



# *National Archives and Records Administration*

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## **Frequently Asked Questions (FAQ)**

### **Record Group 59: General Records of the Department of State Central Foreign Policy File, 1973 – 1979**

**Significantly reorganized and revised in January 2014 as compared to earlier versions.**

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## **I. Questions about the Department of State Central Foreign Policy File**

### **1. What is the Central Foreign Policy File (CFPF)?**

The Central Foreign Policy File (CFPF) is the Department of State's primary record keeping system. It contains incoming and outgoing telegrams, airgrams, instructions, reports, intra- and inter-departmental memorandums, correspondence, diplomatic notes, and other documents relating to the foreign relations of the United States and the management and administration of the Department. Between 1973 and 1975, the Department made radical changes to the CFPF. In an attempt to utilize computer and microfilm technology for the efficient creation, dissemination, storage, and retrieval of records, the Department phased out its paper-based central file holdings and created a new central recordkeeping system, then called the Automated Data System (ADS).

ADS consisted of an electronic index, computer-output microfilm of many incoming and outgoing telegrams, manually created microfilm of hard copy documents, and a small volume of paper files of oversize documents. The Department indexed the records in a database that initially constituted the main "automated" portion of the recordkeeping system. For the manually created microfilm, staff keyed data elements such as date, subjects, and document number into the database along with reel and frame numbers to create and index of the microfilmed documents. The same types of information were captured automatically and manually verified for electronic telegrams and the computer-output microfilm. To locate records, users queried the system to create a virtual file consisting of document citations and then retrieved relevant documents. During the 1990s, data from the database on all records was merged with the preserved electronic telegrams into the State Archiving System (SAS), and it is that data that is transferred to the National Archives.

The preservation of telegrams in the new system began in July 1973. While initially computer-output microfilm served as the preservation medium for the telegrams, many were saved in electronic form as well. Within a few years, the electronic versions of the telegrams became part of the formal recordkeeping system. A computer output microfilm copy of many of the telegrams is found on the D-Reel ("D" for digital) microfilm. The electronic telegrams largely duplicate those on the microfilm. Some telegrams were not preserved on either the D-Reel microfilm or electronically and are found on the P-Reel microfilm described below. NODIS (No Distribution) telegrams required special handling. While many were preserved electronically as part of the main telegram file, beginning in 1975, they also were preserved on the N-Reel ("N" for NODIS) microfilm.

In January 1974, the Department began microfilming paper documents (airgrams, memorandums of various types, reports, correspondence, diplomatic notes, aides memoire, and in some cases telegrams, etc.) and destroying the original documents. This microfilm is referred to as the P-Reel ("P" for paper) microfilm. Documents on the film are arranged in the order in which they were received and filmed by the records

management office, not by subject or point of origin. (Generally, paper-based documents dating through December 1973 are found in the legacy paper-based filing system arranged according to an alpha-numeric filing system, although there are some pre-1974 documents among the P-Reel files.)

Hardcopy documents too large for filming, usually publications or processed reports sent as enclosures to incoming airgrams, were preserved in their original paper format. Those records constitute the Oversize Enclosures ("Bulky Files").

## **2. In what formats are the CFPF records?**

The records that now constitute the CFPF are in three different formats: electronic, microfilm, and paper.

Electronic: (1) telegrams between the Department of State and Foreign Service posts conveying official information about policy proposals and implementation, program activities, or personnel and post operations; (2) index citations to records not maintained electronically and now found on the P-Reel microfilm and among the Oversize Enclosures; and (3) digital withdrawal cards created by both the Department of State and NARA for classified or otherwise restricted telegrams and index citation entries to microfilmed records where the citations themselves contain classified or otherwise restricted information.

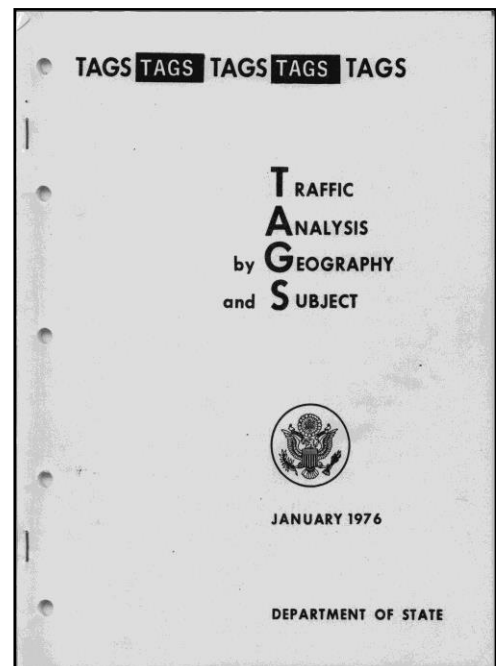
Microfilm: (1) D-Reel microfilm (computer-output microfilm of telegrams); (2) P-Reel microfilm (microfilmed paper documents); and (3) N-Reel microfilm (computer-output microfilm of NODIS [No Distribution] telegrams).

