PART III

1. MATERIAL TRANSMITTED

Expanded subject outlines covering "Administration" and "Culture and Information", an Index thereto, dividers, an Alphabetical Listing of complete Subject Symbols, and a List of Categories and Primary Subjects for the State/USIA Records Classification Handbook (MOA III-Exhibit 621) (Department's V FAM 400). The two subject categories are expanded to accommodate the filing requirements of USIA domestic and field offices and to provide uniformity with the filing system in use by State and USIS. The regulations and procedures contained in the USIA Overseas Records Management Handbook, MOA III-600, will continue to apply to the records management program of USIA overseas establishments. Amendments to MOA III-600 will be issued as soon as possible.

The attached Index is to be used for reference to proper subjects in the Administration and Culture-Information categories. If it is necessary to refer to other subject outlines (see List of Primary Subjects), use the overall State/USIA Index.

SPECIAL NOTICE FOR USIS PERSONNEL

At Posts where all or a part of USIS Culture and Information records are maintained by the Embassy, and the volume is minimal, it is not mandatory that the Embassy use all of the primary subjects nor the detailed breakdowns at the secondary and tertiary levels. Where the volume and the reference needs of the files are fractional and yet involve a cross section of papers on the same subject, papers may be classified with the primary symbols and filed in a cumulative folder with the subject caption RADIO or MOTION PICTURES, etc.

2. FILING INSTRUCTIONS FOR PART III, COMMUNICATIONS AND RECORDS

From the State/USIA Records Classification Handbook remove the cover sheet immediately preceding the Foreword, the Consular divider and outlines. Destroy the cover sheet and insert the Consular divider and outlines in front of the divider Economic. Remove and place the dividers and subject outlines "Administration" and "Culture and Information" in the back of the book following the old Index. Insert the attached new subject outlines (Administration; Culture & Information) with their new dividers followed by the Alphabetical Listing of Subject Symbols, the list of Categories and Primary Subjects, and the index with its divider following the introduction.

The subject outlines are printed with code symbols on the edge of the pages in such a manner that they can be cut or tabbed to provide quick access to the individual subdivisions.

NOTE: Each page carries two sets of TL numbers since the expanded subject outlines are also being issued in the USIA Domestic Records Management Handbook.

3. CHANGE TO PREVIOUS MANUAL ISSUANCE

On the cross-refernce sheet following page 626.3 insert the word "Exhibit" in front of 621 in upper right corner.

DISTRIBUTION: M-1 (Domestic)
M- 6 (Field)

KEEP YOUR MOA UP TO DATE. FILE ISSUANCES PROMPTLY.
# Administration

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TL-1079D and 601F (2-67)  TL-1080D (2-67)
ACCOUNTING & DISBURSING

Instructions

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

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

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

Special Methods of Arrangement:

1. By fund title or symbol:
   1. ACC 6 Fund Accounting 19 x 1078

2. By central fiscal servicing office:
   2. ACC 16 Payroll-Brussels RFC, Paris

ACC—ACCOUNTING & DISBURSING

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

2 GENERAL REPORTS & STATISTICS
   Use only for reports of a general nature which cannot be filed under one of specific subjects in this outline.

3 TRANSACTIONS (OTHER AGENCY)
   Includes purchase requests, procurement, payment, and transfer document.

4 GENERAL LEDGER
   Includes journal vouchers, balance sheet and financial statements.

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

6 FUND ACCOUNTING
   Subdivide by type of funds (e.g., appropriations, revolving, trust, foreign currency, etc.), if volume warrants.

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

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

9 PERSONAL PROPERTY ACCOUNTING
   Includes motor vehicles, expendable and non-expendable equipment. Subdivide by type if volume warrants.

10 REAL PROPERTY ACCOUNTING
    Includes land, buildings and “built-in” equipment. Subdivide by type if volume warrants.

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

12 ACCOUNTS PAYABLE
    Includes creditor accounts, withholding tax, employee insurance, retirement, etc. Subdivide by type if volume warrants.
ACC—ACCOUNTING & DISBURSING

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

14 OTHER AGENCY ACCOUNTING
Subdivide by agency.

15 SALES ACCOUNTING (INCOME)
Includes services, property, rentals, earned reimbursements, miscellaneous receipts, etc. Subdivide by type if volume warrants.

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

17 TRAVEL
Includes fare, per diem, transportation, etc.

18 COMMERCIAL VOUCHERING
Includes processing of voucher claims for payment of transportation, communications, utilities, rentals, printing and binding expenses, etc. Subdivide by type if volume warrants. For actual payments, SEE: ACC 23.

19 NON-OPERATING EXPENSE
Includes depletion, loss, taxes, duties, claims, grants, etc. Subdivide by type if volume warrants.

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

20–1 Suspensions & Disallowances

21 CLAIMS & EXCEPTIONS

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

23 PAYING & COLLECTING TRANSACTIONS

23–2 Reports & Statements
Use only for those that cannot be filed under one or more specific subject breakdowns. Subdivide by type (e.g., foreign currency reports, deposit and trust fund record, etc.) if volume warrants.

23–3 Receipts

23–4 Disbursements

23–5 Savings Bond Issuance & Redemption

23–6 Accommodation Exchange

23–7 Bank Accounts

23–8 Cash Payments
Includes petty cash, imprest fund, and payments in foreign currency.

23–9 Check Operations
Includes Treasury Checks and depositary checks in local banks.

23–10 Notices of Exception

23–11 GAO Claims

23–12 Cash Verifications

23–13 Cash Advances
Includes travel advances.

23–14 Tax Levies

23–15 Travelers Checks

23–16 Sale of Postage Stamps

23–17 Interested Party Message Transactions

23–18 Passport & Visa Fee Accounting

23–19 Medical Deposits for Dependents

23–20 Consolidated Payment—Stateside Storage
BUILDINGS & GROUNDS

Instructions

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

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

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

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

Special Method of Arrangement:

1. By name and/or location of specific building:
   a. When volume warrants only a primary folder:

   | BG — BUILDINGS & GROUNDS | Mamba Pt. Comp. |

   b. When volume warrants subdivision by appropriate subject breakdowns:

   | BG 10 Maintenance & Operations | Mamba Pt. Comp. |

BG—BUILDINGS & GROUNDS

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

2 GENERAL REPORTS & STATISTICS
Use for material too general in nature to be filed under more specific subjects in outline. Includes reports to GSA.

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

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

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

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

   6-1 Purchase
   Includes condemnation.

   6-2 Lease
   Subdivide by short-term and long-term if volume warrants.

   6-3 Site Surveys. Data.

7 DESIGN. CONSTRUCTION. ALTERATION.
Includes architectural plans, engineering, landscaping, etc. For interior decoration, SEE: BG 8.
BG—BUILDINGS & GROUNDS

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

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

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

10-1 Utilities & Services
Subdivide by type (e.g., air conditioning, elevators, janitorial service, etc.) if volume warrants.

11 SPACE ASSIGNMENT & USE. MOVES.
Subdivide by type (e.g., office, parking, storage, etc.) if volume warrants. For assignment of staff housing, SEE: PER 15–12.

12 SPECIAL FACILITIES & CONCESSIONS
Such as eating facilities, commissaries, ramps, snackbars, etc. Includes dining room passes. Subdivide by type of facility if volume warrants. For commissary services, SEE: PER 15–2.

13 SAFETY PROGRAM
Use for protection of buildings and grounds and their occupants from damage or injury. Includes fire drills, civilian defense measures, such as designation of shelter area, etc. For physical security, SEE: BG 16; for employee accidents, SEE: PER 14–12; for property damage or loss inflicted by natural causes, mob violence, etc., SEE: BG 20.

14 TAXATION

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

15-1 Abandonment

15-2 Demolition. Dismantling.

15-3 Sale

15-4 Transfer

16 FACILITIES & EQUIPMENT SECURITY
Includes buildings, rooms, areas, vaults and other storage facilities, penetration, etc. Subdivide by type if volume warrants. For security survey reports, SEE: SY 2–2.

16-1 Alarm Systems

16-2 Electronic Equipment & Counter Measures

16-3 File Equipment
Includes safes.

16-4 Firearms & Ammunition

16-5 Incinerators

16-6 Keys & Locks

16-7 Photographic Equipment

16-8 Restricted Areas

16-9 Sabotage

16-10 Technical Penetration

16-11 Vaults. Storage Facilities.

16-12 Entry & Departure
Includes building passes, issuance of keys, registers, etc.

17 BUILDING GUARDS. WATCHMEN.
Other than Marines, for which SEE: BG 18.

18 MARINE GUARDS
Other than personnel matters, for which use PER outline.

18-1 Handbook & Orders

18-2 Marine Inspection Report

18-3 Guard Survey

19 (Reserved for future use)

20 REAL PROPERTY DAMAGE. LOSS.
BUDGET

Instructions

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

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

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

Special Method of Arrangement:

1. By fund title or symbol:

   BUD 15 Financial Plans (FY 1966) 1961128

BUD—BUDGET

1 GENERAL POLICY. PLANS.

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

   1–1 Agency Position
       Use for agency stand to be reflected in budget estimates.

   1–2 Program Planning Budget System
       Use for general materials only.

2 GENERAL REPORTS & STATISTICS

   For fund status reports, SEE: BUD 13–1; for financial plan reports, SEE: BUD 16–2.

3 CALL FOR ESTIMATES

   3–1 Bureau of the Budget
       Includes budget ceiling on level of estimates imposed by BOB.

   3–2 Agency Instructions

4 REIMBURSEMENT ESTIMATES. AGREEMENTS.

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

4–1 Reimbursement Criteria

5 LAWS & REGULATIONS


6 PROJECTIONS. PREVIEWS.

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

7 OFFICE & POST SUBMISSIONS

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

8 AGENCY REVIEW

   Includes hearings held within agency on office and post submissions.
BUD—BUDGET

9 BUDGET BUREAU SUBMISSION
Use for agency estimates as submitted to BOB for review.

9-1 BOB Hearings
Includes hearings schedule, witness statements, summaries of testimony, etc.

9-2 Supplemental Data
Requested by BOB during review.

9-3 BOB Allowance
Amount of estimates allowed by BOB to be incorporated in President’s Budget.

10 PRESIDENT’S BUDGET
Use for agency estimates as included in Federal Budget.

11 CONGRESSIONAL SUBMISSION
Use for agency estimates as submitted to Congress.

11-1 House Hearings
Includes schedule, principal witness statements, supplementary data, House Report, etc.

11-2 Restoration Appeal to Senate
Agency appeal to Senate for restoration of funds reduced by House action.

11-3 Senate Hearings
Includes schedule, principal witness statements, supplementary data, Senate Report, etc.

11-4 Conference Action
House-Senate conference to resolve differences on appropriation bill.

12 APPROPRIATION ACT
Includes analyses of final action on bill and copy of act.

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

13-1 Fund Status Reports

14 BUDGET EXECUTION

14-1 Apportionment
Includes requests to BOB for quarterly appropriated funds and approvals.

14-2 Annual Authorizations

14-3 Allocations (Transfers Out)

14-4 Transfer Appropriations (Out)

14-5 Allotment Authorities

14-6 Allotments
Includes adjustment of allotments.

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

15-1 Reprogramming
Use for revision of plan based on changes in availability of funds.

15-2 Financial Plan Reports

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

16-1 Requests

16-2 Control Registers

16-3 Allocations

17 BUDGET BACK-UP
Use for back-up materials when it is desirable to maintain them separate from the particular estimates or submissions to which they may relate.
COMMUNICATIONS & RECORDS

Instructions

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

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

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

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

CR—COMMUNICATIONS & RECORDS

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

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

3 MAIL FACILITIES & SERVICES
3-1 Courier Service
3-2 Pouch Service
3-3 Postal Services
Includes U.S. Post Office, Military Postal Services, etc. Subdivide by type, as required.
3-4 Messenger Service
3-5 Message Centers
Subdivide by organizational element if volume warrants.
3-6 Delivery Systems
Includes pneumatic tube system, conveyor belt, etc.
3-7 Addresses. Mailing Lists.

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

5 AUTHENTICATION
5-1 Regulations & Procedures (Auth)
5-2 Reports & Statistics (Auth)
5-3 Schedule of Fees (Auth)

6 (Reserved for future use)

7 TELECOMMUNICATIONS SERVICES
Except telephone, for which SEE: CR 8. Subdivide by type (e.g., telegraph, cable, radio) if volume warrants. Includes use of radio transmitters in U.S. chanceries abroad and USIA wireless file facilities and services. For similar use by foreign missions in U.S., SEE: POL 17-7.
7-1 Policy. Plans. Coordination. (Telecom)
7-2 Reports & Statistics (Telecom)
Includes monthly telegraphic report and traffic reports. For cryptographic reports, SEE: CR 7-11.
## CR—COMMUNICATIONS & RECORDS

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  Except cryptographic, for which SEE: CR 7-12. |
| 7-6     | U. S. Government Facilities (Telecom)  
  Includes JANAP procedure. |
| 7-7     | Commercial Facilities (Telecom)  
  Includes rates. Subdivide by name of company if volume warrants. |
| 7-8     | Cryptographic Systems |
| 7-9     | Cryptographic Clearances |
| 7-10    | Maintenance & Repair  
  Of telecommunications and for cryptographic equipment. |
| 7-11    | Cryptographic Reports  
  Includes inventories, receipt, transfer and destruction reports. |
| 7-12    | Cryptographic Operations & Material  
  Includes cryptographic procedures and requirements. |
| 7-13    | Frequencies & Schedules |
| 7-14    | Reception  
  Includes reception reports and irregularity reports. |
| 7-15    | Propagation  
  Includes forecasts, charts, and conditions. |
| 7-16    | Engineering  
  Includes design, construction and changes. |
| 8-1     | Telephone Lists. Directories. |
| 8-2     | Reports & Statistics (Tel) |
| 8-3     | Organizations & Conferences (Tel) |
| 8-4     | Agreements (Tel) |
| 8-5     | Laws & Regulations (Tel)  
  Includes rates. |
| 9       | (Reserved for future use) |
| 10-1    | Policy. Plans. Coordination. (RM) |
| 10-2    | Reports & Statistics (RM)  
  Except surveys, for which SEE: CR 10-6. |
| 10-3    | Organizations & Conferences (RM) |
| 10-4    | Agreements (RM)  
  Includes agreements with other governments re maintenance and disposition of multipartite records. |
| 10-5    | Laws & Regulations (RM) |
| 10-6    | Surveys. Studies (RM)  
  Subdivide by organizational element if volume warrants. |
| 11-1    | Records MAINTENANCE & SERVICE  
  For development and updating of official file system, SEE: CR 12. |
| 11-2    | Physical Location |
| 11-3    | File Installations. Operations. |
| 11-4    | Reference Service  
  For questions relating to access, SEE: CR 16-1. |
| 12-1    | Records Classification Handbook  
  Use for development and updating of system. |
| 13-1    | Folder Labels |
| 14-1    | Microfilming  
  Except in connection with file operations, for which SEE: CR 11-2. |
CR—COMMUNICATIONS & RECORDS

15 RECORDS DISPOSITION

15-1 Records Retirement
Within agency.

