "NAC Actions" which are filed with individual loan case files.
2-8	Non-Agency Loans	Refers to loans extended by other sources, including international organizations, other countries, private sources, etc., to cooperating countries or non-governmental borrowers in cooperating countries. Where volume warrants, case file individual loans.
2-9	Status Reports	Excludes individual status reports relating to specific loans, which are filed with other pertinent materials in loan case file.

2-10	Terms & Conditions	Refers to policy and procedures governing provisions of loan agreements, including convertible debentures, default procedures, disbursement schedules, grace period, repayment terms, security for loans, segregated accounts (covering purchase of additional U.S. imports in amounts equivalent to loan funds expended in foreign currencies), etc. Where volume warrants, establish case files for specific provision. Excludes standard language covering these terms and conditions prepared for inclusion in loan agreements. SEE: LGP 2-1
3 PRIVATE ENTERPRISE		Refers to Agency activities designed to enlist non-governmental resources into economic development activities in cooperating countries.
3-1	Feasibility Studies	Refers to examination of the development potential of a geographic area. Case file individual studies, as volume warrants.
3-2	Investment Climate	Refers to laws, regulations and attitudes in cooperating countries which affect the prospects of attracting private capital to those countries, including such specifics as tax exemptions and other incentives.
. 3-3	Investment Surveys	Refers to examination and evaluation of a specific investment opportunity. Case file individual surveys, as volume warrants.
3-4	Investors	Information on actual and potential investors. Case file, and arrange alphabetically by name of investor, as volume warrants.
3-5	Promotional Activities	Refers to Agency activities in the U.S. and abroad, in making information on investment opportunities in cooperating countries available to potential U.S. investors.

MILITARY ASSISTANCE PROGRAM

Retain Item 1

Use this category for materials dealing with the coordination of military assistance programs, planned and implemented by the Department of Defense, with economic and technical assistance programs planned and implemented by this Agency.

MILITARY ASSISTANCE PROGRAM

1 AGREEMENTS

Bilateral agreements between the U. S. and cooperating countries, covering military assistance and advisory programs.

2 AID COORDINATION ADVISORY GROUP

Agenda, arrangements for meetings, membership, minutes, etc. Excludes specific actions or decisions which are filed by appropriate subject.

3 CIVIC ACTION

General materials relating to non-military activities undertaken by military forces, such as rescue, construction, protection of productive facilities, and counter-insurgency programs. Cross-reference specific non-military programs to appropriate functional activity category. For example: Use of armed forces in road construction, cross-reference to TRP 2-1. Mapping and survey activities, cross-reference to IND 1, etc.

4 . DEFENSE PACTS

Agreements, treaties and organizations for mutual defense.

    4-1   Central Treaty Organization (CENTO)

    4-2   North Atlantic Treaty Organization (NATO)

    4-3   Southeast Asia Treaty Organization (SEATO)

Where these tertiary subdivisions are inadequate to provide convenient organization for a heavy volume of files, such papers may be arranged by using any primary, secondary or tertiary category in this handbook, prefixing the subject-numeric code with the letters "CENTO" "NATO", or "SEATO", as appropriate.

5 ESTIMATES OF MILITARY CAPABILITIES

Papers dealing with military capabilities of cooperating countries.

6 MAP ANNUAL BUDGETS

Prepared and implemented by DOD, and available to this Agency as background information for its coordinating responsibilities.

6-1   Program Requests

Procedure for authorizing allotment of funds for specific program implementation activities.

7   MAP FIVE YEAR PLANS

Longe range planning documents prepared for countries participating in military assistance programs.

8   MILITARY ASSISTANCE POLICY OBJECTIVES

Materials documenting goals established for countries or international treaty organizations, which establish the guidelines for long range planning and MAP annual budget estimates.

9   MILITARY CREDIT SALES

Refers to procedures, guidelines and activities covering sales from DOD stocks to cooperating countries.

10   NATIONAL SECURITY COUNCIL

General materials relating to NSC activities concerned with military assistance programs. Excludes NSC actions, which are filed in accordance with the subject content of the action document itself.

*Retain
Item 1*

Material on organizations, committees and meetings which can be classified properly under other primary, secondary, or tertiary subjects in this handbook will be filed by one of those classifications.

Material which cannot be classified in this way will be filed in this primary subject classification. For example: Executive officers meetings, regional directors conferences and international meetings which concern the Agency operation.

Material in this category is case filed and arranged alphabetically by name of organization, committee or meeting where volume warrants. Otherwise, arrange by date.

EXCEPT: Congressional Committees. SEE: LEG 2-1

Retain
Item 1

Material pertaining to the Peace Corps and relations with this Agency.

File by subject using all primaries, secondaries, tertiaries, case and project titles as needed, prefixing each with "PEC" plus the appropriate alphabetic, numeric designation. For example: PEC EDU 1.

General
Records
Schedule
See also categories
5, 6, secondary
tertiary
13-1

This category covers all phases of the Agency's personnel activities, including position classification and standards; recruitment, appointment, placement and separation of employees; employee-management relations and necessary personnel services; orientation and training of employees; evaluation, promotion and incentive programs; and conditions of employment.