Paper: (1) oversized enclosures ("Bulky Files") and (2) telegrams originally classified as Top Secret (TS) and/or Restricted Data/Formerly Restricted Data (RD/FRD) documents. {During migration of the records from earlier platforms to the current platform, Top Secret telegrams were printed out for preservation purposes and the electronic versions were deleted. Those records now exist only in hardcopy form.}

Additionally, there are paper reference copies of the documents on the P-Reel microfilm and the N-Reel microfilm for use by researchers, since the film remains classified.

## **3. What are TAGS?**

Documents in the various parts of the CFPF are not arranged by subject or office of origin. To categorize documents for retrieval in ADS, the Department developed the *TAGS/Terms System*, which is still in use. "TAGS" stands for "Traffic Analysis by Geography and Subject." There are geographic, organization, and subject TAGS used to label documents. The system requires that each document be labeled with



appropriate TAGS, including at least one Subject TAGS. Supplementing the TAGS, indexers use specific words or phrases ("Terms") to assist in refining document searches.

The TAGS/Terms System was not static and TAGS of each kind were added, revised, and deleted as necessary over time, as were Terms. The Department periodically issued TAGS handbooks for use by staff. They contain a description of all the TAGS in use at the time of issuance as well as an explanation of the TAGS/Terms System. NARA has scanned the handbooks and makes them available as part of the technical documentation for the records. The handbooks can be viewed or downloaded online through AAD.

#### **4. Are all the CFPF records preserved?**

Not all records of Federal agencies are preserved in the National Archives. The determination of which Federal records are transferred to the National Archives and which records may be destroyed is carried out through the process of appraisal and scheduling. This is a cooperative process involving both the creating agency and NARA and leads to records being assigned a disposition of either permanent or temporary. Permanent records are those that have sufficient historical or other value to warrant preservation in the National Archives. Temporary records are those that do not warrant preservation past the time they are needed by the creating agency for administrative, legal, or fiscal purposes. Temporary records are ordinarily not transferred to the National Archives.

To determine the archival value of the records, the National Archives and Records Administration, in conjunction with the Department of State, carried out an appraisal of the CFPF. It concluded that many of the records warranted preservation in their entirety but that the telegraphic communications exchanged by the Department of State and Foreign Service Posts included a significant volume of ephemeral documents as well as other documents that do not warrant preservation in the National Archives. In order to eliminate the significant volume of electronic telegrams without long-term value, NARA and the Department developed a records disposition schedule using the Subject TAGS as the basis for determining the value of the electronic telegrams and segregating the permanent records from the temporary records. As a result of that appraisal, certain Subjects TAGS were designated as temporary and electronic telegrams bearing only temporary Subject TAGS are approved for destruction and are not transferred to the National Archives. Appendix II is a list of the temporary Subject TAGS for the period 1973-1979. The temporary telegrams that have been eliminated are not represented by withdrawal cards. All other Subject TAGS are designated as permanent. Since the retention of an individual document is determined by the Subject TAGS with the longest retention, only the telegrams with only temporary Subject TAGS are destroyed.

#### **5. What records are designated as permanent?**

All records on the P-Reels and N-Reels are designated as permanent, as are all the Oversize Enclosures, and all the Top Secret telegrams. Electronic telegrams with other than only temporary subject TAGS are permanent. This includes all telegrams with Subject TAGS covering Economic Affairs, Military and Defense Affairs, Political Affairs, Social Affairs, and Technology and Science and telegrams with selected Subject TAGS dealing with Administration, Business Services, Consular Affairs, and Operations. Appendix I is a list of the permanent Subject TAGS for the period 1973-1979.

The permanent records are found in the following record elements:

- (1) Electronic telegrams designated as permanent, beginning 1973;
- (2) D-Reel Microfilm, beginning 1973 (preserved as a backup);
- (3) Electronic Index to the P-Reel Microfilm, beginning 1974 but with some data going back to 1973;
- (4) P-Reel Microfilm, beginning 1974 (with non-record paper printouts for researcher use);
- (5) N-Reel Microfilm, beginning 1975 (with non-record paper printouts for researcher use);
- (6) Oversize Enclosures (hardcopy);
- (7) Top Secret Telegrams (hardcopy).

#### **6. What records are designated as temporary?**

Electronic telegrams bearing only temporary Subject TAGS are approved for destruction. In the case of a telegram with multiple Subject TAGS, it is considered temporary only if all the Subject TAGS applied to the message are designated as temporary. Appendix II is a list of the temporary Subject TAGS for the period 1973-1979.