15-2 Records Transfers
Between agencies.

15-3 Records Destruction

15-4 Records Control Schedules

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

16-1 Access & Use
For executive privilege, SEE: LEG 9.

16-2 Accounting & Control
Includes logs and receipts covering classified documents, TS inventory control procedures, serialization, etc.

16-3 Classification. Designation.
Includes downgrading, declassification, decontrol, upgrading, etc.

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

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

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

20 FORMS MANAGEMENT
Use for forms design, control, improvement or standardization, etc.
# EMERGENCY PLANNING

**Instructions**

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

**SEE:** DEFENSE AFFAIRS outline for civilian defense.

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

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

## EP—EMERGENCY PLANNING

1. **GENERAL POLICY. PLANS. COORDINATION.**
   - Use for overall agency policy and planning, and coordination between agencies.

2. **REPORTS**

3. **ORGANIZATIONS & CONFERENCES**

4. **AGREEMENTS**

5. **LAWS & REGULATIONS**

6. **E & E PROGRAM**
   - Use for emergency and evacuation program.

   - **6-1 E & E Policy. Plans.**
   - **6-2 Reports & Statistics**
     - Includes population statistics, evacuation lists, etc.
   - **6-3 Liaison Groups**
     - Subdivide by name.
   - **6-4 Emergency Requirements**
     - Such as for communications equipment, ordnance, etc.
   - **6-5 E & E Procedures**
     - Includes Handbook.
   - **6-6 Safehaven**

7. **EMERGENCY RELOCATION PROGRAM**
   - **7-1 Policy. Plans. Guidelines.**
     - Includes directives and handbooks.
   - **7-2 Reports**
   - **7-3 Other Agency Procedures**
   - **7-4 Continuity of Essential Functions**
   - **7-5 Emergency Action Documents (EAD)**
   - **7-6 Emergency Assignments (Cadre)**
   - **7-7 Executive Reserve Program**
   - **7-8 Emergency Communications**
     - Includes Emergency Notification System (Cascade).
   - **7-9 Relocation Tests. Exercises.**
     - Subdivide by code name and year.

8. **VITAL RECORDS PROGRAM**
   - **8-1 Selection Guidelines**
   - **8-2 Status Reports**
   - **8-3 Records Protection**

9. **ROUND-UP PROGRAM**
EQUIPMENT, SUPPLIES & SERVICES

Instructions

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

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

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

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

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

PROCUREMENT & CONTRACTING outline for matters pertaining to these subjects.

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

ES—EQUIPMENT, SUPPLIES & SERVICES

1 GENERAL POLICY. PLANS. GUIDELINES.
Use only for material which cannot be filed under one of the more specific subjects in outline.

1-1 Requirements. Forecasts.
Other than set forth in budget estimates, for which SEE: BUD outline.

1-2 Replacement Program

2 GENERAL REPORTS & STATISTICS
Use only for material which cannot be filed under one of the more specific subjects in outline. Includes reports to GSA. For inventory reports, SEE: ES 7-2.

3 ORGANIZATIONS & CONFERENCES

4 REGIONAL SUPPLY CENTERS
Use for establishment and overall operation of centers. Subdivide by location (e.g., Bonn, Tokyo, Lagos) if volume warrants.

5 LAWS & REGULATIONS
Includes directives and procedures. Use only for those too general to be filed under more specific subjects in outline. Subdivide by source if volume warrants.

6 (Reserved for future use)

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

7-1 Stock Controls
On expendable supplies and equipment.

7-2 Inventories
Of non-expendable property. Includes procedures for preparing and maintaining property record cards, basic inventory reports of furniture, equipment, and office machinery.

7-3 Loans & Exchanges

7-4 Thefts. Losses. Destruction.
Includes property survey reports of lost and damaged items.

8 (Reserved for future use)

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<td>Excess Listings</td>
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<tr>
<td>12  SURPLUS/EXCESS PROPERTY</td>
<td>12-5</td>
<td>Proceeds of Sales</td>
</tr>
</tbody>
</table>

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

Excludes excess property for which SEE: ES 12-3.
FINANCIAL MANAGEMENT

Instructions

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

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

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

FMGT—FINANCIAL MANAGEMENT

1 GENERAL POLICY, PLANS, PRINCIPLES.

2 GENERAL REPORTS & STATISTICS
   Use for general studies, surveys and reports on financial management systems and procedures and evaluation thereof.

3 CLASSIFICATION CODES
   Use for handbook containing accounting symbols.

4 TERMINOLOGY
   Includes glossary of terms and abbreviations.

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

5-1 Procedural Handbooks
   For classification codes, SEE: FMGT 3.

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

6-1 Disbursing Officers

6-2 Cashiers

6-3 Certifying Officers

7 DEPOSITORIES, LOCAL

8 BANKING FACILITIES

9 BONDING
   Use for bonding of employees.

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

11 INTERNAL AUDIT
   Use for inspections and reports by agency audit staff.

11-1 Domestic

11-2 Overseas

11-3 Contracts

12 GAO AUDIT
   Use for site audit by General Accounting Office.

13 EXTERNAL AUDIT (CPA)
   Use for audit by certified public accountants.

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

Instructions

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

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

BUDGET outline for reimbursement estimates and agreements.

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

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

FSV—FACILITATIVE SERVICES

1 AUDIO-VISUAL SERVICES


1–2 General Reports & Statistics

1–3 Organizations & Meetings

1–4 Technology


2 REPORTING SERVICES

Includes conference reporting.

3 AUTOMATED DATA PROCESSING

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


Includes cooperative arrangements with other agencies.

3–2 General Reports & Statistics

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

3–3 Organizations & Conferences

3–4 Technology

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

3–5 Laws & Regulations

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


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

3–7 Statistical & Other Services

4 LANGUAGE SERVICES

4–1 Interpreting

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

4–2 Translating

5 LIBRARY SERVICES

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

6 REPRODUCTION & DISTRIBUTION

6-1 General Policy, Plans, Guidelines.

6-2 General Reports & Statistics

6-3 Organizations & Meetings

6-4 Technology

6-5 Laws, Regulations, Procedures.

7 EDITORIAL SERVICES & PUBLICATIONS CONTROL

Includes control over internal and external publications, regulations of Joint Committee on Printing, etc. For preparation (other than editing), clearance and distribution of official and unofficial publications, SEE: PR 10.

8 PUBLICATIONS PROCUREMENT

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

Instructions

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

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

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

LEG—LEGISLATIVE & LEGAL AFFAIRS

1 LEGISLATIVE PROGRAM
   Use only for agency’s overall legislative program, including bills introduced on behalf of and those affecting agency programs and operations.

1-1 Congressional Summaries
   Use for daily and other summaries of Congressional action on bills of interest to agency.

2 REPORTS TO CONGRESS
   Use only for overall reports on agency operations. Reports on specific programs should be filed subjectively under appropriate subject outlines.

3 ORGANIZATIONS & CONFERENCES
   Subdivide by name of organization and name, date, and location of conference if volume warrants.

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

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

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

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

7-1 Country Briefing Papers
   For Congressional travelers.

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

9 EXECUTIVE PRIVILEGE
   Use for material relating to agency’s privilege of withholding information from Congress.

10 LEGAL OPINIONS. INTERPRETATIONS.
   Use only for general material which cannot be filed subjectively under other outlines.

11 SUBPOENAS
   Use for procedures relating to handling of subpoenas served on agency.

12 JUDICIAL ASSISTANCE. PROCEDURE.
   Includes Committee on Judicial Procedure.

13 CLAIMS. LITIGATION.
   Use only for general material on claims by or against U.S. Government, claims procedures, etc. File specific types of claims subjectively (e.g., for war damage claims and other claims against host government, SEE: PS 8-4; for tort claims, SEE: PER 15-16, etc.).
ORGANIZATION & MANAGEMENT

Instructions

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

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

ORG—ORGANIZATION & ADMINISTRATION

1 GENERAL POLICY PLAN. COORDINATION.
Includes material on agency and post organization and management in general, administrative supervision of constituent posts, centralization vs. decentralization of administrative functions, and coordination between and within agencies on administrative matters. Subdivide by name of agency if volume warrants.

1–1 Country Team
Use for coordinated efforts of agency representatives in the field to work as a team under chief of mission.

1–2 Consolidated Administration
Use for consolidation of State, AID, USIA, and Peace Corps administrative personnel to provide integrated service at specific posts. Includes CAMO. For administrative support aspects, SEE: ORG 4.

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

2–1 Reporting Requirements
Overall reporting schedules, workloads, and related management aspects of reporting requirements.

2–2 Critiques

3 MEETINGS & CONFERENCES

3–1 Administrative Officers

3–2 Chiefs of Mission. Principal Officers.

3–3 Staff

3–4 Public Affairs Officers

4 ADMINISTRATIVE SUPPORT
Use for general material on administrative support principle or policy as it affects organization and functions of agency or post. For levels of support and reimbursement agreements, SEE: BUD 4; for accounting aspects, SEE: ACC outline.

5 DELEGATIONS OF AUTHORITY
Includes designations.

6 DUTY OFFICERS. ROSTERS.
Includes holiday list.

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

8 ESTABLISHMENT. FUNCTIONS. REORGANIZATION.
Includes history and background of agency, office or post, statement of functions and organization charts, and agency reorganization plans, opening, change in status and closing of posts; determination and jurisdiction of consular districts; etc.
ORG—ORGANIZATION & ADMINISTRATION

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

10 MANAGEMENT PROGRAMS
Includes all types of management programs such as Management Improvement, Cost Reduction, Information Management, etc. Also includes management methods and techniques. Subdivide by name of program or system, if volume warrants. (Except financial management for which SEE: FMGT outline and for records management, forms management, reports management, and directives management, for which SEE: CR outline.)

10-1 Policy. Plans. Coordination.
10-2 Reports

10-3 Meetings
10-4 Agreements. Contracts.
10-5 Regulations. Procedures.
10-6 Research & Development

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

12 CONDUCT OF OFFICE
Use for issuances on office procedures, routine administrative matters, transfer of office to successor, calendar of events, etc.
PERSONNEL

Instructions

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

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

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

TRAVEL outline for travel of employees and dependents.

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

Special Method of Arrangement:

1. By type or category of personnel; such as contractor, foreign, nationals, etc.
   a. When volume warrants only a primary folder:
      PER — PERSONNEL (Marine Guards)

2-1 Post Reports
   Use only for preparation and submission of report by post. Reference set should be maintained separately.

2-2 Biographic Register & Sketches

2-3 Foreign Service List

2-4 Key Personnel Directory

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

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

4-1 Reduction-in-Force
   Includes procedures for establishing, maintaining and applying retention registers.

5 LAWS & REGULATIONS
   Includes Foreign Service Act of 1946 and amendments, Federal Personnel Manual and CSC directives of a general nature. Subdivide by source and/or title of act if volume warrants.
PER—PERSONNEL

6 AWARDS & COMMENDATIONS
For agency employees, including incentive awards program, except safe-driving awards, for which SEE: VEH 13. For awards to prominent persons other than agency employees and military personnel, SEE: POL 6-3; for awards to military personnel, SEE: DEF 6-6.

6-1 Awards Committees
Subdivide by name if volume warrants.

6-2 Cash Awards
Subdivide by type if volume warrants.

6-3 Commendations

6-4 Honor Awards
Subdivide by type if volume warrants.

6-5 Non-Federal Awards & Decorations

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

8 ATTENDANCE & LEAVE
Includes annual, sick, home, military and court leave, leave without pay, absence for jury duty, hours of work, etc. Subdivide by type of leave if volume warrants.

9 TRAINING & DEVELOPMENT
Subdivide by type if volume warrants.

9-1 General Policy. Plans.

9-2 General Reports & Statistics

9-3 Organizations & Conferences

9-4 Agreements. Contracts.


9-6 Sponsors.

9-7 Visits. Trips.

9-8 Schedules & Rosters


9-10 Teaching Materials

9-11 Examination and Testing

9-12 Graduation Exercises. Certificates. Diplomas.

Includes debriefing returned employees.

10 PERFORMANCE EVALUATION

10-1 Performance Rating Committees. Evaluation Panels.

10-2 Ratings. Appraisals.
Includes appeals.