Separate files may be maintained in the missions for materials dealing with either local or third country national employees, using any portion of this category, by inserting the letters "LOC" and "3rd" after "PER" in the code, as appropriate. For example: salary scales for American employees are classified PER 3; for local employees, PER LOC 3; and for third country national employees, PER 3rd 3.

> <u>EXCEPT</u>: Official personnel jackets for individual employees, which
> are maintained as a separately identified case file group,
> arranged alphabetically by employee name.

PERSONNEL

1	ATTENDANCE & LEAVE	Includes annual, home, military, sick and court leave; and leave without pay.
1-1	Duty Rosters	
1-2	Hours of Work	Includes holidays, overtime and compensatory time procedures.
1-3	Leave Records	Includes time and attendance recording.
1-4	Tours of Duty	Refers to length of tour of duty at post.
2	AWARDS & INCENTIVES	Includes non-Government awards, such as the Career Service, William A. Jump and Arthur S. Fleming Awards. <u>Excludes</u> foreign awards, citations, decorations, etc. SEE: PER 4
2-1	Awards Committee	Membership, arrangement for meetings, agenda, minutes, etc.
2-2	Cash Awards	Criteria and procedures relating to the grant of cash awards for employee suggestions, superior performance, etc. Includes interagency cash awards.
2-3	Honor Awards	Criteria, activities and procedures governing the recognition of superior performance, length of service, creative effort, etc. Includes letter of commendation, Agency meritorious service citation, distinguished public service, and Presidential awards.

2-4	Suggestion Program	As volume warrants, case file individual employee suggestions, with related and supporting papers.
3	COMPENSATION	Salary and wage scales, overtime, night and holiday pay regulations and procedures; periodic and longevity step increases.
3-1	Allowances	Includes cost of living, post differential, quarters, residence, representation, temporary lodging, and separation allowances. Excludes education allowances. SEE: PER 5. Excludes travel allowances. SEE: TRV 1
3-2	Deductions	Includes procedures for allotment of pay by foreign service employees; US savings bonds; government life, and hospital and medical insurance; withholding taxes, etc.
3-3	Final Salary Clearance	
4	CONDUCT & DISCIPLINE	Includes regulations and procedures governing conflict of interest, insubordination, drunkenness, political activity, sale or barter of personal property abroad; local currency transactions of employees; acceptance of gifts or decorations; legal offenses of employees in foreign countries, etc.
4-1	Disciplinary Actions	Includes official reprimand and suspension. Excludes removal. SEE: PER 18
5	DEPENDENT EDUCATION *Retain*	Includes assistance to schools organized at missions for the education of dependents of employees; education allowances, and educational travel. Excludes advance home leave travel of dependents for educational purposes. SEE: TRV 4
6	DIPLOMATIC RANK & TITLE	Includes privileges and immunities extended to Agency employees by cooperating country governments. Excludes diplomatic passports. SEE: TRV 5
7	EMPLOYEE—MANAGEMENT RELATIONS	Includes employee unions and similar organizations, and their activities; and consultation with employees by management on personnel and other management matters.

Return

8 EMPLOYEE SERVICES

    8-1   Commissaries   Includes Post Exchanges (PX) and similar facilities.

    8-2   Fund Raising Activities   Among employees. (UGF, etc.)

    8-3   Employee Activities   Social and recreational activities, credit union, community groups, etc.

    8-4   Locator Services   Includes home leave and next-of-kin addresses.

9 EMPLOYMENT

    9-1   Applications   Where volume warrants, case file individual applications, and arrange alphabetically by name of applicant.

    9-2   Appointments   Refers to initial appointment, reinstatement, re-employment after break in service; or conversion, without break in service between Civil Service and Foreign Service rolls; and employment of retired annuitants. Where volume warrants, establish case files for type of appointment: (a) competitive service, (b) excepted service, (c) executive appointments, (d) foreign service, (e) Presidential appointments, (f) resident staff, and (g) temporary appointments.

    9-3   Consultants & Experts

    9-4   Contract Employees   Limited to Agency hire (personal services). Excludes employees of contractors. SEE: PRC, note "C"

    9-5   Examinations   Civil Service, language and other qualifying tests. Excludes medical examinations. SEE: PER 11-2

    9-6   Fair Employment Practices   Policy and procedures established to insure against discrimination in employment on basis of race, sex, creed, national origin, etc.

    9-7   Placement   Includes procedures and activities covering detail of employees within the Agency, between the Agency and other Government agencies and international organizations; transfer, promotion, rotation and assignment of employees; exercise of re-employment rights; and assignment system procedures.

9-8   Recruitment

9-9   Reduction in Force   Includes procedures for establishment,
                                   maintenance and application of retention
                                   registers. Excludes separation actions.
                                   SEE: PER 18

10 EVALUATION

    10-1   Appraisal   Probationary ratings, performance measure-
                                   ment and rating; completion of assignment
                                   reporting, and related appeal procedures.