#### **7. Which records have been accessioned by the National Archives?**

Records are transferred to the National Archives on a continuing basis. Once transferred, they are processed in order to make them available to the public. The chart found in Appendix III provides a convenient summary of the various public-use elements of the 1973-1979 Central Foreign Policy File, their accessioning status, and their availability to researchers.

AAD contains the fully-releasable 1973-1979 permanent electronic telegrams, the fully-releasable P-Reel index references to microfilmed documents dated through December 31, 1979, and the related withdrawal notices for telegrams and index references not fully-releasable (withdrawal cards).

#### **8. How can I locate documents in the P-Reel printout files?**

Because of the way the documents on the P-Reel microfilm were filmed, the only way to locate documents of interest is through the use of the electronic P-Reel Index. The index files provide citations to the hard copy documents that the Department of State microfilmed and indexed as part of the CFPPF. See illustration. It covers those documents not coded as telegrams (TE) in the type field that are now preserved on the P-Reel microfilm. Citations to the telegrams on the P-Reels and the N-Reels are found in the telegram files, not in the P-Reel index.

The P-Reel documents are numbered with a prefix that identifies the year in which the referenced documents were microfilmed not the year in which the documents were written. Because different offices retained documents for varying lengths of time, the P-Reels frequently contain documents dated earlier than the year in which the documents were filmed. For example, a reel microfilmed in 1976 will consist primarily


of documents created that year, but may also include documents created in preceding years. In such cases, the earlier documents will be declassified and transferred to NARA with the documents microfilmed in the later year. The citation of a P-Reel document also includes the frame number of the first page. For example, a citation that reads "P750066-0259" indicates that the document can be found on roll 66 of the records microfilmed in 1975 beginning at frame 259.

P-Reel Index files that are available online through the Access to Archival Databases (AAD) resource and copies of the monthly files are also available for a cost-recovery fee on removable media. The documents to which those citations refer are not available online.

Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 05 JUL 2006

Message Attributes

Automatic Decaptoning: X  
 Capture Date: 01 JAN 1994  
 Channel Indicators: n/a  
 Current Classification: UNCLASSIFIED  
 Concepts: n/a  
 Control Number: n/a  
 Copy: SINGLE  
 Draft Date: 15 APR 1975  
 Decapton Date: 01 JAN 1960  
 Decapton Note:  
 Disposition Action: n/a  
 Disposition Approved on Date:  
 Disposition Authority: n/a  
 Disposition Case Number: n/a  
 Disposition Comment:  
 Disposition Date: 01 JAN 1960  
 Disposition Event:  
 Disposition History: n/a  
 Disposition Reason:  
 Disposition Remarks:  
 Document Number: P750066-0259  
 Document Source: CORE  
 Document Unique ID: 00  
 Drafter: n/a  
 Enclosure: n/a  
 Executive Order: N/A  
 Errors: N/A  
 Film Number: P750066-0259  
 From: PASTORE, JOHN O  
 Handling Restrictions: n/a  
 Image Path:  
 ISecure: 1  
 Legacy Key: link1975/newtext/w19750414/aaaabuxo.wcs  
 Line Count: 0  
 Locator: TEXT ON MICROFILM  
 Office: ACTION VO  
 Original Classification: UNCLASSIFIED  
 Original Handling Restrictions: n/a  
 Original Previous Classification: n/a  
 Original Previous Handling Restrictions: n/a



**9. How can I determine if a full electronic telegram or P-Reel citation is being withheld from viewing?**

Electronic telegrams and P-Reel citations that have been withdrawn due to the presence of security classified information or for other reasons are represented by the withdrawal "cards" that are found in separate files from the main body of records. See illustration. The Department of State created electronic withdrawal cards for telegrams and P-Reel index entries exempt from disclosure for reasons of national security, privacy, and other statutory concerns. NARA created additional electronic withdrawal cards for additional telegrams and P-Reel index references that require review under the Freedom of Information Act due to the presence of otherwise restricted information such as that affecting privacy. Withdrawal of a P-Reel Index entry is based upon the information found in that entry and does not relate directly to the release status of the referenced document. The microfilmed document may not be declassified and released even if the index entry is declassified.

Margaret P. Grafeld Not releasable under either Executive Order or other law or regulation US Department of State EO Systematic Review 05 JUL 2006

Message Attributes

Current Classification: SECRET  
 Draft Date: 21 APR 1975  
 Document Number: 1975BONN A-161  
 From: BONN  
 To: INR/B  
 Subject: REVISION OF POTENTIAL LEADER BIOGRAPHIC REPORTING LIST  
 TAGS: PINR, GE  
 Concepts: BIOGRAPHIC INFORMATION, PLBRL  
 Film Number: P750071-1380  
 Markings: Margaret P. Grafeld Not releasable under either Executive Order or other law or regulation US Department of State EO Systematic Review 05 JUL 2006