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

11-1 Cost of Living & Quarters Allowances
Includes temporary lodging allowance. For retail price schedules, SEE: PER 11-9.

11-2 Deductions

11-3 Education Allowances
For educational travel of dependents, SEE: TRV outline.

11-4 Final Salary Clearance
Upon separation of employee.

11-5 Wage Rates & Schedules
Includes surveys to determine appropriate wage rates and schedules for local employees, and wage board determinations.

11-6 Premium Pay
Subdivide as overtime, night, or holiday pay.

11-7 Post Differential Allowance

11-8 Representation Allowances

11-9 Retail Price Schedules

11-10 Separation Allowances

11-11 Transfer Pay
PER—PERSONNEL

11–12 Increases
Subdivide by type such as within-grade, periodic, quality, etc. For increases or decreases in specific types of pay, allowances, etc. See: PER 11–1 thru 11–8, 11–10, 11–11.

12 CONDUCT & DISCIPLINE
Includes regulations and procedures governing conflict of interest, insubordination, prohibited political activity, intoxication, sale or barter of personal property abroad, local currency transactions of employees, acceptance of gifts, etc. Case file disciplinary actions on individual employees in personnel folders.

13 EMPLOYMENT
Case file personnel actions on individual employees by name in personnel folders. For reduction-in-force, See: PER 4–1.

13–1 Application for Employment
Case file individual applications by name if volume warrants.

13–2 Appointment
Includes initial appointment, oath of office, reinstatement, reemployment after break in service, lateral entry from Civil Service to Foreign Service, etc. Subdivide by type of appointment (e.g., competitive service, excepted service, FS, etc.) if volume warrants.

13–3 Assignment. Detail.
Includes assignment system procedures and actions, transfer to new assignment in field or in Washington after home leave, length of tours of duty at post, reimbursable details, etc.

13–4 Examinations. Tests.
Use for Board of Examiners for the Foreign Service, Civil Service, language and other qualifying tests, etc. Subdivide by type if volume warrants.

13–5 Equal Employment Opportunity

Includes Selection Boards, Promotion Panels, etc.

13–7 Recruitment

13–8 Retirement
Includes Civil Service, Foreign Service and Social Security retirement systems, benefits, etc.

13–9 Termination
Use for resignation, separation for cause and termination of services through death.

13–10 Transfer Out
To other agencies or international organizations. For transfer to new assignment in field or in Washington with same agency, See: PER 13–3.

14 HEALTH & MEDICAL CARE

14–1 Policy. Plans.
Use only for papers which cannot be filed under more specific subjects listed under PER 14.

14–2 Reports & Statistics

14–3 Organizations & Conferences
Includes services provided to, or by other Federal agencies. For specific medical facilities, See: PER 14–6.

14–4 Medical Examinations
Includes medical clearances, waivers, fitness-for-duty.

14–5 Laws & Regulations

14–6 Facilities
Includes regional medical centers, hospitals, clinics, health rooms, laboratories, physical fitness rooms, etc.

14–7 Insurance

14–8 Diseases & Conditions
Includes treatment, control, prevention, diagnosis, eradication. Subdivide by type if volume warrants.

14–9 Immunizations. Innoculations.

14–10 Medical Supplies

14–11 Evacuation
For medical reasons, or for rest and recuperation.

Includes safety programs and claims under Federal Employee’s Compensation Act. For building safety program, See: BG 13.
PER—PERSONNEL

15 EMPLOYEE RELATIONS & SERVICES
Includes benefits derived by employees.

15-1 Campaigns. Drives.
Such as UGF and health fund-raising drives, blood donor campaigns, etc. Subdivide by type if volume warrants.

15-2 Commissary Services
Includes management and stocking of commissaries, post exchange (PX) privileges, etc. For restaurant, cafeteria and snack bar facilities in government buildings, SEE: BG 12.

15-3 Employee Unions

15-4 Employee Vehicles
Other than shipment, for which SEE: SHW outline. Includes assistance in obtaining drivers' licenses, regulations relating to sale, etc.

15-5 Credit Union

15-6 Employee Welfare Fund

15-7 Life Insurance

15-8 Grievances
Other than appeals.

15-9 Dependent Education
For assistance to community schools abroad for education of dependents of employees, SEE: EDU 9-5; for educational allowances, SEE: PER 11-3; for educational travel of dependents, SEE: TRV outline.

15-10 House Organs
Published by or for employees.

15-11 Income Tax
For assistance to employees in preparing tax forms.

15-12 Housing Services
Includes assignment of staff housing and assistance in locating other housing.

15-13 Locator Services
Includes home leave and next-of-kin addresses.

15-14 Political Activities
Use for information provided employees on voting rights and authorized political activities. For illegal activities, SEE: PER 12.

15-15 Recreation
Includes social activities, clubs, hobbies, DSRA and other recreation and welfare association activities.

15-16 Tort Claims
Use for administrative settlement of such claims resulting from negligence, wrongful acts, or omissions on the part of employees.

15-17 Credit. Bills.
Includes credit inquiries and bill collecting.

16 SECURITY
Use for general material on security investigations of employees, fingerprinting, ID cards, etc. Case file investigations on individual employees by name. For name check procedures, SEE: SY 10; for security survey reports, SEE: SY 2-2.

16-1 Penetration
Use for attempts to compromise agency personnel, including locals, by any means to obtain security information.

16-2 Clearances
Subdivide by type, such as "Q", etc.

17 DIPLOMATIC TITLE & RANK

18 POSITION DESCRIPTIONS. CLASSIFICATION.
Includes job standards.

19 PERSONAL STATUS
Of employees, such as marriage, divorce or other name change, dependency status, etc. Excludes security investigation and clearance of intended spouse, for which SEE: PER 16.

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

21 MILITARY SERVICE STATUS
For military leave, SEE: PER 8.
PUBLIC RELATIONS

Instructions

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

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

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

PR—PUBLIC RELATIONS

1 GENERAL POLICY. GUIDELINES. COORDINATION.
   Use only for material which cannot be filed under more specific subjects in this outline.

2 GENERAL REPORTS & STATISTICS
   Use only for material which cannot be filed under more specific subjects in this outline.

3 (Reserved for future use)

4 (Reserved for future use)

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

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

6-1 Speaker Service

6-2 Community Relations

6-3 Meetings & Conferences

7 APPOINTMENTS. INTERVIEWS.

8 RADIO & TV RELATIONS
   Includes clearances. Subdivide by name of network and program if volume warrants.

9 AUDIO-VISUALS


9-2 Exhibits & Displays.
   Such as lobby and window displays for public information. For those produced or sponsored by USIA and Binational Centers, SEE: EXH. outline.

9-3 Photographs
   Except requests for, for which SEE: PR 13.

10 PUBLICATIONS
   Prepared for public consumption. Includes preparation (other than editorial services), clearance and distribution. Subdivide by title of publication, such as "How Foreign Policy is Made," "Department of State Bulletin," "Foreign Policy Briefs," etc. For requests for publications, SEE: PR 13; for editorial services and publications control, SEE: FSV 7.

11 PRESS RELATIONS
   Subdivide by name of newspaper, magazine or press service if volume warrants.
PR—PUBLIC RELATIONS

11-1 Accreditation
   Subdivide by name of correspondent if volume warrants.

11-2 Press Releases
   Subdivide by source and arrange chronologically or numerically if volume warrants.

11-3 Press Conferences, Interviews.
   Includes guidances prepared for use at conferences or in interviews. Subdivide by type (e.g., Presidential, Secretary's, etc.) or name of person if volume warrants.

11-4 Special Events Coverage
   Includes arrangements for coverage. Subdivide by name of event if volume warrants.

12 SPEECHES
   Includes material for use in speeches, clearances and copies of speeches, arrangements for speeches, and requests from governmental sources for speeches. Subdivide by name of speaker and arrange by date. An extra copy may be filed subjectively if desired.

12-1 Speech Clearance

13 PUBLIC OPINION & INQUIRIES
   Includes requests for information, publications, photos, etc.; criticisms, complaints, and commendations; anonymous, crank and begging letters; polls and surveys, etc. Arrange by name of individual or organization if volume warrants.

13-1 Petitions & Resolutions

13-2 Polls & Surveys

14 TOURS
   Agency tours for the general public, including VOA Lectours.
PROCUREMENT & CONTRACTING

Instructions

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

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

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

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

PRC—PROCUREMENT & CONTRACTING

1 GENERAL POLICY. PLANS. GUIDELINES.
   Use for material too general in nature to be filed under more specific subjects in this outline.

1-1 Authorizations
   Includes delegations and redelegations of authority.

1-2 Approvals & Clearances

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

2-1 Status Reports

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

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

4-1 Clauses. Formats. Forms.

5 LAWS. REGULATIONS. PROCEDURES.
   Use for materials too general in nature to be filed under a more specific subject in this outline. Subdivide by agency or public law title if volume warrants. Includes Federal procurement regulations, procurement memoranda and instructional memoranda.

6 SUPPLIERS & CONTRACTORS

6-1 Bidders Mailing Lists

6-2 Ineligible

6-3 Contractor Data

6-4 Catalogs

7 INVITATIONS, BIDS & AWARDS

7-1 Request for Proposals

7-2 Negotiations

7-3 Renegotiations

7-4 Specifications & Bids

7-5 Reports & Data

8 BONDS
   Includes bid bonds, performance bonds, deposits, sureties list, etc.
PRC—PROCUREMENT & CONTRACTING

9 PURCHASE ORDERS
10 JOB ORDERS
11 REQUISITIONS
12 TERMINATION
   Includes defaults.
12-1 Procedures
12-2 Completion
12-3 Cancellation

13 CLAIMS, PROTESTS & SETTLEMENTS
13-1 Comptroller General
13-2 Board of Contract Appeals
13-3 Other

14 EXTENSIONS
15 DISCOUNTS
16 TAXES
17 FINDINGS & DETERMINATIONS
   17-1 Standardization
18 INSPECTION & ACCEPTANCE
19 GOVERNMENT FURNISHED EQUIPMENT
20 CONTRACT REVIEWS & AUDITS
   20-1 Agency
   20-2 General Accounting Office
SHIPPING & WAREHOUSING

Instructions

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

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

SHW—SHIPPING & WAREHOUSING

1 GENERAL POLICY. PLANS. COORDINATION
   Use for material too general in nature to be filed under more specific subjects in this outline. Includes inter-agency relations and coordination.

2 GENERAL REPORTS & STATISTICS
   Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by report title if volume warrants.

3 CONFERENCES

4 DESPATCH AGENCIES (U.S.)
   Subdivide by location if volume warrants.

5 LAWS & REGULATIONS
   Include local laws and regulations.

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

6-1 Rates & Charges
   Subdivide by type and/or name of carrier.

6-2 Routes & Schedules
   Subdivide by type and/or name of carrier.

7 INSTRUCTIONS & PROCEDURES

7-1 Shipping Instructions & Procedures
   Includes methods of shipment, such as residence-to-residence, etc.

8 INSURANCE
   Subdivide by type or name of company.

9 DRAYAGE
   Subdivide by name of carrier.

10 SHIPPING NOTICE TO FIELD

11 PACKING. LABELING. MARKING.
   Includes methods, rates and instructions.

11-1 Packing Lists

12 LOADING & UNLOADING
   Includes pier charges, demurrage, etc.

13 RECEIPTS & INVOICES
   Subdivide by type of carrier or vendor.

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

15 SHIPPING ORDERS
   Subdivide by post, area or number.

16 LOSSES, DAMAGES & SHORTAGES

16-1 Claims

16-2 Tracing

17 CUSTOMS
   Includes export-import declarations.

17-1 Custom Duties & Fees

18 DELAYS

18-1 Labor Matters
   Their effect on Government shipping.

19 PORTS OF ENTRY
   Includes port charges. Subdivide by location if volume warrants.

20 FREIGHT FORWARDERS
   Subdivide by name and thereunder by fiscal year if volume warrants.

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

Instructions

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

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

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

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

PASSPORTS & CITIZENSHIP outline for passport security.

PERSONNEL outline for personnel security.

SY—SECURITY

1 GENERAL POLICY. PLANS. COORDINATION.
   Includes coordination of program with other agencies.
   1–1 SY Instructions
   1–2 RSS Instructions
   1–3 Post Instructions

2 GENERAL REPORTS & STATISTICS
   2–1 Monthly Status Reports
   2–2 Security Survey Reports
      Arrange by name of post and thereunder by facility if volume warrants.

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

4 AGREEMENTS

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

6 SECURITY OFFICERS
   Use for designations, relations with, lists of, etc. For TS control officers, SEE: CR 16–2.
   6–1 Regional
   6–2 Post
   6–3 Unit

7 VISITS OF DIGNITARIES
   Use for protection of foreign dignitaries visiting U. S. and prominent U. S. officials on trips abroad. Subdivide by name if volume warrants.

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

9 (Reserved for future use)

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

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

12 THEFTS
   Use for material not warranting individual case filing.
SY—SECURITY

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

14 INVESTIGATIVE PROCEDURES
Use only for material of a general procedural nature that cannot be filed under specific security programs (e.g., personnel security, for which SEE: PER 16; passport security, for which SEE: PPT 10, etc.).

14-1 Local Procedures
14-2 Sources of Information
14-3 General Certification Standards

14-4 Attorney General's List
14-5 List of Local Organizations

15 INDUSTRIAL SECURITY
Use for program to obtain security clearances of industrial, educational and other facilities and personnel. In some cases these facilities and services are contractual in nature; in others educational institutions have been granted custody of agency classified records for research purposes. Includes the procedures for the release and use of classified information by these facilities. Case file papers on individual companies or institutions by name.
TRAVEL

Instructions

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

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

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

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

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

TRV—TRAVEL

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

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

3 CONFERENCES

4 (Reserved for Future Use)

5 LAWS & REGULATIONS
   Includes local laws, regulations, and procedural handbooks.

6 CARRIERS
   Subdivide by type and/or name if volume warrants.

6-1 Rates. Fares.
   Use for general information only. For freight rates and tariffs on household and personal effects, SEE: SHW outline.