    10-2   Evaluation Panels

11 HEALTH   Excludes Government hospital and medical
                                   insurance. SEE: PER 12-2

    11-1   Accidents   Includes claims under Federal Employees'
                                   Compensation Act.

    11-2   Medical Examinations   Includes pre-employment and other medical
            & Care   examinations, medical clearances and
                                   waivers; immunization and treatment of
                                   foreign service employees (including
                                   care in mission and other US government
                                   operated hospitals); first aid and other
                                   health room services; medical evacuation
                                   of foreign service employees.

    11-3   Rest & Recuperation

12 INSURANCE

    12-1   Emergency Travel Insurance

    12-2   Federal Employees Health
            Benefits Plan

    12-3   Government Life Insurance

13 ORIENTATION & TRAINING   Use this secondary category for special
                                   training activities not classifiable
                                   under the tertiary sub-divisions which
                                   follow.

    13-1   Employee Development *Return*   Includes classroom work, conferences,
                                   workshops, supervised practice, etc., by
                                   this or other agencies or educational in-
                                   stitutions, etc. Where volume warrants,
                                   case file and arrange alphabetically by
                                   type of training program or name of
                                   training agency or institution.

13-2 Intern Program

13-3 Language Training

<u>Excludes</u> language testing. SEE: PER 9-5
<u>Excludes</u> language qualification require-
ments of specific positions. SEE: PER 15-1

13-4 Orientation

14 PERSONAL STATUS

Of employees (as opposed to employment
status). Includes marriage, divorce or
other name change, dependency status, etc.
<u>Excludes</u> security investigation and
clearance of intended spouse. SEE: PER 17

15 POSITION CLASSIFICATION

Includes procedures for appeals to AID/W
and Civil Service Commission.

15-1 Descriptions

Includes standard position descriptions
covering categories of positions, and
those prepared for specific jobs; and
qualification standards. Where volume
warrants, case file and arrange numeri-
cally by job series number.

15-2 Job Series & Standards

Established by Civil Service Commission.

16 RETIREMENT

Each of the following tertiaries includes
procedures covering optional, mandatory
and disability retirement; and dis-
continued service annuity.

16-1 Civil Service Retirement

16-2 Foreign Service Retirement

16-3 Social Security Retirement

17 SECURITY

Investigation and clearance covering
loyalty, security and suitability of
Agency employees and applications for
employment. Includes security investi-
gation and clearance of intended spouse.

18 SEPARATION

Includes resignation, separation for
cause (removal), death, and special legis-
lative and other authorities. <u>Excludes</u>
retirement. SEE: PER 16. <u>Excludes</u>
reduction in force (RIF) procedures not
involving separation. SEE: PER 9-9

Retain Item 1

This category deals with policy, procedure, regulations and operations relating to the procurement of commodities, services and supplies for Agency assistance programs and for administrative needs.

Materials in this category provide the basis for three major types of case files, which are normally maintained as separately identified case file groups:

A. <u>Authorizing Document Files</u>: PAs, FCAs, TAs, PA/PRs, PIO/Cs, PIO/Ts and successor documents; each file containing the authorizing document itself, supporting papers and amendments, and related communications. These files are arranged numerically by issuance number. SEE: FPC, page 216 for discussion covering optional separate maintenance of authorizations covering surplus agricultural commodity transactions.

B. <u>Purchase Orders</u>: Establish case files which provide full documentation of each purchase order, and arrange numerically by purchase order number.

C. <u>Contracts</u>: Establish a case file for each contract covering procurement of either commodities or services, arranging alphabetically by name of contractor. Where such case files become voluminous, use any primary, secondary or tertiary category in this subject file outline to provide the necessary internal breakdown for each contract. <u>Excludes</u> investment guarantee contracts. SEE: LGP 1-4

EXCEPT: Technical advisory services in supply management. SEE: PUB 1-3

PROCUREMENT AND CONTRACTING

1 AUTHORIZATION

1-1	Agents	Criteria for designation of private or public agencies to implement procurement transactions, and special procedures governing purchasing activities of each.
1-2	Documents	Procedures for preparation and use of PAs, PIO/Cs, PA/PRs, FCAs, PIO/Ts, purchase orders, etc.; instructions governing their initiation and issuance, amendment and closing; establishment of contracting and delivery periods, effective and expiration dates.

2 COMMODITIES   Where volume warrants, case file materials on specific commodities available through normal trade channels, in this category. Basic groupings established in the Agency Commodity Code Book, MO 1141.3 may be adopted as breakdowns for this file group wherever useful. Excludes U.S. Government-owned commodities and equipment. For surplus agricultural commodities, SEE: FPC 1. For domestic excess property, SEE: PRC 9-1. For foreign excess property, SEE: PRC 9-2. For mobilization reserve stocks, and commodities available from strategic and critical materials stockpile, SEE: PRC 9-3

2-1 Arrivals   Includes arrival accounting, damage and shortage procedures, exemption from tariff duties; and attendant customs clearance procedures. File papers dealing with a specific transaction, in the appropriate case file (PA, PIO/C, contract, etc.)

2-2 Codes

2-3 Eligibility

2-4 Inspection   Refers to inspection of commodities and equipment prior to shipment by supplier.