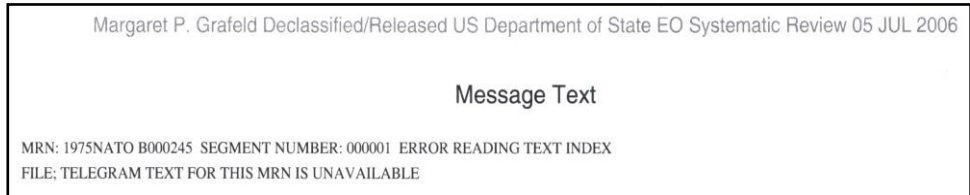
**10. Are all 1973-1979 State Telegrams in the AAD?**

The Department of State electronic telegrams on AAD consist of only the fully releasable 1973-1979 telegrams determined to have permanent historical value that

could be exported from the contemporary Department of State recordkeeping system. Thus, AAD does not contain records appraised as temporary nor does it include records that remain security classified or otherwise restricted. In addition, as explained below, the text of some of the electronic telegrams was lost during data migration.

The Department of State was a pioneer in the use of a database system to preserve large complicated text files and there have been problems with the data in the telegram database. Over the years, computer obsolescence required migration of the database to new hardware and software platforms. During migration, some data was lost despite the Department's best efforts to protect and recover each telegram. Typically, the damage resulted in telegrams containing a phrase such as "ERROR READING TEXT" or "EXPAND ERROR ENCOUNTERED" instead of the content of the telegram in the message text field. See illustration. In some cases, the telegram may not even contain a message text field. In those telegrams with lost messages, the "locator" field

may contain a phrase such as "ADS TEXT NOT CONVERTED" or "ADS TEXT UNRETRIEVABLE" and may indicate if

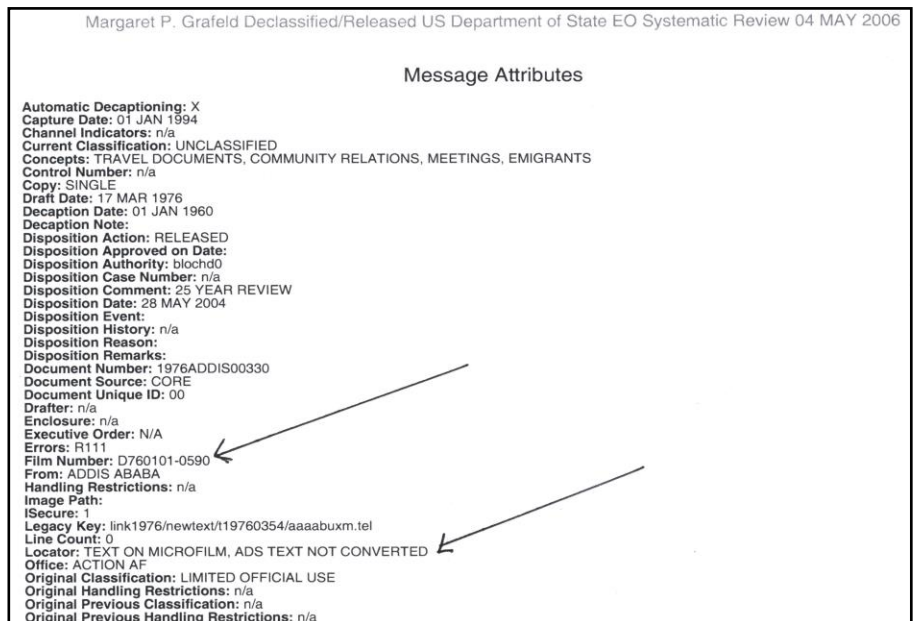


the text was captured on microfilm. In addition, some telegrams were intentionally deleted from the electronic repository. The number of lost messages appears to be relatively small, except:

- most of the message texts from December 1-15, 1975 are missing;
- most of the message texts from March 18-31, 1976 are missing;
- many of the message texts from April 1-2, 1976 are missing;
- most of the message texts from May 25-31, 1976 are missing;
- about 92% of the message texts from June 1976 are missing; and
- most of the message texts from July 1, 1976 are missing.

**11. Can any of the lost telegram texts be recovered?**

Some of the lost message texts appear on the computer output microfilm of the telegrams prepared as the database was created, (D-Reel microfilm), the microfilm of NODIS messages (N-Reel microfilm), or on the P-Reel microfilm. To determine if a given telegram is on microfilm, check the "Message Attributes" page of the on-line telegram in AAD to see if the "Film Number" field



includes a citation. If that field reads "n/a," then the message does not appear on any CFPF microfilm and the text cannot be recovered. If, however, that field consists of a number beginning with D73, D74, D75, D76, D77, D78, D79, P74, P75, P76, P77, P78, P79, N75, N76, N77, N78, or N79, the text should be on the CFPF microfilm in NARA's custody.