6-2 Routes & Schedules

6-3 Use of American and Foreign Carriers
   Use for general policy and regulations.

7 TRAVELER INSURANCE

8 TRAVEL ALLOWANCES
   Includes per diem and mileage rates, travel advances, etc.

9 TRAVEL AUTHORIZATIONS
   Includes requests for. Use only for general material of a regulatory or procedural nature. Those for specific travelers should be filed in their travel folders.

10 TRAVEL PRIORITIES

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

12 LOCAL TRANSPORTATION
   Includes use of taxis, tokens, etc. For motor pool, SEE: VEH 12.
TRV—TRAVEL

12–1 Use of Private Vehicle

13 PASSPORT. IMMUNIZATIONS.
Required by official travelers. Includes visas.

14 (Reserved for future use)

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

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

Instructions

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

VEH—VEHICLES

1 GENERAL POLICY

2 GENERAL REPORTS & STATISTICS

3 ACCIDENTS
   For claims of injured employees, SEE: PER 14–12.

4 LOSS & THEFT

5 LAWS & REGULATIONS

6 ACQUISITION, REPLACEMENT.
   Includes purchase, titles, rental, etc.

7 INSURANCE

8 (Reserved for future use)

9 MARKING & IDENTIFICATION

10 MAINTENANCE & REPAIR
   Includes parts (e.g., tires, tubes, etc.) and monthly gasoline usage.

11 ASSIGNMENT & USE
   For motor pool, SEE: VEH 12.

   11-1 Credit Cards

   11-2 Inspection

   11-3 Dispatching & Scheduling

   11-4 Drivers' Licenses

   11-5 License Plates

   11-6 Operators' Permits

12 MOTOR POOL, CHAUFFEURS.

13 SAFE DRIVING AWARDS

14 (Reserved for future use)

15 DISPOSITION
   Includes sale, transfer, etc.
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<td>SPACE COMMUNICATIONS</td>
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TL-1079D and 601F (2-67)  TL-1080D (2-67)
BOOKS

Instructions

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

SEE: INFORMATION (GENERAL) outline for papers on the Information Media Guarantee Program.

CULTURE outline for papers on the presentation of books.

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

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

BKS—BOOKS

1 GENERAL POLICY. PLANS. GUIDELINES.
   Use only for general materials that cannot be filed under a more specific subject elsewhere in this outline.
   1–1 Daily Guidance

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

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

4 AGREEMENTS. CONTRACTS. GRANTS.

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

6 PUBLISHERS. DEALERS. AGENTS.
   Subdivide by name if volume warrants.

7 VISITS. TOURS.
   Do not use for routine travel arrangements, for which SEE: TRV outline. Subdivide by name of visitor if volume warrants.

8 EFFECTIVENESS
   8–1 Reaction Reports
      Includes readership reports and surveys, reader mail, complaints, criticisms, etc.
   8–2 Effectiveness Reports

9 PROMOTION & PUBLICITY
   Includes advertising, autographing sessions, exhibits, etc.
   9–1 Book Exhibits
   9–2 Newsletters

10 CENSORSHIP

11 RESEARCH. STUDIES.
   Other than effectiveness and reaction studies and reports on books for which SEE: BKS 8.
BKS—BOOKS

12 RIGHTS. CLEARANCES.
Includes copyrights, serialization rights, language rights, reprint rights, clearances, etc.

13 DISTRIBUTION. SALE. LOAN.

13-1 Mailing Lists
Includes requests for additions and deletions to list.

13-2 Sales Reports

14 BOOK ORDERS & REQUESTS
Other than mailing lists for which SEE: BKS 13-1.

15 CREDITS. ATTRIBUTION.

16 REVIEW. APPRAISAL. SELECTION.
For lists of recommended or approved books, SEE: BKS 18.

17 MANUSCRIPTS

17-1 Preparation. Adaptation.
Includes translation.

17-2 Reports

17-3 Review

18 LISTS. CATALOGS. BIBLIOGRAPHIES.
Subdivide by book subject category, organization, firm, etc. as volume warrants. Includes recommended book lists, special book lists, approved book lists, priority book lists, etc.
CULTURE

Instructions

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

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

EXHIBITS outline for materials on these cultural activities.

CUL—CULTURE

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

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

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

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

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

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

7 VISITS
Of cultural groups or individuals other than those under the educational exchange or cultural presentations program, for which SEE: EDX outline or CUL 16, respectively. For visits of journalists, SEE: P6-1.

8 FAIRS. EXPOSITIONS.
Includes World Fairs and Expositions. Subdivide by name and location if volume warrants. For agricultural, science, trade, and book fairs, SEE: AGR, SCI, TP, and BKS outlines, respectively. For materials on the preparation and use of exhibits in connection with fairs and expositions, SEE: EXHIBITS outline.

9 MATERIALS PRESENTATION
Includes formal and informal presentation of materials to universities, libraries, leaders and organizations, and distribution of materials by USIS. Subdivide by source or type as appropriate.
CUL—CULTURE

9-2 Reports & Statistics
9-3 Program Effectiveness
9-4 (Reserved for future use)
9-5 Promotion & Publicity
9-7 Periodical Subscriptions
   Except for returned grantees, for which SEE: EDX 29-4.
9-8 Other Materials
   Including maps, flags, globes and audio-visual materials.

10 CULTURAL PROPERTY. HISTORY.
10-1 Protection & Preservation. Restitution.
   Includes restoration.
10-2 Memorials & Monuments
   For military cemeteries, SEE: DEF 6-10; for other cemeteries, SEE: SOC 16. For memorial Presidential libraries, SEE: LIB outline.
10-3 Museums. Galleries.
   For art exhibits sponsored by USIS, SEE: EXH outline.
10-4 (Reserved for future use)
10-5 Public Records. Archives.
   Other than those of agency, for which SEE: CR outline.
10-6 Parks & Reservations
11 (Reserved for future use)

12 LECTURE PROGRAM
   Includes discussion groups, etc. For lectures under the U. S. and Foreign Professor Programs, SEE: EDX 13 and 19, respectively.

13 FINE ARTS
   Use for fine arts of a country not related to cultural presentations program, for which SEE: CUL 16. Subdivide by type if volume warrants. For copyrights, SEE: INCO 11-3; for music, SEE: CUL 14.

13-1 Theater. Dance. Dramatic Arts.
   Includes ballet, comedy, puppetry. For radio, TV and motion picture forms of dramatic art, SEE: media outlines.
13-3 Literature. Poetry.
   Use for all forms of literary arts. Includes Pulitzer Prize and other awards.
13-4 Architecture
13-5 Handicrafts
   For handicraft industry, SEE: INCO (AL).

14 MUSIC
   Includes arrangements made or services provided by USIS for music programs.
   Includes Music Advisory Panel.
14-2 Reports & Statistics
   Includes utilization reports.
14-3 Program Effectiveness
14-4 Musical Equipment & Supplies
   Except recordings and scores, for which SEE: CUL 14-6 and 14-7, respectively.
14-5 Musical Performances
   Includes co-sponsored events which use rented, loaned or donated materials. For musical performances under cultural presentations program, SEE: CUL-16.
14-6 Recordings
   Use for commercial recordings for both music and lecture programs. Includes requests.
14-7 Scores
   Includes both published and unpublished scores and requests for same.
14-8 Festivals
   Includes competition. For film festivals, SEE: MV-8.
14-9 Rental & Performance Rights
   Includes conducted scores and instrumental parts.
CUL—CULTURE

14-10 Catalogs & Lists

14-11 Music Background materials
   Includes materials on orchestras, musicians, composers, performing artists. Subdivide by name if volume warrants.

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

15-1 Olympic Games

16 CULTURAL PRESENTATIONS
   Use for general material on program to present performances by athletic, music, dance and theater groups, symphony orchestras, and individual performing artists. Case file material dealing with specific attractions alphabetically by name of group or artist. Subdivide by type of group if desired.

   16-1 Policy. Plans.
      Includes coordination and support by the agencies involved.

   16-2 Reports & Statistics
      Includes reports of advance planning, types of attractions desired, utilization of attractions, and overall reports on cultural presentations program. Also includes specific post requirements, advance-trip, escort officer, and de-briefing reports.

   16-3 Committees. Panels. Conferences.
      Includes Advisory Committee on the Arts and panels of experts, including agenda and minutes of meetings of these organizations. Subdivide by name of committee, panel, etc., if volume warrants.
EDUCATION

Instructions

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

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

EDU—EDUCATION

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

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

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

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

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

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

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

8 LITERACY, ILLITERACY.

9 EDUCATIONAL SYSTEM. INSTITUTIONS.
Subdivide by name of institution if volume warrants.

9–1 Elementary

9–2 Secondary

9–3 College & University
Includes scholarships and fellowships and teacher training; for those in a specific field of study, use appropriate subject; for those granted under the exchange program, SEE: EDX outline. For college and university affiliation program, SEE: EDX 23–1; for American and foreign studies seminars, SEE: EDU 13.

9–4 Adult. Vocational.
For labor education, SEE: LAB 9.

9–5 U. S.-Sponsored Schools Abroad
Use for financial assistance in establishing, expanding, and maintaining such schools. For grants to enable foreign students to attend such schools, SEE: EDX 10.

10 ENGLISH LANGUAGE TRAINING
Includes English Language Institutes sponsored by USIA and English teaching conducted by other agencies, e.g., AID, Peace Corps, etc. Subdivide by type of program if volume warrants. For English teaching conducted by U. S. professors abroad, SEE: EDX 19–5; for language training provided to foreign grantees and exchange visitors in U. S., SEE: EDX 28–2.

10–1 General Policy. Plans.

10–2 Reports & Statistics

10–3 Organizations & Conferences
Subdivide by name if volume warrants.
EDU—EDUCATION

10-4 Agreements. Contracts.

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

10-6 English Teacher Seminars

10-7 English Testing Program

10-8 Effectiveness

10-9 Promotion & Publicity

10-10 Direct Teaching

10-11 English Teaching By Radio, TV & Motion Picture

10-12 “English Teaching Forum”
USIA produced magazine. For nonagency English teaching periodicals, SEE: EDU 10-5.

11 FOREIGN LANGUAGE STUDY AND TRAINING
Except language training for U. S. Gov't. personnel, for which SEE: PER 9.

11-1 Teaching Materials

12 EDUCATIONAL MEDIA. TECHNIQUES.
Includes general material on audiovisual aids, radio and TV, textbooks, lecture material, etc. For use of educational media in specific training programs, SEE: EDU 10-6 and 11-1; for textbook program, SEE: BKS outline.

13 SEMINARS. WORKSHOPS.
If desired, file by specific subject matter fields. Includes those in American and foreign studies financed under PL 480. For English teacher seminars SEE: EDU 10-6.
EDUCATIONAL & CULTURAL EXCHANGE

Instructions

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

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

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

Special Method of Arrangement:

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

   LECLERC, Alphonse
   EDX 10 Foreign Student

   GOULART, Robert
   EDX 13 Foreign Professor

   DIETRICH, Anton
   EDX 11 Teen-ager

2-1 Program Evaluation

Includes projects to determine effectiveness of over-all exchange program and reports thereon. Reports on specific programs may be filed here or under appropriate program headings depending upon office needs.

2-2 Reports to Congress

3 ORGANIZATIONS & CONFERENCES

Except Federal agencies, for which see EDX 1, and the boards, committees, commissions, and foundations provided for elsewhere in this outline. Includes cooperative relationships with public and private organizations, such as Institute of International Education, colleges and universities, and international organizations. Subdivide by type and/or arrange alphabetically by name of organization if volume warrants. For institution affiliation program, SEE: EDX 23; for grant agreements with cooperating organizations, SEE: EDX 31.
EDX—EDUCATIONAL & CULTURAL EXCHANGE

4 AGREEMENTS
Includes multilateral and third country agreements relating to exchange program. For agreements with binational foundations and commissions, SEE EDX 5-4. For grant agreements and contracts with cooperating agencies, SEE: EDX 31. Subdivide by country if volume warrants.

5 LAWS & REGULATIONS
Subdivide by specific bill or act, (e.g., Fulbright-Hays Act) if volume warrants.

6 BINATIONAL FOUNDATIONS. COMMISSIONS.
Subdivide by name if volume warrants.

6-1 Meetings
Includes agenda and minutes. Arrange by number and/or date.

6-2 Reports
Subdivide by title if volume warrants.

6-3 Membership

6-4 Agreements

7 BOARD OF FOREIGN SCHOLARSHIPS

7-1 Meetings
Includes agenda and minutes. Arrange by number and/or date.

7-2 Reports
Subdivide by title if volume warrants.

7-3 Program Analyses

7-4 Documents
Arrange by document number.

8 ADVISORY COMMISSION ON INTERNATIONAL EDUCATIONAL & CULTURAL AFFAIRS

8-1 Meetings
Includes agenda and minutes. Arrange by number and/or date.

8-2 Reports
Subdivide by title if volume warrants.

8-3 Membership

8-4 Documents
Arrange by documents number.

9 (Reserved for future use)

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


10-2 Reports & Statistics
Includes program and fiscal reports.

10-3 Program Effectiveness. Follow-up.