2-5 Source   Deals with geographical area from which commodities may be procured or shipped.

2-6 Title   Deals with ownership of commodities financed under Agency programs.

3 CONTRACTS   Policy and procedural materials governing contracts, for technical services and commodities. Includes standard provisions established for inclusion in all contracts. Excludes investment guarantee contracts. SEE: LGP 1-4

3-1 Administration   Includes responsibilities of AID/W and mission contract representatives.

3-2 Bids   Includes procedures for preparation of invitation to bid and assuring its availability to potential bidders.

3-3   Contractors

Includes materials dealing with background, capabilities and eligibility of contractors. Case file where volume warrants, and arrange alphabetically by name of candidate firm or university.

3-4   Negotiation & Award

Includes procedures for awarding contracts, and materials dealing with publication of award information. Excludes papers relating to award of specific contracts, which are merged with case files documenting other aspects of the transaction.

3-5   Public Notice

Refers to procedures and methods of informing vendors of commodity transactions and technical services approved for financing under Agency programs.

3-6   Selection Panel

4   DOCUMENTATION

General materials relating to papers required to fully document procurement transactions. Includes bills of lading, packing lists, suppliers' certificates, consular invoices, etc. File documents covering specific transactions with appropriate case file.

5   INSURANCE

Limited to insurance financed under Agency procurement programs, including general average contributions. Excludes health and accident insurance for participants. SEE: TRG 9-3. Excludes health and life insurance for Agency employees. SEE: PER 12-2 and PER 12-3

6   MARKING REQUIREMENTS

Includes waivers and violations of marking requirements. File materials identifiable with specific commodity shipments with appropriate PA or PIO/C, etc., case file. Excludes design of emblems, labels and symbols used to publicize and identify Agency activities. SEE: INF 1-1

7 SHIPPING SERVICES

Refers to procedures, policies and operations associated with the transportation of commodities financed under Agency programs. Excludes papers relating to available inland transportation facilities to or within cooperating countries. SEE: TRP 1 through TRP 5. Excludes papers relating to specific commodity transactions, which are merged with other papers documenting the transaction, and arranged numerically by PA, PIO/C, etc., number.

7-1 Dry Bulk Carriers

7-2 Dry Cargo Liners

7-3 Freight Forwarders

Where volume warrants, case file alphabetically by name of forwarder.

7-4 Tanker Services

7-5 U. S. Flag Requirements

50/50 shipping.

8 TRIANGULAR TRANSACTIONS

9 U. S. GOVERNMENT-OWNED PROPERTY

Covers availability of, and procedures for procurement of U. S. Government-owned property in Agency programs. Excludes surplus agricultural commodities. SEE: FPC

9-1 Domestic Excess Property

Excess property physically located in U.S.

9-2 Foreign Excess Property

Excess property physically located abroad.

9-3 Reserve Stocks

Property and equipment available from Department of Defense mobilization reserve stocks, and from Government-owned stockpiles of strategic and critical materials.

9-4 Sales

Direct acquisition by cooperating countries, international organizations and voluntary agencies, under Section 607 of the Foreign Assistance Act of 1961.

9-5 Stockpile Purchases

By Agency, of Government-owned excess or other property, for utilization in Agency programs, under Section 608 of the Foreign Assistance Act of 1961. Excludes accounting procedures for revolving funds provided for these purchases. SEE: FIS 14-6

PROGRAM DEVELOPMENT, EVALUATION AND RESEARCH

Retain Item 1

This category deals with the substantive development of Agency programs, as distinguished from financial planning and management of program activities associated with formulation and administration of the Agency budget. It includes policy and procedural guidelines which provide the basis for detailed program planning; criteria for selection of the type of assistance most appropriate to the needs of a cooperating country or area; research into new techniques for economic and social development; evaluation of program effectiveness; and information on assistance programs in developing nations by other countries, other U.S. Government agencies, and international organizations.

    EXCEPT: Military Assistance Activities. SEE: MAP

PROGRAM DEVELOPMENT, EVALUATION AND RESEARCH

1 COUNTRY ACTIVITIES	Refers to policy and procedural guidance governing the development of Agency programs on a country level, schedule of submissions, etc. Excludes Annual Budget Submission. SEE: BUD 1
1-1 Area Programs	Refers to analysis of problems in identifiable regions within cooperating countries and program activities designed to resolve them.
1-2 Assistance Plans	Developed by the Agency, establishing its program for each country. Includes long range assistance strategy, and the detailed description of activities designed to attain program objectives.
1-3 Country Development Plans	Prepared by cooperating countries to provide guidelines and goals for their own development. Excludes Agency technical assistance activities in the organization and procedures for formulation of such plans. SEE: PUB 2-3
1-4 Program Approval	Includes memorandum requests and approval of substantive program activities, and detailed implementation approval documents (IADs). SEE: BUD 4-1 for filing of primary copy of Program Approval as documentation of budget execution actions.