The classification level found in the "Original Classification" field will determine the course of action. If that field reads "confidential" or "secret" submit a Freedom of Information Act request to NARA's Special Access and FOIA Staff at <specialaccess\_foia@nara.gov>. If that field reads "unclassified" or "limited official use" contact the Archives II Reference Section at <archives2reference@nara.gov> to request a copy.

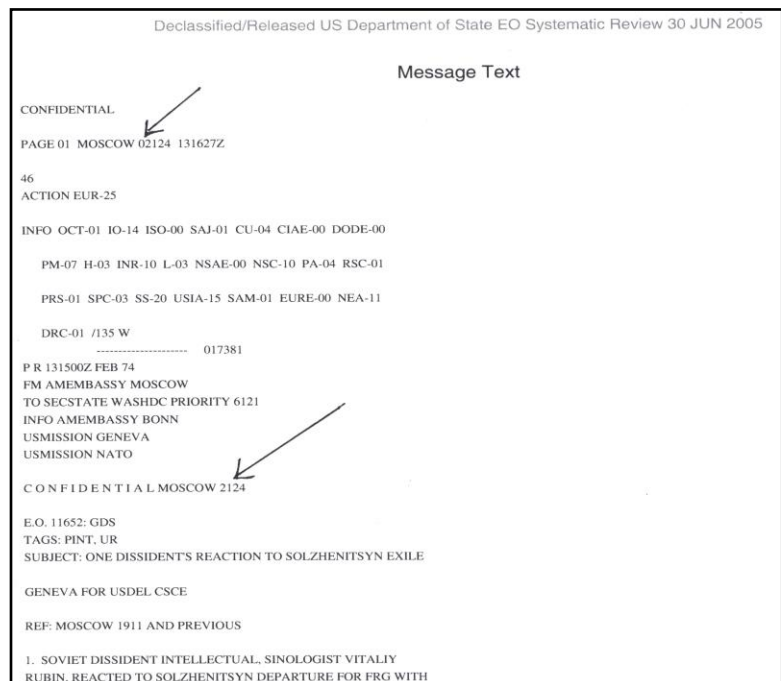
If the film number begins with D80, P80, or N80 or higher, you must submit a Freedom of Information Act (FOIA) request directly to the Department of State to request a copy.

All requests should identify the document with the message reference number (MRN), the relevant microfilm citation, and the original classification level indicated in the Message Attributes.

## **12. How do I cite records from the Central Foreign Policy Files, beginning with records for 1973?**

The NARA publication "Citing Records in the National Archives of the United States" General Information Leaflet Number 17 provides information on the citing records. NARA recommends that citations include the series title "Central Foreign Policy Files, 1973-1979", an indication of the subset of that series (i.e. "Electronic Telegrams" or "P-Reel Printouts," etc.), and the record group title "Record Group 59, General Records of the Department of State" with additional information as noted below:

(1) citations to individual telegrams reviewed online should include identifying information such as date, to, from and the Document Number (also known as the Message Reference Number [MRN]) as found in the message attributes. The MRN can be found on every telegram. See illustration. For example, "1977MOSCOW02124" indicates the 2124th telegram sent by the U.S. embassy in Moscow in 1977, while a telegram with the citation "1975STATE095768" is the 95768th telegram sent from the Department of State in 1975. Using this number, researchers will be able to retrieve all available sections of multi-section telegrams and all available versions of retransmitted telegrams. The citation should also include a note





in brackets containing the date on which the records were retrieved online via the Access to Archival Databases (AAD);

(2) citations to individual telegrams from the D-Reel microfilm or the N-Reel microfilm should include identifying information such as date, to, from, the Document Numbers, and the Film Number, which can be found on the document;

(3) citations to documents from the P-Reel printouts should indicate the type of document (airgram, letter, memorandum, report) and other identifying information such as date, from, to, the document number (where appropriate), and the Film Number.

The following are some model notes:

A. Electronic telegrams:

Embassy Manila to Department of State, Telegram 07657, June 27, 1974, 1974MANILA07657, Central Foreign Policy Files, 1973-79/Electronic Telegrams, RG 59: General Records of the Department of State, National Archives (accessed May 1, 2014).

B. Telegram from D-Reels:

Embassy Manila to Department of State, Telegram 07657, June 27, 1974, D740169-1020, Central Foreign Policy Files, 1973-79/D-Reel Microfilm, RG 59: General Records of the Department of State, National Archives.

C. P-Reel Printouts:

1. Memorandum of Conversation, "Secretary's London Speech; ECPC; US-French Relations; European Unification," July 1, 1976, P760126-0934, Central Foreign Policy Files, 1973-79/P-Reel Printouts, RG 59: General Records of the Department of State, National Archives.

2. Embassy Cairo to Department of State, Airgram A-150, August 9, 1976, P760129-0386, Central Foreign Policy Files, 1973-79/P-Reel Printouts, RG 59: General Records of the Department of State, National Archives.