10-4 Grantee Services (General)

10-5 U. S. Schools Abroad
Use only for grants to enable foreign students to attend U.S.-sponsored schools abroad. Subdivide by name of school if volume warrants.

10-6 Student Leader Seminars

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


11-2 Reports & Statistics
Includes program and fiscal reports.

11-3 Program Effectiveness

12 YOUTH PROGRAM
Includes U. S. program to work with youth groups abroad.


12-2 Reports & Statistics

12-3 Program Effectiveness

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

EDX—EDUCATIONAL & CULTURAL EXCHANGE

13–2 Reports & Statistics
   Includes program and fiscal reports.

13–3 Program Effectiveness. Follow-up.

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


14–2 Reports & Statistics

14–3 Program Effectiveness. Follow-up.

14–4 Special Projects.
   Subdivide by type and/or name if volume
   warrants.

15 INTERNATIONAL VISITORS PROGRAM
   Includes foreign leaders & specialists. Papers
   on individual grantees may be case filed here
   alphabetically by name. For multinational
   leader projects, SEE: EDX 21; for voluntary


15–2 Reports & Statistics
   Includes program and fiscal reports.

15–3 Program Effectiveness. Follow-up.

15–4 Programming Services (General)

16 (Reserved for future use)

17 EDUCATIONAL TRAVEL PROGRAM
   Includes program to provide grants, primarily
   to youth (such as 4-H, Boy Scouts, etc), for
   travel abroad for educational purposes for
   brief periods of time.


17–2 Reports & Statistics
   Includes program and fiscal reports.

17–3 Program Effectiveness. Follow-up.

18 U.S. STUDENT PROGRAM
   Material on individual grantees or specific
   projects may be case filed here alphabetically
   by name.


18–2 Reports & Statistics
   Includes program and fiscal reports.

18–3 Program Effectiveness. Follow-up.

18–4 Grantee Services (General)

19 U.S. PROFESSOR PROGRAM
   Includes lecturer and research scholar pro-
   gram. Material on individual grantees may be
   case filed here alphabetically by name.


19–2 Reports & Statistics
   Includes program and fiscal reports.

19–3 Program Effectiveness. Follow-up.

19–4 Inter-Country Lectureships

19–5 English Language Teaching Program
   Use for English teaching conducted by U. S.
   professors abroad. For grantees English
   language training program, SEE: EDX
   28–2; for all other programs, SEE: EDU 10.

20 TEACHER EXCHANGE PROGRAM
   Program involves both U. S. and foreign teach-
   ers. Material on individual grantees or specific
   projects may be case filed here alphabetically
   by name.


20–2 Reports & Statistics
   Includes program and fiscal reports.

20–3 Program Effectiveness. Follow-up.

20–4 Seminars. Workshops.
   For U. S. teachers abroad.

21 MULTINATIONAL FOREIGN SPECIALIST &
   LEADER PROJECTS
   Subdivide by sponsor, type and/or name of
   project.


21–2 Reports & Statistics
   Includes program and fiscal reports.

21–3 Program Effectiveness. Follow-up.
EDX—EDUCATIONAL & CULTURAL EXCHANGE

22 U.S. SPECIALISTS
Papers on individual grantees may be case filed here alphabetically by name.

22-1 Policy, Plans, Guidelines.

22-2 Reports & Statistics
Includes program and fiscal reports.

22-3 Program Effectiveness, Follow-up.

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

23-1 Colleges & Universities

23-2 State Organizations

24 VOLUNTARY VISITORS FROM ABROAD
Use for general material on program. Case file by name of visitor under country.

24-1 Policy, Plans.

24-2 Reports & Statistics

24-3 Facilitative Services (General)

25 U.S. VISITORS ABOARD
Use for general material on program. Case file by name of visitor under country.

25-1 Policy, Guidelines.

25-2 Reports & Statistics

25-3 Facilitative Services (General)

25-4 Programming Services (General)

26 (Reserved for future use)

27 EAST-WEST CENTER (HAWAII)

28 PROGRAMMING & FACILITATIVE SERVICES
Use for general material only. Papers relating to specific exchange programs should be filed thereunder, papers on individual grantees, visitors or groups should be case filed by name under appropriate program.

28-1 Orientation

28-2 English Language Training

28-3 Reception Centers
Subdivide by name and location of center.

28-4 Hospitality Arrangements

28-5 Travel Arrangements
Includes arrival and departure lists.

28-6 Interpreter/Escort Services

28-7 Grantee Insurance

28-8 Terminal Conference, Debriefing.

29 FOLLOW-UP PROGRAM

29-1 Grantee Biographic Data

29-2 Grantee Alumni Organizations

29-3 University Alumni Organizations

29-4 Publications
Includes magazine subscriptions for returned grantees.

29-5 Speaker’s Bureau
Includes arrangements for speeches to and by returned grantees.

30 NON-RETURN OF GRANTEES

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

31-1 General Policy, Guidelines.

31-2 Reports & Statistics

31-3 Contract Audit

31-4 Laws & Regulations

31-5 Reimbursement Agreements

31-6 Transfer of Funds Agreements

31-7 Dollar Agreements
### EDX—EDUCATIONAL & CULTURAL EXCHANGE

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>31–8</td>
<td>Foreign Currency Agreements</td>
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<td>32</td>
<td>(Reserved for future use)</td>
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<tr>
<td>33</td>
<td>EXCHANGE VISITOR PROGRAM</td>
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</table>

Use for general material on program. Case file material relating to approval of programs of specific institutions by project number. Identify any program problems by name under this subject.

<table>
<thead>
<tr>
<th>Code</th>
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<td>33–2</td>
<td>Reports &amp; Statistics.</td>
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<td>33–3</td>
<td>Notification of Designation</td>
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<tr>
<td>33–4</td>
<td>Visa Issuance. Waivers.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
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<tr>
<td>33–5</td>
<td>Laws &amp; Regulations</td>
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</table>

Use for lists of approved institutions.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>33–6</td>
<td>Limitation of Stay.</td>
</tr>
</tbody>
</table>
EXHIBITS

Instructions

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

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

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

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

EXH—EXHIBITS

1 GENERAL POLICY. PLANS. GUIDELINES. BACKGROUND.

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

1—1 Guidances
1—2 Themes
1—3 Suggestions & Proposals
1—4 Coordination

Subdivided by name of agency if volume warrants.

2 GENERAL REPORTS & STATISTICS

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

2—1 Progress Reports

3 ORGANIZATIONS & CONFERENCES

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

3—1 Interagency Exhibits Committee

4 AGREEMENTS

Includes negotiation of agreements.

4—1 Country Agreements
Subdivide by country if volume warrants.

4—2 Loan Agreements
Use for general materials only. SEE: EXH 6 for specific contributor loan agreements.

5 LAWS. REGULATIONS. PROCEDURES.

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

5—1 U. S. Laws & Regulations

5—2 Exhibit Regulations

5—3 Exhibit Handbook

6 CONTRIBUTORS

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

6—1 Contributor Lists

7 VISITORS. GUESTS. LECTURES.

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

8 EFFECTIVENESS. EVALUATION

8-1 Reaction Reports
Includes visitor comments and public opinion reports, press reviews, etc.

8-2 Effectiveness Reports

8-3 Attendance Reports

9 PROMOTION & PUBLICITY

9-1 Press Releases

9-2 Symbol Buttons

9-3 Photos of Exhibit

9-4 Advertising Posters

9-5 Brochures

9-6 Giveaway Items
Other than EXH 9-2 and 9-5.

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

10-1 Scripts. Texts.
Subdivide by language if required.

10-2 Site Information
Other than for buildings or U.S. pavilion for which SEE: BG outline.

10-3 Specifications

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

11-1 Lists

11-2 Condition Reports

11-3 Inventories

11-4 Acquisition

11-5 Disposition

11-6 Replacement Items

12 RIGHTS & CLEARANCES
Includes content clearances.

13 DISTRIBUTION. PLACEMENT & USAGE.

13-1 Lists

13-2 Schedules & Itineraries

14 REQUESTS FOR EXHIBITS
Subdivide by post or source of request if required.

15 OUTSIDE RESOURCES & TALENT
Subdivide by name of organization, firm, person or by category of resource or talent.

16 PREVIEWS
Use for general materials only.

17 INSURANCE

18 CEREMONIES

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

Instructions

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

SEE: COMMUNISM outline for communist propaganda activities.

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

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

INF—I NFORMATION (GEN)

1 GENERAL POLICY. PLANS. COORDINATION.
Use for material too general in nature to be filed under more specific subjects in this outline.

1–1 Policy Guidance (General)
Use only for material which cannot be filed under the more specific types of guidance documents listed.

1–2 Country Plans
Arrange by area and/or country and date. Show name of post, if needed.

1–3 Program Policy Directives

1–4 News Policy Notes

1–5 Infoguides

1–6 Potomac Cables

1–7 Technical Information Exchange (TIE)

1–8 Talking Papers


1–10 Themes

1–11 Interagency Coordination (U.S.)
Subdivide by names of agencies, committees, panels, etc., if volume warrants.

1–12 Coordination with Local Government

1–13 U.S. Advisory Commission on Information

1–14 Program Review Committee

2 GENERAL REPORTS & STATISTICS
Use for material too general in nature to be filed under more specific subjects in this outline.

2–1 Country Assessment Reports
Arrange by area and/or country and date. Show name of post, if needed.

2–2 Program Highlights

2–3 Weekly Reports to Director

2–4 Fact Book

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

4 AGREEMENTS
Except scientific and military information exchange agreements, for which SEE: SCI and DEF outlines, respectively. For agreements relating to specific media and programs, SEE: subject.

5 LAWS. REGULATIONS. PROCEDURES.
Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by title of law, regulation, etc. as volume warrants.
INF—INFORMATION (GEN)

6 TARGET GROUPS
Use for files on categories of people toward which information programs and projects may be particularly directed to achieve a given purpose. Subdivide by category (businessmen, educators, rural population, government officials, religious groups, etc.).

7 INFORMATION MEDIA, MASS COMMUNICATIONS (GENERAL)
Use only for papers on multi-media projects, and other papers concerning mass communications media, except their effectiveness, for which see elsewhere in this outline. Subdivide by project, if volume warrants or as reference needs dictate.

7-1 Freedom of Information
Includes efforts of nations through UNESCO to achieve free exchange of information, FOI convention, and censorship of or interference with information media in general.

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

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

8-1 Evidence of Effectiveness
8-2 Effectiveness Reports

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

10 INFORMATIONAL MEDIA GUARANTY PROGRAM
10-1 Policy. Plans.
10-2 Reports & Statistics

10-3 Contracts. Contractors.
10-4 Agreements
Subdivide by name of country.
Not contractors.

11 RESEARCH (GEN)
Use only for papers concerning the Agency's overall research program and research materials not sufficiently precise to place under such subjects as media habits, effectiveness, and public opinion and attitudes, for which see elsewhere in this outline.

11-1 Policy. Plans.
11-2 Reports. Statistics.

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

12-1 World Surveys
Arrange geographically.

12-2 Daily Reaction Reports
12-3 Opinion/Image of U.S.
12-4 Opinion/Image of Other Countries

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

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

14-1 Briefing Papers
LIBRARIES & CENTERS

Instructions

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

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

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

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

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

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

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

LIB—LIBRARIES & CENTERS

1 GENERAL POLICY. PLANS. GUIDELINES.
Use for materials which cannot be filed under a more specific subject in this outline.

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

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

3-1 Advisory Committee

4 AGREEMENTS. GRANTS.

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

6 COMMUNITY ACTIVITIES & SERVICES
Includes arrangements for meetings of community groups.

6-1 Play Production
Includes play readings.

7 MOBILE LIBRARY ACTIVITIES
Does not pertain to procurement, maintenance and disposal, for which SEE: VEH outline.

8 EFFECTIVENESS. ASSESSMENT. EVALUATION.

9 PROMOTION & PUBLICITY
Includes news releases and clippings.

10 HISTORICAL BACKGROUND

11 ATTACKS & DAMAGE
Use only for effect on the operation of libraries and centers. For building damage, SEE: BG outline. For political aspects, SEE: POL outline.

12 OPERATING PROCEDURES
Subdivide by types, (e.g. membership, withdrawals, etc.) if volume warrants.
LIB—LIBRARIES & CENTERS

12-1 Training
Includes workshops and seminars on library procedures. SEE: EDU for other types of workshops, seminars, and English language training.

13 LIBRARY COLLECTION
Use for papers regarding the collective holdings of the library. DO NOT use this subject or its subdivisions for the procurement of books, music or publications, for which see outlines covering those items.

13-1 Basic Collection
13-2 Acquisition of Holdings
13-3 Selection of Holdings
13-4 Depreciation of Holdings
13-5 Disposal of Holdings
13-6 Transfer of Holdings
MOTION PICTURES & TELEVISION (GENERAL)

Instructions

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

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

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

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

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

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

MV—MOTION PICTURES & TELEVISION (GENERAL)

1 GENERAL POLICY. PLANS. BACKGROUND.
   Use for material too general in nature to be filed under more specific subjects in this outline.

2 GENERAL REPORTS & STATISTICS
   Use for material too general in nature to be filed under more specific subjects in this outline.

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

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

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

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

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

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

8-1 Prizes

8-2 Schedules

9 TRAINING
   Of foreign government personnel and other non-agency personnel.

10 CENSORSHIP
   Use for general materials only.

11 TECHNICAL RESEARCH
   Use for general materials on motion picture and television media research, e.g. TV space transmission.
MV—MOTION PICTURES & TELEVISION
(GENERAL)

12 ATTESTATION
Covers applications, agency certificates and related correspondence prepared in connection with the agency's program of certifying as of international educational character eligible U.S. visual and auditory materials.