1-5	Program Implementation Plans	Refers to project, sector or goal plans, detailed work plans and activity schedules, and other successor documents to the PPA and E-1 Table; and related detailed agreements, (ProAgs, Cooperative Service Agreements, etc.) indicating cooperating country endorsement of such plans. <u>Excludes</u> procedures for preparation and processing of implementation documents for participant training activities. SEE: TRG 9-1. <u>Excludes</u> procedures for preparation and processing of implementation documents covering commodities and contract services. SEE: PRC 1-2. <u>Excludes</u> procedures for preparation and processing of implementation documents covering Agency loan activities. SEE: LGP
2	INTER-REGIONAL ACTIVITIES	Refers to Agency activities which have broader geographic scope than is encompassed by established regional concepts (Africa and Europe, Far East, Latin America, and Near East and South Asia).
2-1	Assistance Plans	For definition of scope, SEE: PRM 1-2
2-2	Program Approval	For definition of scope, SEE: PRM 1-4
2-3	Program Implementation	For definition of scope, SEE: PRM 1-5
3	REGIONAL ACTIVITIES	Refers to Agency programs and back-stopping activities extending beyond the geographic limits of individual countries, but limited to established Agency regional concepts (AFE, LA, FE, NESA).
3-1	Assistance Plans	For definition of scope, SEE: PRM 1-2
3-2	Program Approval	For definition of scope, SEE: PRM 1-4
3-3	Program Implementation	For definition of scope, SEE: PRM 1-5

4 PROGRAM EVALUATION

Review and assessment of methods of providing assistance; appraisal of effectiveness of Agency programs. The official file station maintaining records of program evaluation studies will use any appropriate category in order to obtain the functional code most suitable to the activity evaluated. A copy of the final evaluation report will also be retained in the official file station responsible for the activity evaluated. For example: an evaluation of overall Agency programs in public health nursing is filed HLS 5-3; an evaluation of a particular project in public health nursing is filed in accordance with instructions provided on page 8 of this handbook, etc. Excludes: Evaluation of Participant Training Program. SEE: TRG 6

5 PROGRAM METHODS

General materials dealing with program methodology, and types of programs.

5-1 Capital Assistance

Refers to criteria for determining the method of financing, and the administration of capital projects; basis for determining whether capital equipment may be provided under commodity or technical assistance programs.

5-2 Commodity Assistance

Refers to policy and procedures for selection of commodity assistance as a method of program implementation. Excludes materials documenting programmed commodity operations. SEE: FPC for operations dealing with surplus agricultural commodities, and PRC for activities dealing with all other commodity operations.

5-3 Technical Assistance

General procedural and policy materials only. Excludes papers dealing with specific fields of activity, which are filed in the appropriate functional category. SEE: AGR, EDU, HLS, etc.

6 PROGRAM RESEARCH

Deals with overall activities in the exploration of new methods of program implementation. Materials documenting individual research projects will be filed in the appropriate functional category. For example: research on new techniques in the construction of low-cost housing is classified: SOC 4-5; investigation of new approaches to participant training activities is classified TRG. SEE: PRC, note (C) for instructions on filing of contracts.

7 OTHER ASSISTANCE PROGRAMS

Refers to overall assistance programs and activities from sources other than this Agency. Excludes military assistance activities coordinated with other Agency activities. SEE: MAP. Excludes materials relating to specific loans extended by other countries and lending organizations. SEE: LGP 2-8

7-1 Development Assistance Committee

Agenda, arrangements for, and minutes of meetings, etc.

7-2 International Organizations

Includes programs of UN and its affiliated organizations, and Agency liaison with such organizations. Case file, and arrange by name of organization where volume warrants.

7-3 Other Countries

Case file, and arrange alphabetically by name of sponsoring country where volume warrants.

7-4 U.S. Government

Other than this Agency, such as educational exchange programs. SEE: MAP for military assistance programs.

7-5 Non-Government Organizations

Background information on overseas activities of foundations, educational institutions, non-profit voluntary agencies, etc. Case file and arrange alphabetically by name of agency when volume requires. Excludes materials dealing specifically with voluntary agency activities in connection with donations of surplus agricultural commodities under PL 480. SEE: FPC 6

This category deals with the structure, organization and functions of cooperating country governments; background information covering internal politics and political activity; economic planning and fiscal policy; technical materials relating to public administration; Agency policy, procedures and methods of implementing technical assistance programs in the field of public administration.

PUBLIC ADMINISTRATION

1 ADMINISTRATIVE SERVICES

1-1 Office Management	Includes work simplification and work flow studies, mechanization of office procedures, etc.
1-2 Paperwork Management	Includes programs in the areas of forms, reports and correspondence management; issuance systems; mail and file operations; and records disposition.
1-3 Supply Management	Includes purchasing, storage, distribution and accountability for supplies and equipment.