**13. Where can I get more information about the Central Foreign Policy File?**

Questions about the organization and content of the records and their relationship to other records of the Department of State should be addressed to the Archives II Reference Branch (RDT2) at: The National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001 or by email at <archives2reference@nara.gov>.

Questions about the electronic records and the use of AAD should be addressed to Reference Branch, Electronic Records Division (RDER) via email to <cer@nara.gov>, or telephone, 301-837-0470, or by surface mail to the address noted above.

## **II. Questions about using the Access to Archival Databases (AAD) resource to access the digital records of the Department of State Central Foreign Policy File**

### **1. What kinds of searches can be conducted on the digital records?**

As found in AAD, records can be retrieved in many ways. All of the different fields found in the "Message Attributes" can be used for fielded searching. The AAD fielded search pages for the electronic CFPF records include a pre-selection of the most commonly used fields. Researchers, however, can establish their own search parameters using any or a combination of the fields by clicking on the "show more fields" option on the fielded-search page. In addition, the entire text of the electronic telegrams can be searched for key words, phrases, or names.

For example, researchers can search for telegrams and citations to P-Reel documents with specific standard Subject, Country, and/or Organization TAGS by selecting from the code table for the TAGS field on the fielded search page. Another approach would be to use the "Draft Date," "From," and "To," fields to locate all telegrams and citations to hardcopy documents such as airgrams on the P-Reel microfilm in a file, sent to and from a given post for a given period. Using the "Document Number" field, researchers can locate specific documents within a file, such as telegrams referenced in reports and memorandums.

Please note that in order to locate all documents of interest using the AAD fielded search option, you must search each of the separate electronic files separately. You can search across all electronic CFPF files in AAD by using the free-text search option from the AAD series description page for the CFPF or the Diplomatic Records series list page. For example, with the free-text search option, you can search for keywords, phrases, senders and recipients, dates, and document numbers. For more information, see the AAD *Getting Started Guide*, accessible from the AAD homepage.

### **2. How do I search for records on the basis of dates?**

There are many date fields in the message attributes of the electronic telegram and P-Reel index files, as well as dates within the texts of telegrams. To allow efficient searching in AAD on the basis of dates, most of the date attributes fields are formatted as DATE data types. This means that if you use the fielded search option to search for a date in a date attributes field, you should enter the date in the search box for that field using the format <mm/dd/yyyy>. Please refer to the Field Notes for a specific date field for more details on how to search that field. If, however, you want to use the free-text search option to search for a date in the message texts, you should enter the date in the free-text search box by using the format <yyyymmdd>. With either type of search, when retrieved records are displayed as either partial or full records, the dates will appear as they are stored in the raw data. Usually the raw data for date fields include both alpha characters and numbers, as in <18 SEP 1974>. A free-text search using the alphabetic characters for a month will only find records where those characters are literally within the message text or a non-date field. Those searches will not return records that have these alphabetic characters for a month in a date field.

### **3. How can I view the full text of the electronic telegrams I find?**

The initial results of your AAD search are shown on the “Display Partial Records” page. The fields that were on your search page will display with the data that is stored in them in the raw data record. Other field(s) with the term(s) or phrase(s) you used in a free-text search may also display. While the “message text” field is a default search field for the files of telegrams and will be included on “Display Partial Records” pages, unless you remove it from the search page, only a part of the “message text” displays. See illustration. To view the entire message text, and all of the message attributes for a record, click on the icon in the “View Record” column in the row with the record of interest to you. Since the full record is in a PDF format, you will need Adobe Acrobat Reader in order to view the document. As noted above, the text of some messages may be missing.

### **4. Can I download my search results?**

You cannot download the full set of records that your search inquiry retrieves. You can, however, download or print each record separately. From the "Display Partial Records" page, click on the icon in the "View Record" column of the partial record of interest to you; once the full record displays you can print it or save it to your computer. Full electronic records retrieved from Central Foreign Policy Files through AAD are displayed as PDF documents. If you are interested in ordering copies of any of the raw data files that are included in AAD, please contact Reference Branch, Electronic Records Division (RDER), via email to <cer@nara.gov>, or by telephone, 301-837-0470.