12-1 Certificates
Subdivide by number if volume warrants.

12-2 Applicants
Subdivide by name of owner of basic rights if volume warrants.

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

13-1 Producers
Subdivide by name of producers.
MOTION PICTURE & TELEVISION FACILITIES & SERVICES

Instructions

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

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

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

MVF—MOTION PICTURE & TELEVISION FACILITIES & SERVICES

1 GENERAL POLICY, PLANS, GUIDELINES.

2 GENERAL REPORTS & STATISTICS

3 MEETINGS & CONFERENCES
   Use for general materials only.

4 AGREEMENTS, CONTRACTS.

5 PROCEDURES & INSTRUCTIONS
   Use for general materials only.

6 OUTSIDE RESOURCES & TALENT
   Use for materials on commercial sources and talent for editing, and other services. Subdivide by name if volume warrants.

7 FACILITIES SCHEDULES
   Use for general material on the scheduling of all facilities.

8 REQUESTS FOR FACILITIES
   Includes related services.

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

9-1 Licensing

10 TELEVISION STATIONS, NETWORKS.

10-1 Cooperative & Facilitative Networks

10-2 Facilitative Assistance

11 TELEVISION SETS

12 SCREENING FACILITIES
   Includes screening room.

13 STUDIO
   Includes construction, maintenance, use, and schedules.

14 SCENERY
   Includes design and construction.

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

16 PROJECTION SERVICES

17 STORAGE

18 REMOTE COVERAGE SERVICES

19 PRINT CONTROL & DISPOSITION
   Includes procedures.
MVF—MOTION PICTURE & TELEVISION
FACILITIES & SERVICES

19–1 Inventory
19–2 Destruction
19–3 Sale
   Includes licenses for foreign print sales, etc.
19–4 Retirement. Withdrawal.

19–5 Transfers

20 VIDEOTAPE CONTROL & DISPOSITION

20–1 Degaussing. Reusing.

21 MUSIC SERVICES
MOTION PICTURE & TELEVISION PROGRAMMING

Instructions

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

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

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

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

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

MVP—MOTION PICTURE & TELEVISION PROGRAMMING

1 GENERAL POLICY. PLANS. GUIDELINES. COORDINATION.

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

1–1 Proposals. Suggestions. Ideas.

2 GENERAL REPORTS & STATISTICS

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

2–1 Reporting Procedures

3 OUTSIDE RESOURCES & TALENT

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

4 AGREEMENTS

5 REGULATIONS. PROCEDURES.

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

6 PRODUCTION

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

6–1 Suggestions. Proposals.

6–2 Status Reports

6–3 Co-production

6–4 Authorizations

6–5 Techniques. Procedures.

   Includes cartoon techniques.

6–6 Projects

TL–1079D and 601F (2-67)

TL–1080D (2-67)
MVP—MOTION PICTURE & TELEVISION PROGRAMMING

6-7 Schedules
Includes producer assignment schedules.

6-8 Coverages
Includes requests for coverage of events and visiting dignitaries.

6-9 Production Materials
Includes stock shots, film clips, recordings, scripts, raw-stock, etc. Subdivide by type if volume warrants. Large collections of the actual materials should be arranged by title, subject, language, number, etc.

7 MOBILE UNIT ACTIVITIES

8 EFFECTIVENESS. EVALUATION. ASSESSMENT.
Includes effectiveness reports, assessment reports, evaluations, reviews, and field testing.

8-1 Evaluation Techniques

8-2 Effectiveness Reports

8-3 Public Opinion
Includes fan mail, protests, criticisms, audience reactions, etc.

9 PROMOTION & PUBLICITY

9-1 Press Releases

9-2 Promotional Kits

10 PROGRAMMING RESTRICTIONS
Includes censorship of program materials.

11 RESEARCH
Includes research on motion picture and television audience viewing habits, likes and dislikes, literacy levels, and other characteristics. SEE: MVP 8 for audience reactions to USIA program materials.

12 RIGHTS & ACQUISITION
Use for acquisition of rights to motion pictures and videotapes. Subdivide as performing rights, distribution rights, theatrical rights, or television rights, if desired. Includes renewal and expiration of rights.

13 USAGE. SHOWINGS. PLACEMENT.
Includes audience and attendance statistical reports, admission charges, and rental fees.

13-1 Previews

13-2 Screenings
Use for screening notices.

13-3 Utilization Techniques

13-4 Schedules & Guides

13-5 Distribution
Includes distribution patterns, requests, and loans.

13-6 Sponsorship

14 CATALOGS & LISTS
Subdivide by type of program, etc.

14-1 Cataloging Circulars

15 ATTRIBUTION & CREDIT TITLES

16 SCRIPTS
Arrange by title, language and/or number.

17 VIDEOTAPES
Arrange by title, language and/or number.
PRESS

Instructions

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

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

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

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

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

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

P—PRESS

1 GENERAL POLICY. PLANS. GUIDELINES.
   Use only for general material that cannot be filed under a more specific subject elsewhere in this outline.

1–1 Daily Guidance

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

2–1 Press Summaries

2–2 Foreign Press Reviews

3 ORGANIZATIONS & CONFERENCES
   Other than news agencies and press associations. Subdivide by name of organization and by name, location, and date of conference, if volume warrants.

3–1 Press Conferences

4 AGREEMENTS
   Use for general material only. Includes exchange agreements.

5 LAWS. REGULATION. PROCEDURES.
   Use for general material only.

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

6–1 Visits. Tours.
   Subdivide by name and/or country if volume warrants. For visits and tours under the educational and cultural exchange program, SEE: EDX outline. Do not use for travel arrangements, for which SEE: TRV outline.

6–2 Foreign Correspondents Center

7 NEWS AGENCIES. PRESS ASSOCIATIONS.
   Subdivide by name if volume warrants.

8 EFFECTIVENESS

9 NEWSPAPERS
   Subdivide by name and/or country if volume warrants.

9–1 Clipping Service

10 CENSORSHIP

11 RESEARCH. STUDIES.
   Other than effectiveness for which see elsewhere in this outline.
P—PRESS

12 RIGHTS. COPYRIGHTS.

13 NEWS PLACEMENT & USAGE

14 REQUESTS FOR MATERIALS
   Such as backgrounders, byliners, features, etc.

15 CREDITS. ATTRIBUTION.
   For press items acquired or produced.

16 PRESS COVERAGE
   Use for papers on requests, assignments, and arrangements for coverage of events. Arrange by date or by event as required.

17 PRESS RELEASES
   Use for general material only.

18 FAST NEWS

19 WIRELESS FILE
   Use for general material concerning transmission and receipt of press materials. SEE: CR 7 for telecommunications services and facilities.

20 (Reserved for future use)

21 (Reserved for future use)

22 (Reserved for future use)

23 (Reserved for future use)

24 PRESS MATERIALS
   24-1 News Stories
   24-2 News Commentaries
   24-3 News Columns
   24-4 Backgrounders
   24-5 Features
   24-6 Byliners
   24-7 Editorials
   24-8 Reprints
     Includes "Magazine Reprints,"

Reserved for future use
PUBLICATIONS

Instructions

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

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

SEE: PRESS outline for papers on the press activities and products.
PUBLIC RELATIONS outline for papers on the preparation and use of publications in agency domestic public relations program.
CULTURE outline for papers on the presentation of publications.
BOOKS outline for papers on agency book activities and products.

PB—PUBLICATIONS

1 GENERAL POLICY. PLANS. GUIDELINES.
   Use only for material that cannot be filed under a more specific subject elsewhere in this outline.
1–1 Guidance

2 GENERAL REPORTS & STATISTICS
   Use only for material that cannot be filed under a more specific subject elsewhere in this outline.

3 ORGANIZATIONS & CONFERENCES
   Other than organizations as a source of publications or talent for which see elsewhere in this outline.

4 AGREEMENTS
   Includes publications exchange agreements.

5 LAWS. REGULATIONS. PROCEDURES.
   Use for material too general in nature to be filed elsewhere in this outline.

6 OUTSIDE RESOURCES & TALENT
   Use for material on agencies, organizations, and individuals as sources of publications and talent. Subdivide by name if volume warrants.

7 VISITS. TOURS.
   Subdivide by name if volume warrants. For visits and tours under the Educational and Cultural Exchange program, SEE: EDX outline.

8 EFFECTIVENESS
   8–1 Reactions
      Includes reader mail, criticisms, complaints, etc.
   8–2 Effectiveness Reports
   8–3 Readership Reports & Surveys
   8–4 Awards & Testimonials

9 PROMOTION & PUBLICITY
   Includes advertising and publication exhibits.

10 CENSORSHIP

11 RESEARCH. STUDIES.
   Other than effectiveness and reaction studies on publications for which see elsewhere in this outline.

12 RIGHTS & ACQUISITION
   Includes copyrights, reprint rights, language rights, distribution rights, and serialization rights.

13 SALE & DISTRIBUTION
   13–1 Mailing Lists
      Includes requests to be placed on or removed from list.
   13–2 Subscriptions & Subscribers
   13–3 Placement & Usage
PB—PUBLICATIONS

14 REQUESTS FOR PUBLICATIONS
Use for general material on distribution other than through normal channels.

15 CREDITS, ATTRIBUTION
For publications acquired or produced.

16 IMPORT-EXPORT RESTRICTIONS

17 TRANSLATIONS

18 LISTS & CATALOGS
Subdivide by type of publication, organization, firm, etc. as required.

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

20 PRODUCTION
20-1 Authorization
20-2 Reports
20-3 Schedules

21 STORY TEXTS

22 SUMMARIES (TABLE OF CONTENTS)

23 PRINTING & REPRODUCTION
23-1 Policies, Plans, (Printing)
23-2 Reports & Statistics (Printing)

23-3 Meetings & Conferences (Printing)
23-4 Other Agency Support (Printing)
23-5 Procedures & Instructions (Printing)
23-6 Outside Resources & Talent (Printing)
23-7 Production (Printing)
   Includes impressions.
23-8 Requests for Services (Printing)
23-9 Specifications (Printing)
23-10 Clearance & Waivers (Printing)

24 (Reserved for future use)
25 (Reserved for future use)
26 (Reserved for future use)
27 (Reserved for future use)
28 (Reserved for future use)
29 PUBLICATION MATERIALS
29-1 Pamphlets
29-2 Pilot Models
29-3 Magazines & Other Periodicals
29-4 Packets
29-5 Leaflets
## PICTURES

### Instructions

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

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

### PIX—PICTURES

<table>
<thead>
<tr>
<th>Pix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GENERAL POLICY. PLANS. GUIDELINES. Use for material too general in nature to be filed under more specific subjects in this outline.</td>
</tr>
<tr>
<td>1-1</td>
<td>Guidance</td>
</tr>
<tr>
<td>2</td>
<td>GENERAL REPORTS &amp; STATISTICS Use for material too general in nature to be filed under more specific subjects in this outline.</td>
</tr>
<tr>
<td>3</td>
<td>MEETING &amp; CONFERENCES</td>
</tr>
<tr>
<td>4</td>
<td>AGREEMENTS</td>
</tr>
<tr>
<td>5</td>
<td>LAWS. REGULATIONS. PROCEDURES. Use only for material too general in nature to be filed under a more specific subject elsewhere in this outline.</td>
</tr>
<tr>
<td>6</td>
<td>OUTSIDE RESOURCES &amp; TALENT Use for material on outside agencies, organizations, and persons as sources of pictures, photos, and talent. Subdivide by name if volume warrants.</td>
</tr>
<tr>
<td>7</td>
<td>PHOTO COVERAGE Use for material on requests, shooting scripts, and arrangements for photo coverage of events, etc. Arrange chronologically or by event, etc. as required.</td>
</tr>
<tr>
<td>8</td>
<td>EFFECTIVENESS</td>
</tr>
<tr>
<td>8-1</td>
<td>Reactions Includes criticisms, complaints, fan mail, etc.</td>
</tr>
<tr>
<td>8-2</td>
<td>Effectiveness Reports</td>
</tr>
<tr>
<td>9</td>
<td>EVALUATION. SELECTION. Use for material on the evaluation, selection and disposition of pictures and photographs for use by the Agency.</td>
</tr>
<tr>
<td>10</td>
<td>LABORATORY SERVICES</td>
</tr>
<tr>
<td>10-1</td>
<td>Requests for Services</td>
</tr>
<tr>
<td>11</td>
<td>AWARDS &amp; TESTIMONIALS</td>
</tr>
<tr>
<td>12</td>
<td>RIGHTS &amp; ACQUISITION Use for material in general on the acquisition of rights to pictures, photographs and artwork.</td>
</tr>
<tr>
<td>13</td>
<td>DISTRIBUTION</td>
</tr>
<tr>
<td>13-1</td>
<td>Mailing Lists Includes requests, additions and deletions to mailing lists.</td>
</tr>
<tr>
<td>13-2</td>
<td>Placement &amp; Usage</td>
</tr>
<tr>
<td>14</td>
<td>REQUESTS FOR PICTURES &amp; PHOTOGRAPHS Use for requests for pictures and photos other than photo coverages, for which see PIX 7. For requests to be added to or deleted for mailing lists, SEE: PIX 13-1.</td>
</tr>
<tr>
<td>15</td>
<td>CREDITS. ATTRIBUTION. For pictures, photos and artwork acquired or produced by the Agency.</td>
</tr>
<tr>
<td>16</td>
<td>(Reserved for future use)</td>
</tr>
<tr>
<td>17</td>
<td>(Reserved for future use)</td>
</tr>
<tr>
<td>18</td>
<td>(Reserved for future use)</td>
</tr>
<tr>
<td>19</td>
<td>PICTURE MATERIALS</td>
</tr>
<tr>
<td>19-1</td>
<td>Graphics Includes maps.</td>
</tr>
<tr>
<td>19-2</td>
<td>Cartoons</td>
</tr>
<tr>
<td>19-3</td>
<td>Picture Stories</td>
</tr>
<tr>
<td>19-4</td>
<td>Plastic Plates</td>
</tr>
<tr>
<td>19-5</td>
<td>Photographs</td>
</tr>
<tr>
<td>19-6</td>
<td>Posters</td>
</tr>
<tr>
<td>19-7</td>
<td>Art Work Other than graphics, cartoons and posters for which see elsewhere in this outline.</td>
</tr>
</tbody>
</table>
PRESS & PUBLICATIONS (GEN)

Instructions

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

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

PPB—PRESS & PUBLICATIONS (GEN)

1 GENERAL POLICY. PLANS. GUIDELINES. BACKGROUND.
   Use only for materials too broad in content to be filed under a more specific subject elsewhere in this outline.