2 BUDGETING & FINANCE

Excludes data reflecting monetary and financial conditions in cooperating countries. SEE: ECF 3

2-1 Accounting & Audit	
2-2 Banking & Currency	Includes administration and management of government banking and credit activities; bank examination systems; monetary reform, currency control and stabilization programs. Excludes Agricultural Credit Systems. SEE: AGR 3. Excludes Housing Finance. SEE: SOC 4-4
2-3 Economic Planning	Refers to organization and procedures for formulation and execution of host country development plans and overall economic policies. Excludes copy of the Development Plan itself. SEE: PRM 1-3
2-4 Financial Management	Refers to organization and procedures for budget formulation and administration; customs, tariffs, tax and other revenue systems; public debt management; budgetary support programs, and other aspects of government fiscal management.

3	GOVERNMENT ORGANIZATION & FUNCTIONS	Materials dealing with existing host government structure at national, provincial and local levels.
	3-1 Executive Branch	Management of individual ministries, agencies, programs or levels of government; government corporations; central-provincial-local government relations, etc. Excludes technical activities of substantive organizational entities; such as Ministry of Agriculture. SEE: AGR. Ministry of Health, SEE: HLS; etc.
	3-2 Judicial Branch	Includes organization of courts, trial procedures, etc.
	3-3 Legislative Branch	Includes codification of laws; legislative reference services; bill drafting; legislative procedures and supporting activities.
4	POLITICAL FACTORS	Background information relating to political activities, organizations, disturbances, etc.
	4-1 · Biographical Data	Officials of cooperating country governments, political and other leaders.
	4-2 Communist Activity	
	4-3 Elections	Includes registration of voters, voting procedures, etc.
5	PUBLIC PERSONNEL ADMINISTRATION	Includes recruitment and testing, classification and pay, personnel legislation, in-service training, and other civil service-type activities.
6	PUBLIC SAFETY	Limited to aspects of public safety activities not classifiable under tertiary sub-categories which follow.
	6-1 Civil Police	Organization, administration and operations of police departments, including constabulary and para-military units; border control (land and sea); police communications; identification and police records; investigation and criminalistics. Includes recruitment tailored to civil police needs and not covered by PUB 5, above; and police training activities not covered by this Agency's participant training program under TRG.

6-2   Fire Prevention
       & Control

6-3   Prison Administration   Includes administration of parole systems.

6-4   Traffic Control   Excludes traffic engineering activities
                                     which are identifiable with urban
                                     development and planning programs.
                                     SEE: SOC 4-6

7 SCHOOLS OF PUBLIC   Includes institutes and schools of
  ADMINISTRATION   business administration.

8 STATISTICAL METHODS   Relates to strengthening of organization
  & ACTIVITIES   and procedures for collection, analysis
                                      and publication of statistical data.

   8-1   Census   Organization and procedures for
                                      conducting and analyzing census of
                                      population, agriculture, manufacturing
                                      and housing. Excludes substantive reports,
                                      which are filed by appropriate func-
                                      tional category.

Return item 1 on draft schedule

This category deals with materials relating to the social structure and cultural patterns of cooperating countries; cooperative activities among local populations to initiate and implement self-help development programs; background information, and policy, procedures and operations of this Agency in the fields of community development, cooperative organization and management, housing, labor affairs, and social welfare.

> EXCEPT: Materials relating to development programs properly
>   classifiable under other technical activity categories.
>   SEE: AGR, EDU, HLS, IND, PUB, and TRP.

SOCIAL AND INSTITUTIONAL DEVELOPMENT

1	COMMUNITY DEVELOPMENT	Refers to a unified, overall program of raising living standards and promoting political stability at the community or village level, involving participation of local populations in planning and implementing self-help undertakings.
2	COOPERATIVES	General materials only. Where volume warrants, materials relating to specific cooperative organizations may be case-filed, and arranged alphabetically by name of organization. Excludes cooperative activities properly classifiable within other technical activity fields. SEE: Index. Excludes papers documenting negotiation and implementation of contracts with cooperative organizations. SEE: PRC instruction covering filing of contracts on page 57 99
2-1	Cooperative Advisory Committee	Agenda, arrangements for, and minutes of, meeting; membership, etc.
3	CULTURAL & SOCIAL FACTORS	Background materials dealing with racial, tribal and caste relationships; customs and manners, art, culture and religion, in cooperative countries; analyses of ethnic groups and other sociological and anthropological studies. Case file individual studies, as volume requires.
4	HOUSING & URBAN DEVELOPMENT	Excludes emergency shelter in disaster relief programs. SEE: SOC 6-1
4-1	Aided Self-Help Housing	

4-2	Building Materials	Refers to availability and utilization of indigenous materials. Excludes manufacture of building materials. SEE: IND 5. Excludes commodities available for import under Agency programs. SEE: PRC 2
4-3	Cooperative Housing	
4-4	Housing Finance	Includes management and operation of savings and loan associations; and mortgage insurance.
4-5	Research & Development	Case-file by research project, as volume warrants.
4-6	Village & City Planning	Includes slum clearance, zoning, urban land use, and traffic engineering. Excludes materials relating to sewage systems. SEE: HLS 7-4. Excludes materials relating to water supply systems. SEE: HLS 7-1

5 LABOR

5-1	American Institute for Free Labor Development	General materials only. Excludes papers documenting negotiation and implementation of the contract between this Agency and the Institute. SEE: PRC instruction covering filing of contracts on page 57. Excludes papers relating to Institute activities performed under Agency's participant training program. SEE: TRG 7. Excludes papers relating to Institute activities in developing low-cost self-help housing. SEE: SOC 4-1
5-2	Industrial Relations	Includes collective bargaining, conciliation, mediation and arbitration.
5-3	Labor Standards	Includes development, administration and enforcement of programs covering maximum hours, minimum wages, child labor, employment of women, industrial safety; and labor statistics and background information on these issues. Excludes industrial hygiene. SEE: HLS 7-2
5-4	Manpower	Includes surveys and data on availability skilled and unskilled labor necessary to economic development, utilization of available skills and training, projections of future requirements, and distribution of manpower.