### **5. Does AAD search for the meanings of coded values in the Central Foreign Policy Files?**

When using the fielded search option for a field with a code table, AAD searches by codes, not the meanings of coded values. For example, if you want to search for any telegrams to or from a country, or about a country, and you use the name of the country in the free-text search box, AAD will retrieve the records where the country name literally appears at some place in the

The screenshot shows the AAD interface for 'Display Partial Records'. The page title is 'Access to Archival Databases (AAD)'. The search results are for 'Electronic Telegrams, 1978'. The search criteria are 'Draft Date = 04/15/1978; From contains all values state'. The results show 263 partial records out of 325,458 total records. The table below lists three records:

View Record	Draft Date	Document Number	Film Number	From	Subject	TAGS	To	Message Text
	15 apr 1978	1978STATE096965	D780162-0852	STATE	VMOW REQUEST FOR BACKGROUND INFO ESI	MILI, MASS, BBAK, ESTC, IR, ELECTRONIC SYSTEMS INTERNATIONAL SIGNAL & CONTROL CORP	TEHRAN	LIMITED OFFICIAL USE PAGE 01 STATE 096965 ORIGIN WCE-00 INFO OCT-01 NEA-10 ISO-00 PM-05
	15 apr 1978	1978STATE096843	D780161-1055	STATE	LETELIER/MOFFITT ASSASSINATION INVESTIGATION: PARAGUAYAN INVOLVEMENT	PGOV, SHUM, PA, CI, (LETELIER, ORLANDO)	ASUNCION	SECRET PAGE 01 STATE 096843 ORIGIN SS-25 INFO OCT-01 ISO-00 SSO-00 /026 R DRAFTED BY
	15 apr 1978	1978STATE096851	D780161-0945	STATE	AUTHORITY FOR TIA TO FLY NON-STOP ACROSS PAKISTAN	EAIR, PA, TIA, TRANS INTERNATIONAL AIRLINES	ISLAMABAD KARACHI	LIMITED OFFICIAL USE PAGE 01 STATE 096851 ORIGIN EB-08 INFO OCT-01 NEA-10 ISO-00 CAB-02 CONFIDENTIAL PAGE 01

record. If the only place the country is identified in a record is in a geographic TAGS in the TAGS field, AAD will find the records only if you run a fielded search using the TAGS field with the appropriate code for the country name, as found in the Code List for the TAGS field. Therefore, using the TAGS field and the fielded search option can be an efficient way to search for records when the geographic location, organization, or subject of your search is identified in the TAGS Code List.

#### **6. Can I view sample values for fields in these electronic files?**

At the present time, AAD does not display any sample values for any of the fields in the electronic files of the Central Foreign Policy Files.

#### **7. May I obtain copies of the electronic files available via AAD?**

Copies of released electronic monthly files are also available on removable media on a cost-recovery basis. For information, please contact Reference Branch, Electronic Records Division (RDER) by telephone at 301-837-0470 or by email at <cer@nara.gov>.

### **III. Questions about obtaining records from the Department of State Central Foreign Policy File that are not accessible through AAD**

#### **1. What CFPF records are not accessible through AAD?**

The following categories of records are not accessible through AAD: (1) paper reference copies of documents referred to in the P-Reel Indexes; (2) the oversize ("Bulky") enclosures; (3) declassified Top Secret telegrams; (4) paper reference copies of NODIS telegrams printed from the N-Reel microfilm; (5) electronic telegrams and full P-Reel index entries that contain security classified information or are otherwise restricted from public use; and (6) temporary telegrams not preserved in the National Archives.

#### **2. How do I get access to the telegrams or P-Reel index entries referenced by withdrawal cards?**

Researchers interested in a telegram or a P-Reel index entry referenced by a withdrawal "card" must submit a Freedom of Information Act (FOIA) request to NARA's Special Access and FOIA Staff. For more information about submitting a FOIA request, please see the NARA FOIA Reference Guide online at: <http://www.archives.gov/foia/foia-guide.html>. Please include the document number, document date, and the "to" and "from" citation for each document in your request.

As noted above, not all documents cited in the declassified P-Reel Index are open and available for public use. In some cases, a document cited in a declassified index citation may itself remain security classified or be otherwise restricted from public access.

#### **3. How do I get access to paper documents referenced by the P-Reel indexes?**

Paper documents referenced in the P-Reel indexes which have a prefix of P74, P75, P76, P77, P78, or P79 are at the National Archives in College Park, Maryland, although

only the P74, P75, P76, P77, and P78 records are currently available to researchers. The P76, P77, and P78 records are declassified but require screening for otherwise-restricted information before researchers can use them. That screening will take place as researchers request the records. The P79 documents are available only through an FOIA request. Index information on the P79 documents is available through AAD. P-Reels with prefixes of P80 and later remain in the custody of the Department of State. For more information on availability of P74, P75, P76, P77, P78, and P79 documents, researchers should contact the Archives II Reference Branch (RDT2) at: The National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001 or by email at <archives2reference@nara.gov>. To request access to P-Reel documents with prefixes of P80 and later, researchers must submit a Freedom of Information Act request to the Department of State. Please include the microfilm roll and frame numbers in any request for specific documents.