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

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

4 AGREEMENTS

5 LAWS. REGULATIONS. PROCEDURES.

6 (Reserved for future use)

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

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

9 TRAINING
   Of foreign government personnel and other non-agency personnel.

10 CENSORSHIP

11 RESEARCH. STUDIES.

12 COPYRIGHTS. CLEARANCES.
PSYCHOLOGICAL OPERATIONS

Instructions

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

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

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

PSY—PSYCHOLOGICAL OPERATIONS

1 GENERAL POLICY. PLANS. GUIDELINES.
   Use only for materials too general to be filed under a more specific subject in this outline. Includes suggestions ideas, "brainstorming."
   1-1 Proposals. Suggestions.

2 GENERAL REPORTS & STATISTICS
   Use only for materials too general to be filed under a more specific subject in this outline. Subdivide by title of report if volume warrants.

3 ORGANIZATIONS & CONFERENCES
   Use for material too general to be filed under a more specific subject in this outline. Subdivide by name of organization and by name, date and location of conference if volume warrants.

4 AGREEMENTS

5 REGULATIONS & PROCEDURES

6 SPECIAL ENTERTAINMENT TROUPES
   Such as local traveling drama groups, puppet shows, etc., whose presentations include messages of psychological import.

7 CADRES. INFORMATION TEAMS.
   Includes activities. Subdivide by types if volume warrants.

8 EFFECTIVENESS. EVALUATION.
   Use only for material pertaining to evaluation of psychological operations. For evaluation of specific programs and activities see instructions under "NOTE" at the end of this outline.

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

10 SURRENDER PROGRAM. DEFEC TION.
   Use for broad material regarding this program in general. For specific activities affecting or involving surrender, such as leaflets, etc., see elsewhere in this outline. Do not use for defection of prominence in political, professional, or private life, for which SEE: POL 30.

11 RESEARCH

12 LEAFLET ACTIVITY
   Includes both air-dropping and other methods of distribution.

13 LOUD-SPEAKER ACTIVITY

14 GIFTS

15 PUBLICATIONS & DISPLAY MATERIALS
   Includes provincial newspapers, posters and other types of psychological printed material not covered elsewhere in this outline (such as leaflets).
PSY—PSYCHOLOGICAL OPERATIONS

16 RADIO & TV PROGRAMMING

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

17 MAPS

NOTE

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


-2 Reports. Statistics.

-3 Conferences & Meetings

-4 Effectiveness
PRIVATE COOPERATION

Instructions

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

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

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

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

EDUCATION & CULTURAL EXCHANGE outline for the institutional affiliation program.

PVT—PRIVATE COOPERATION

1 GENERAL POLICY. PLANS. GUIDELINES.
   Use for general materials which cannot be filed under a more specific subject elsewhere in this outline.

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

3 ORGANIZATIONS & CONFERENCES
   Subdivide by type and/or name if volume warrants.

4 GRANTS

5 REGULATIONS & PROCEDURES

6 PEOPLE-TO-PEOPLE
   6–1 Policy. Plans.
   6–2 Reports
   6–3 Committees & Conferences
      Subdivide by name.

6–4 Public Response
   Subdivide by name of organization or individual.

6–5 Promotion & Publicity

7 VISITS. TOURS.

8 EFFECTIVENESS

9 PROMOTION & PUBLICITY
   Includes press releases and other promotional materials on private cooperation.

10 COMMUNITY AFFILIATION

11 INDUSTRIAL & BUSINESS PARTICIPATION

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

13 MATERIAL DISTRIBUTION
   Includes requests and transmittals.
RADIO (GEN)

Instructions

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

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

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

EDUCATION outline for use of radio as education medium.

R—RADIO (GEN)

1 GENERAL POLICY. PLANS.

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

2 GENERAL REPORTS & STATISTICS

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

3 ORGANIZATIONS & CONFERENCES

Other than radio systems, networks and stations, for which see elsewhere in this outline.

4 AGREEMENTS

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

5 LAWS. REGULATIONS. PROCEDURES.

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

6 RADIO SYSTEMS. NETWORKS. STATIONS. (NON-USIA)

6–1 Commercial Broadcasting

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

6–2 Private International Broadcasting

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

6–3 Foreign Country Broadcasting

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

6–4 Regional/Multi-national Broadcasting

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

6–5 Other U.S. Broadcasting

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

7 RESEARCH. STUDIES.

8 TRAINING

Of foreign government personnel and other non-agency personnel. For training of agency personnel SEE: PER outline.
RADIO ENGINEERING & CONSTRUCTION

Instructions

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

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

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

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

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

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

14-1 Purchase
Includes condemnation.

14-2 Lease
Subdivide by short-term and long-term if volume warrants.

14-3 Site Surveys Data

14-4 Rights & Privileges
Includes farming, grazing, mineral, easements, etc.

15 DESIGN. CONSTRUCTION.
Includes architectural plans, engineering, installation, modernization, etc.

15-1 Engineering Surveys
Includes reconnaissance surveys.

15-2 Drawings
Use for general materials regarding drawings. Actual drawings, because of their size and bulk, must be arranged and filed in special containers.

15-3 Specifications

15-4 Progress Photos

15-5 Design Data
Subdivide by type.

15-6 Construction Progress Reports & Charts

15-7 General Engineering Data

15-8 Contracts

15-9 Advance Construction
Includes advance construction controls.

16 SITE PREPARATION & CONSERVATION

16-1 Clearing & Grubbing

16-2 Fencing & Posting

16-3 Roads
Includes paving and grading.

16-4 Sewerage
Includes drainage.

16-5 Site Photos

16-6 Soil Borings & Tests

16-7 Water
Includes supply, purification, reclamation, irrigation, etc.

16-8 Soil Conservation

16-9 Landscaping

17 ANTENNAS & TRANSMISSION LINES
Subdivide by type and/or location, manufacturer, project, etc. if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., anchors and foundation, capacitors, multi-couplers, switching systems, etc.), alphabetically, as necessary.

18 TRANSMITTERS
Subdivide by type and/or location, manufacturer, project, etc. if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., amplifiers, master oscillator, modulation monitor, RF exciter synthesizer, etc.), alphabetically, as necessary.

19 RECEIVERS & RECEIVING SYSTEMS
Subdivide by type and/or location, manufacturer, project, etc. if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., adapters, filters, frequency counter output rack, etc.), alphabetically, as necessary.

20 POWER GENERATION & DISTRIBUTION SYSTEMS
Subdivide by type and/or location, manufacturer, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., cooling system, feeder cable, fuel and lubricants, transformers, etc.), alphabetically as necessary.
RECORDS CLASSIFICATION HANDBOOK

REC — RADIO ENGINEERING & CONSTRUCTION

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

21-1 Power Requirements

21-2 Commercial Power

21-3 Federal (U.S.) Power

21-4 Free Power

21-5 Military Use of Power

22 STUDIOS. MASTER CONTROL.
Subdivide by type and/or location, studio number, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., console, microphones, oscilloscope, etc.), alphabetically, as necessary.

23 AUDIO FACILITIES
Use only for material which cannot be filed under one of the more specific subjects provided elsewhere in this outline. Subdivide by type/or location, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., amplifiers, speech invertors, tape recorders, speakers, etc.), alphabetically, as necessary.

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

25 VHF & MICROWAVE SYSTEMS
Subdivide by type and/or location, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., mobile facilities, VHF carrier equipment, etc.), alphabetically, as necessary.

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

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

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

-1 Policy. Plans.
-2 Reports & Statistics
-3 Claims
-4 Contracts
-6 Design. Construction.
-7 Drawings
-8 Technical Specs. & Standards
-9 Technical Inspection
-10 Measurement Data
-11 Testing & Adjustment
-12 Safety
-13 Photographs. Photography.
-14 Security
RADIO FREQUENCIES & PROPAGATION

Instructions

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

RF—RADIO FREQUENCIES & PROPAGATION

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

1-1 New & Proposed Facilities

1-2 Coverage Estimates & Maps
Subdivide as existing or proposed.

2 GENERAL REPORTS & STATISTICS
Use for material too general in nature to be filed under more specific subjects in this outline.

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

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

5 LAWS. REGULATIONS, PROCEDURES.
Use for material too general in nature to be filed under more specific subjects in this outline.

6 FREQUENCY SCHEDULES
Includes changes.

7 FREQUENCY AUTHORIZATION.
Subdivide by location, facility, frequency, etc., if volume warrants.

8 FREQUENCY USAGE
Subdivide by location, facility, frequency, etc., if volume warrants.

9 FACILITY ASSIGNMENTS
File seasonally by area.

9-1 Facility Changes

9-2 Operational Data
File by special programs.

9-3 Circuit Analysis Data
MUF, signal strengths.

9-4 Program Coordination

10 RECEPTION. TECHNICAL MONITORING.
Subdivide by name of country, location of station, etc., if volume warrants.

10-1 Reception Reports
Arrange by area, post, content, etc., if volume warrants.

10-2 Jamming. Counter-Jamming.

10-3 Interference (Non-Jamming)
E.g., due to natural phenomenon, or VOA interference to or from transmissions of other stations.

10-4 Computer Data

10-5 Monitoring
Includes contracts.

11 RESEARCH. STUDIES. TECHNICAL DATA.
Subdivide by name or number of research project, agency, study group, etc., if volume warrants.

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

12-1 VOA Fixed Communications Network

13 PROPAGATION FORECASTS. PREDICTIONS.
Subdivide by type, organization, etc., if volume warrants.

14 BACK SCATTER
Subdivide geographically, if volume warrants.

15 FORWARD SCATTER
Subdivide geographically, if volume warrants.

16 AURORAL ZONE PROPAGATION

17 EQUATORIAL PATH PROPAGATION

18 IONOSPHERIC PROPAGATION

19 NON-LINEAR PROPAGATION
Subdivide geographically, if volume warrants.
RADIO INSTALLATION OPERATIONS

Instructions

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

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

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

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

RIO—RADIO INSTALLATION OPERATIONS

1 GENERAL POLICY. PLANS. BACKGROUND.
   Use for material too general in nature to be filed under more specific subjects in this outline.
   
   1–1 Authorizations
      E.g., operational authority, delegation of authority and management authority, etc.
   
   1–2 Preliminary Proposals
   
   1–3 Projected Facilities
   
   1–4 History. General Background.

2 GENERAL REPORTS & STATISTICS
   Use for material too general in nature to be filed under more specific subjects in this outline.
   
   2–1 Monthly Operations Report
   
   2–2 Quarterly/Annual Statistical Report
   
   2–3 Status Report
   
   2–4 Irregularity Report

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

4 AGREEMENTS
   Includes memos of understanding and clearance with other agencies. Subdivide by countries or other political entities involved (e.g., US-Greece, Tangier-French), by organizations involved (e.g., USIA-DOD), by type of agreement or subject negotiated, etc., if volume warrants or as reference needs dictate.

4–1 Negotiations

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

5–1 Emergency Operating Procedures
   SEE: RADIO PROGRAMMING outline for emergency programming procedures and EMERGENCY PLANNING outline for emergency evacuation and destruction of facilities.

5–2 Relay Station Instructions (RSI’s)
RIO—RADIO INSTALLATION OPERATIONS

6 COMMUNITY RELATIONS & CONDITIONS

6-1 Schools. Schooling Facilities.

6-2 Incidents
Of local, relatively minor nature. Do not use for incidents of international significance, for which SEE: POL outline. Subdivide by specific incident, if volume warrants or as reference needs dictate.

6-3 Cost of Living

6-4 Local Labor Matters


7 TECHNICAL INSPECTION

8 PERFORMANCE. RELIABILITY.

9 FAILURES. LOSS. DAMAGE PHOTOGRAPHS. PHOTOGRAPHY.

10 HOURS OF OPERATION

11 RESEARCH. STUDIES. TECHNICAL DATA.

12 ACTIVATION. STANDBY. TERMINATION.
For papers on planning and procedures for meeting conditions which may arise from disasters, warfare, riots, or emergencies other than civil defense planning, SEE: EMERGENCY PLANNING outline.

13 USE OF RADIO FACILITIES

13-1 VOA Use

13-2 USIS Use

13-3 Other U.S. Government Agency Use

13-4 Foreign Government Use

14 MAINTENANCE & OPERATION

15 SAFETY

16 SECURITY

17 ANTENNAS & TRANSMISSION LINES
Subdivide by type and/or location, manufacturer, project, etc. if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., anchors and foundation, capacitors, multicouplers, switching systems, etc.), alphabetically, as necessary.

18 TRANSMITTERS
Subdivide by type and/or location, manufacturer, if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., amplifiers, master oscillator, modulation monitor, RF exciter synthesizer, etc.), alphabetically, as necessary.