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5-5	Social Insurance Programs	Where volume warrants, establish case files within this category for (a) disability, (b) retirement, and (c) unemployment insurance.
5-6	Unions	Includes trade union administration; techniques of collective bargaining; union sponsored activities, such as adult educational programs for union members, labor leadership development, apprentice and on-the-job-skill training, cooperatives, credit unions, and health and recreational programs. <u>Excludes</u> activities of unions in the distribution of surplus agricultural commodities under Title II of PL 480. SEE: FPC 2-2. <u>Excludes</u> guarantee of union funds invested in low-cost housing developments in co-operating countries. SEE: LGP 1
6	SOCIAL SERVICES	Includes maternal and child care, group work and community service organizations, and vocational rehabilitation. <u>Excludes</u> social work education. SEE: EDU 8 .
6-1	Disaster Relief	Includes materials describing disasters occurring in cooperating countries, and programs designed to relieve them: i.e. shelter, clothing, etc. <u>Excludes</u> surplus agricultural commodities. SEE: FPC 2-1 and FPC 6
6-2	Refugees & Migrants	Includes resettlement. <u>Excludes</u> programs for land distribution. SEE: AGR 9-1. <u>Excludes</u> surplus agricultural commodity programs. SEE: FPC 2-2 and FPC 6

Retain all.

This category deals with Agency activities, policies and procedures related to the training of cooperating country nationals, including selection of participants, planning and implementation of their training courses, follow-up to assure optimum utilization of training, and evaluation of the training program as a whole.

> EXCEPT: Training programs for Agency employees. SEE: PER 13
>
> Case files of participant or training projects, which are maintained as a separate file group, arranged alphabetically by name of participant, or by project number.

TRAINING

1	ALLOWANCES	For expenses such as maintenance, books, travel, equipment and supplies.
2	AREA OF TRAINING	Refers to the geographical area where training is accomplished, and procedures applicable to each locale.

    2-1   Host Country

    2-2   Third Country

    2-3   United States

3	CONFERENCE ATTENDANCE	By participants, in connection with training programs.
4	COURSES	Materials describing training courses available to participants, including prospectuses. Excludes special programs tailored to the needs of individual participants and approval by mission and cooperating country, which are filed in the participant or project case file.

    4-1   Agriculture

    4-2   Communications Media

    4-3   Community Development, Social
             Welfare & Housing

    4-4   Education

    4-5   Health & Sanitation

4-6	Industrial Development	
4-7	Labor	
4-8	Public Administration	
4-9	Transportation	

5 DURATION — Length of training programs, including guidelines on desired starting and terminal·dates.

6 EVALUATION — Effectiveness of training methods and techniques in specific field of activity, country, or overall participant training program. Case file by individual evaluation study or project, as volume warrants.

7 FACILITIES — Liaison, and strengthening of relationships with organizations which provide training, hospitality or community activity and services to participants, such as universities, participating agencies, manufacturers, community service groups, etc. Where volume warrants, establish case files for individual facility, and arrange alphabetically by name of facility, field of activity, or location, as best meets users' needs.

8 FOLLOW-UP OF PARTICIPANTS — Methods to assure continuing contact with participants after training, by mission technicians and training officers, to develop maximum potential of individual participants.

8-1 Commendations — Certificates of achievement, etc., and ceremonies attendant on their presentation.

9 PROCESSING — Procedures dealing with individual participants. Includes preparation of bio-data forms, issuance of work books, etc.

9-1 Authorization — Preparation and use of PIO/P.

9-2 Orientation & Reception — Mission pre-departure briefing, port of entry and reception procedures, and orientation in country of training.

9-3 Special Provisions

Includes procedures for participant and dependent travel, purchases, ownership and operation of automobiles, income tax exemptions; interpreter services, insurance, waiver of visa requirements; handling of illness and death cases.

9-4 Visa Lists

10 PROJECT MANAGERS' GUIDE

The file station serving the initiating unit will use this category for the complete history of issuances in this series, and for general materials dealing with the series. Offices which receive copies of individual issuances will store them in loose-leaf binders as library or desk reference materials.

11 SELECTION

Criteria for selection of participants, including security clearances, academic requirements, etc.

11-1 Language

Includes testing and training.

11-2 Medical Examinations

12 SPONSORS

Deals with training of cooperating country nationals under other than direct Agency administration and/or financing. Includes procedures covering special services rendered by this Agency in connection with such participants. Excludes materials covering overall training programs of international organizations, other countries, other U.S. Government agencies, or voluntary agencies. SEE: PRM 7. Excludes scholarships and fellow-ships. SEE: EDU 5

12-1 Contractors

Development and administration of participant training incidental to Agency technical service contracts with universities. Excludes organizations under contract specifically to provide training to designated participants. SEE: TRG 7

12-2 Independently-Financed Training

Training arranged and/or administered by this Agency but financed from other sources.

TRANSPORTATION

Retain Item 1

This category groups together materials dealing with transportation systems: papers dealing with existing transportation facilities or problems in cooperating countries; materials dealing with technical aspects of air and surface transportation; procedures, policies and methods of implementing Agency capital or technical assistance programs in this field of activity.

EXCEPT: Movement of Agency personnel and their effects. SEE: TRV

TRANSPORTATION

1 AIR TRANSPORT

    1-1   Airline Operation   Includes aircraft maintenance and safety.

    1-2   Airports   Includes design, construction, development and operation.

    1-3   Navigational Systems   Includes meteorological services.

2 HIGHWAYS   Includes bridges and tunnels.

    2-1   Construction & Maintenance

    2-2   Motor Transport Systems

3 INLAND WATERWAYS

4 PORTS AND HARBORS

    4-1   Cargo Handling & Storage   Excludes non-port warehousing.
                                        SEE: IND 12-3

    4-2   Dock Facilities

5 RAILROADS

    5-1   Construction & Maintenance

    5-2   Operation

    5-3   Signal Systems

6 SHIP OPERATIONS   Includes sea navigational aids, maritime facilities and operations.

TRAVEL *General Schedule.*

Deals with policy, procedures, operations and regulations relating to the travel of Agency, participating agency, and contract personnel, and their dependents; the movement of personal and household effects of such travelers; and congressional and other travelers whose visit is concerned with, or of interest to this Agency.

> EXCEPT: Materials dealing with the travel of participants financed under Agency programs. SEE: TRG 9-3 for policy and procedural materials; participant name files for materials dealing with individual participants; and TRG 9-4 for visa lists.

TRAVEL

1	ALLOWANCES	Refers to monetary allowances for travel expenses, including per diem and mileage rates. <u>Excludes</u> baggage, and household and personal effects. SEE: TRV 6. <u>Excludes</u> allowances for participants. SEE: TRG 1
	1-1 Advances	
2	AUTHORIZATION	General materials only. <u>Excludes</u> TAs for individual travelers. SEE: TRV 7-1
3	CARRIERS	
	3-1 Air	Case file by name of airline when volume warrants.
	3-2 Local Transportation	<u>Excludes</u> motor pool services. SEE: GRS 4
	3-3 Surface	Includes railroads and steamship lines. Case file by name of carrier when volume warrants.
4	DEPENDENTS	Includes advance home leave travel. <u>Excludes</u> educational travel. SEE: PER 5
5	PASSPORTS	
	5-1 Visas	

6 EFFECTS

General materials only. <u>Excludes</u> papers relating to effects of individual travellers. SEE: TRV 7-1. Each of the following tertiaries includes materials on packing and crating, insurance, shipment and storage.

6-1 Automobiles

6-2 Baggage

6-3 Household Effects

7 TRAVELERS

7-1 Name of Employee or Congressional Committee

This category consists entirely of case files. Arrange alphabetically by name of employee or Congressional Committee in official file stations which document arrangement of travel and movement of effects paid for from Agency funds. SEE: TRV 2 and TRV 6. When volume of these case files exceeds half a file drawer, they may be maintained as an independent case file group.

7-2 Visitors

Arrival and departure information, etc., on other travelers. Arrange alphabetically by name of traveler when frequency of use and volume require.

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EDGE INDEX TO SUBJECT CLASSIFICATION

ADM   ADMINISTRATIVE MANAGEMENT

AGR   AGRICULTURE

BUD   BUDGET

ECF   ~~ECONOMIC AND FINANCIAL CONDITIONS~~   *Economic + Financial Affairs*

EDU   EDUCATION

FIS   FISCAL, ACCOUNTING AND AUDIT

FPC   FOOD FOR PEACE

GRS   GENERAL SERVICES

HLS   HEALTH AND SANITATION

IND   INDUSTRIAL DEVELOPMENT

INF   INFORMATION AND MASS COMMUNICATIONS

LEG   LEGISLATIVE AND LEGAL

LGP   LOANS, GUARANTEES AND PRIVATE ENTERPRISE

MAP   MILITARY ASSISTANCE PROGRAM

OCM   ORGANIZATIONS, COMMITTEES AND MEETINGS

PEC   PEACE CORPS

PER   PERSONNEL

PRC   PROCUREMENT AND CONTRACTING

PRM   PROGRAM DEVELOPMENT, EVALUATION AND RESEARCH

PUB   PUBLIC ADMINISTRATION

SOC   SOCIAL AND INSTITUTIONAL DEVELOPMENT

TRG   TRAINING

TRP   TRANSPORTATION

TRV   TRAVEL

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