19 RECEIVERS & RECEIVING SYSTEMS
Subdivide by type and/or location, manufacturer, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., adapters, filters, frequency counter, output rack, etc.), alphabetically, as necessary.

20 POWER GENERATION & DISTRIBUTION SYSTEMS
Subdivide by type and/or location, manufacturer, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., cooling system, feeder cable, fuel and lubricants, transformers, etc.), alphabetically, as necessary.

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

21-1 Power Requirements

21-2 Commercial Power

21-3 Federal (U.S.) Power

21-4 Free Power

21-5 Military Use of Power

22 STUDIOS. MASTER CONTROL.
Subdivide by type and/or location, studio number, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., console, microphone, oscilloscope, etc.), alphabetically, as necessary.

23 AUDIO FACILITIES
Use only for material which cannot be filed under one of the more specific subjects provided elsewhere in this outline. Subdivide by type and/or location, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., amplifiers, speech invertors, tape recorders, speakers, etc.), alphabetically, as necessary.

24 TUBES & TRANSISTORS
Subdivide by type and/or location, make, project, etc., if volume warrants or as reference needs dictate.
RI-O—RADIO INSTALLATION OPERATIONS

25 VHF & MICROWAVE SYSTEMS

Subdivide by type and/or location, project, etc., of volume warrants or as reference needs dictate. Subdivide by specific items (e.g., mobile facilities, VHF carrier equipment, etc.), alphabetically, as necessary.

26 TERMINAL FACILITIES

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

27 COMMUNICATIONS SYSTEMS & FACILITIES

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

NOTE

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

- 1 Reports & Statistics
- 2 Procedures
- 3 Technical Specs. & Standards
- 4 Technical Inspection
- 5 Maintenance & Operation
- 6 Measurement Data
- 7 Testing & Adjustment
- 8 Disposition
- 9 Security
- 10 Safety
- 12 Performance. Reliability.
RADIO PROGRAMMING

Instructions

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

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

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

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

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

RP—RADIO PROGRAMMING

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

   1–1 Program Review
   1–2 Guidances

2 GENERAL REPORTS & STATISTICS
   Use for material too general in nature to be filed under more specific subjects in this outline.

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

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

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

   5–1 Emergency Programming Procedures
      For emergency operating procedures SEE: RADIO INSTALLATION OPERATIONS outline.

6 OUTSIDE RESOURCES & TALENT
   Script writers, narrators, stringers, hoopies, etc. Arrange by type of service and thereunder alphabetically by name of individual, firm, etc. whose services are employed or who are candidates. Includes instructions on use of talent vendors, and lists of them.

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

   7–1 Schedule Changes
   7–2 Time Changes
   7–3 VOA Program Schedules Pamphlet
      Arrange by geographic area.

8 EFFECTIVENESS & EVALUATION
   Subdivide geographically, if volume warrants.

   8–1 Evidence of Effectiveness
   8–2 Effectiveness Reports
   8–3 Contents. Clubs.
      To stimulate listener correspondence. Subdivide by type, if volume warrants.
RP—RADIO PROGRAMMING

8-4 Audience Mail
Includes analysis, mail panel surveys, audience mail reports, questionnaires, translations, tabulation of responses, etc. Subdivide by area, country, program, etc. as volume warrants or reference needs dictate.

8-5 Field Evaluation
Evaluation by USIA posts and media extensions.

8-6 Staff Evaluation
Evaluation by USIA central office personnel.

8-7 VOA Listening
Studies of listening to VOA programs in given areas, countries, cities. Subdivide geographically, as needed.

8-8 Reactions. Attitudes. Opinions.
Toward VOA radio programs on the part of the public, government, and media of other countries. Subdivide by area and/or country, as reference needs dictate.

9 PUBLICITY & PROMOTION

10 CENSORSHIP

11 RESEARCH. SURVEYS. (GENERAL)
Does not include effectiveness and evaluation of VOA programs or monitoring of radio program content, for which see elsewhere in this outline.

11-1 Audience Research Reports
Use for reports which are not limited solely to listening habits or to audience estimates or to other specific type of radio program research data.

11-2 Audience Estimates
Estimates of potential or actual radio audiences. Subdivide by area and/or country, type, etc. as reference needs dictate.

11-3 Listening Habits
Subdivide by area and/or country, type of listener (e.g., university students, urban radio owners), etc., as reference needs dictate.

11-4 Radio Receiver Set Distribution
I.e., number of sets, distribution pattern, etc. Subdivide by area and/or country, as reference needs dictate.

12 RIGHTS. CLEARANCES.

12-1 Copyrights
Subdivide by source (e.g., network), title, etc. as reference needs dictate.

12-2 Performance Rights

12-3 Clearances for Recording or Rebroadcasting

12-4 Property Protection

13 PLACEMENT. USAGE.
Of VOA programs and program materials.

13-1 Usage Reports

14 USAGE OF COMMERCIAL RADIO LINES
For VOA program transmissions.

14-1 Program Hour Reports

14-2 Outages

15 STANDBY PROGRAMS

16 BROADCASTING ROUTINES

16-1 Openings & Closings

16-2 Station Identification
Includes correspondence and instructions on use of and changes in commercial radio stations identification.

16-3 Bridges

16-4 Spot Announcements

16-5 Apology Announcements

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

17-1 Producers Daily Assignment Schedules
Arrange by date.

17-2 Production Reports
Arrange by date and language.

17-3 Program Suggestions
Includes proposed programs, projects, or ideas.

17-4 Production (Airshow)
Formats

18 CATALOGS & LISTS
RP—RADIO PROGRAMMING

18-1 Catalog of Selected VOA Programs

19 CONTENT MONITORING

19-1 VOA Programs

19-2 Foreign Programs

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

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

21-1 Script Writing. Adaptation.
For professional script writers whose services are employed or who are candidates, SEE: OUTSIDE RESOURCES & TALENT elsewhere in this outline.

21-2 Script Distribution

21-3 Script Coordination

21-4 Script Translating

22 TAPES
Policy, procedures, instructions, services, etc.

22-1 Original Taping

22-2 Tapes Received
Includes Daily Log of Tapes Received.

22-3 Tape Charge Outs

22-4 Tape Distribution
Includes Daily Distribution Listings.

22-5 Field Requests for Tapes

22-6 Tape Language Services
E.g., filling in of leader tapes or translating of portions of tapes considered guidance instructions for listeners.

22-7 Tape Replacement

22-8 Tape Quality
Includes quality control.

22-9 Dub To Disc

23 DISCS
Policy, procedures, instructions, etc.

23-1 Original Recording

23-2 Discs Received

23-3 Disc Charge Outs

23-4 Disc Distribution

23-5 Field Requests for Discs

23-6 Disc Language Services

23-7 Disc Replacement

23-8 Disc Quality

23-9 Dub to Tape

24 SPONSORSHIP
Of VOA radio broadcasts.

25 OFF-LINE PROGRAM FEEDS
Use for such material as correspondence with commercial radio stations regarding programs wanted, arrangements for their pick-up and taping, requests, etc. Arrange by radio station, call number, subject, etc. as needed.

25-1 Recordings Reports

26 PROGRAM CENTERS & SUBCENTERS
Use only for material on programs and programming matters at or involving such centers. For material on engineering and operating aspects of structures and technical apparatus, SEE: RADIO ENGINEERING & CONSTRUCTION and RADIO INSTALLATION OPERATIONS outlines. Subdivide by name, if volume warrants or as reference needs dictate.

27 VOA CORRESPONDENTS
Subdivide by geographic location and/or name, if volume warrants or as reference needs dictate.

28 "NO PRODUCERS" SHOWS
Taped programs which do not require attention of producer.

29 (Reserved for future use)

30 (Reserved for future use)

31 (Reserved for future use)
RP—RADIO PROGRAMMING

32  (Reserved for future use)
33  (Reserved for future use)

PROGRAM CATEGORIES

The following breakdowns are to be used only for papers of a very broad nature dealing with a general category of programs. An example would be a policy paper on newscasting as such or a single document which covers several categories of newscasts such as news summaries, commentaries, roundups, editorials, headlines, etc.

Do not use the following breakdowns for papers which concern a program identified by title, such as “Music—USA,” “Burl Ives Sings,” “Times Remembered,” “Population and Economic Growth,” etc., for which see instructions regarding title files at the beginning of this outline. Also do not use for papers on any of the subjects provided in the outline above, such as “Audience Mail,” “Content Monitoring,” “Outside Resources & Talent,” etc.

34 FEATURES
35 SPECIAL EVENTS
36 PACKAGE PROGRAMS
37 FEEDS
38 NEWS
38-1 VOA Wires
38-2 VOB Wires
38-3 VOE Wires
39 MUSIC
SPACE COMMUNICATIONS

Instructions

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

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

SPC—SPACE COMMUNICATIONS

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

2 GENERAL REPORTS & STATISTICS
Use for material too general in nature to be filed under more specific subjects in this outline.

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

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

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

6 COMMUNICATIONS SATELLITES. SATELLITE NETWORKS.
Subdivide by type, name, symbol or other identification of satellite, network or firm.

6-1 Satellite Situation Reports
6-2 Project OSCAR
6-3 Spacewarn

6-4 Orbit Data

7 SPACE FREQUENCIES. WAVELENGTHS.

8 SPACE PIRACY

9 GROUND-LINK STATIONS

10 BROADCASTING CAPABILITIES

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

12 MOON RELAY

13 LASER/MASER APPLICATIONS
In re space communications only. For exploratory, basic L/M research, SEE: LASER/ MASER outline. For practical applications of L/M in such fields as industry, medicine, chemistry, etc. see appropriate outline.

13-1 Signal Amplification
13-3 Communications To, From, & Between Space Devices

14 ARTIFICIAL IONOSPHERE COMMUNICATIONS
## LIST OF TOTAL PRIMARY SUBJECT SYMBOLS

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### Categories & Primary Subjects

**Administration** *(purple)*
- ACC: Accounting & Disbursing
- BG: Buildings & Grounds
- BUD: Budget
- CR: Communications & Records
- ES: Equipment, Supplies & Services
- FMGT: Financial Management
- FSV: Facilitative Services
- LEG: Legislative & Legal Affairs
- ORG: Organization & Management
- PER: Personnel
- PR: Public Relations
- PRC: Procurement & Contracting
- SHW: Shipping & Warehousing
- SY: Security
- TRV: Travel
- VEH: Vehicles

**Consular** *(dark green)*
- CON: Consular Affairs (Gen)
- PPT: Passports & Citizenship
- PS: Protective Services
- V: Visas

**Economic** *(light green)*
- AGR: Agriculture
- AID: Aid
- AV: Aviation (Civil)
- E: Economic Affairs (Gen)
- ECIN: Economic Integration
- FN: Finance
- FSE: Fuels & Energy
- FT: Foreign Trade
- INCO: Industries & Commodities
- IT: Inland Transport
- LAB: Labor & Manpower
- OS: Ocean Shipping
- PET: Petroleum
- PO: Postal Affairs
- STR: Strategic Trade Control
- TEL: Telecommunications
- TP: Trade Promotion & Assistance
- TR: Transportation (Gen)

**Political & Defense** *(red)*
- CSM: Communism
- DEF: Defense
- INT: Intelligence
- POL: Political Affairs & Relations

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- AE: Atomic Energy (Gen)
- LM: Lasers/Masers (Gen)
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- HLTH: Health & Medical Care
- REF: Refugees & Migration
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INDEX

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

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| Buildings & grounds (U.S. government) | Educational level | EDU 8 |
| Land for radio installations | Motion picture audience | MVP 11 |
| **LEAVE OF ABSENCE** (employee) | Radio audience | RP 11-1 |
| **LECTOURS** (VOA) | TV audience | MVP 11 |
| **LECTURE PROGRAM** | **LITERATURE:** |
| Foreign | As fine art | CUL 13-3 |
| U.S. | Use of copyrighted in inf. | |
| **LECTURER EXCHANGE PROGRAM,** | **LOANS:** (Use appropr. subj.) |
| Foreign | Books: | |
| U.S. | Library procedures | LIB 12 |
| **LECTURES (at exhibits)** | Program | BKS |
| | Equipment & supplies (agency) | ES 7-3 |
| | Exhibits | EXH 4-2 |
| | Film (info. prog.) | MVP 13-5 |
| | **LOCAL:** (Use appropr. subj.) |
| | Depositories | FMGT 7 |
| | Employees, FS | PER |
| | Transportation | TRV 12 |
| | Wage Rates (employees) | PER 11-5 |
| | **LOCATOR SERVICES** (agency employees) | PER 15-13 |
| | **LOCKS** (See KEYS & LOCKS) | |
| | **LODGING ALLOWANCE** (temporary) | PER 11-1 |
| | **LOGS** (control of class. docs.) | CR 16-2 |
| | **LOSS OF:** | |
| | Real property (agency) | RG 20 |
| | Shipments (agency) | SHW 16 |
| | **LOUD-SPEAKER ACTIVITY** (psychological operations) | PSY 13 |
| | **LOW-PRICED BOOKS** | BKS |
| | **LOYALTY CHECKS:** | |
| | Agency employees | PER 16 |
| | Name check procedures, etc. | SY 10 |

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MACERATORS (agency) ________________ BG 16-5

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Agency use, etc.:

Articles re ________________ PR 11
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Exchange agreements ________________ PB 4; PB 4

Information program:

Availability in Binational & USIS

ctrs. & libr. ________________ __LIB
Distribution (general) ________________ CUL 9-7; PB 13
Magazines & reprints ________________ P 24-8
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Subscriptions for returned grantees ________________ EDX 29-4

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MAINTENANCE (agency): (Use approb. subj.)

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Telephones ________________ CR 8
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