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**Appendix I: Permanent Subject TAGS, 1973 - 1979**

<b>Subject TAGS</b>	<b>Field</b>	<b>Title</b>
ACLM	Administration	Claims Against the U.S. Government
ACMM	Administration	Committees
AEMR	Administration	Emergency Planning and Evacuation
AGAO	Administration	General Accounting Office
AINF	Administration	Information Management Services
AINR	Administration	INR Program Administration
ALTR	Administration	Newsletter
AMGT	Administration	Management Operations
AODE	Administration	Employees Abroad
AORG	Administration	International Organization Administration
ASEC	Administration	Security
ASIG	Administration	Inspector General Activities
BAGB	Business Services	Agribusiness
BBAK	Business Services	Background on Firms, Products, and Individuals
BBCP	Business Services	Business Consultation Program
BBSR	Business Services	Business Services Reporting
BDIS	Business Services	Trade Complaints and Disputes
BENC	Business Services	Engineering and Construction Services
BEXP	Business Services	Trade Expansion and Promotion
BFOL	Business Services	Follow-up Request
BGEN	Business Services	Business Services - General
BPRO	Business Services	Business Proposals and Inquiries
BTIO	Business Services	Trade and Investment Opportunities
BTRA	Business Services	Travel by U.S. and Foreign Businessmen
CARR	Consular Affairs	Americans Arrested Abroad
CASC	Consular Affairs	Assistance to Citizens
CDES	Consular Affairs	Deaths and Estates
CFED	Consular Affairs	Federal Agency Services
CGEN	Consular Affairs	Consular Affairs - General
CPRS	Consular Affairs	Property Protection Services
E***	Economic Affairs	All Subject TAGS in the "E" field are permanent. See the on-line handbooks for details.
M***	Military and Defense Affairs	All Subject TAGS in the "M" field are permanent. See the on-line handbooks

		for details.
OCLR	Operations	Military Vessel and Flight Clearances and Visits
OCON	Operations	Conferences and Meetings
OGEN	Operations	Operations - General
OREP	Operations	U.S. Congressional Travel
OVIP	Operations	Visits and Travel of Prominent Individuals and Leaders
P***	Political Affairs	All Subject TAGS in the "P" field are permanent. See the on-line handbooks for details.
S***	Social Affairs	All Subject TAGS in the "S" field are permanent. See the on-line handbooks for details.
T***	Technology and Science	All Subject TAGS in the "T" field are permanent. See the on-line handbooks for details.

## Appendix II: Temporary Subject TAGS, 1973-1979

Records on matters covered by the Subject TAGS designated as temporary may be preserved among the Department's decentralized files that are designated as permanent.

<b>Subject TAGS</b>	<b>Field</b>	<b>Title</b>
AART	Administration	Art-in-Embassies Program
AAUD	Administration	Audits
ABLD	Administration	Buildings
ABUD	Administration	Budget Services and Financial Systems
ACOM	Administration	Departmental Communications
ACMS	Administration	COMSEC Material
ACOU	Administration	Courier Operations
ADTO	Administration	Domestic Telecommunications Operations
AFAC	Administration	Commo & Records Unit/Combined Commo Centers (CRU/CCC)
AFIN	Administration	Financial Services
AFOP	Administration	Foreign Service Post COM Center Operations & Administration
AFSI	Administration	Foreign Service Institute
AFSP	Administration	Post Administration
ALIB	Administration	Library Services
ALOW	Administration	Allowances
AMED	Administration	Medical Services
AMTC	Administration	Telecommunications Equipment Maintenance
ANET	Administration	Communications, circuits, and Networks
APER	Administration	Personnel
APOU	Administration	Mail and Pouch
APUB	Administration	Publishing, Printing, Distribution, and Library Services
AREC	Administration	Commissary and Recreation
AREG	Administration	Regulations and Directives
ASAF	Administration	Safety
ASCH	Administration	Overseas Schools
ASUP	Administration	Supplies and Equipment
ATRN	Administration	Transportation
AVCE	Administration	Foreign Service Post Voice Communications Facility
AWRD	Administration	Awards



BLIB	Business Services	Commercial Libraries
BPUB	Business Services	Business-Commercial Publications and Libraries
CPAS	Consular Affairs	Passports and Citizenship
CVIS	Consular Affairs	Visas
OEXC	Operations	Educational and Cultural Exchange Operations
OSCI	Operations	Science Grants
OTRA	Operations	Travel and Visits

### Appendix III: Summary of records in the National Archives

This chart found summarizes of the various public-use elements of the 1973-1979 Central Foreign Policy File that have been accessioned and their availability to researchers.

	1973	1974	1975	1976	1977	1978	1979
Declassified Electronic Telegrams	A/D	A/D	A/D	A/D	A/D	A/D	A/D
Electronic Telegram Withdrawal Notices	A/D	A/D	A/D	A/D	A/D	A/D	A/D
Declassified Electronic P-Reel Index Entries		A/D	A/D	A/D	A/D	A/D	A/D
P-Reel Withdrawal Notices		A/D	A/D	A/D	A/D	A/D	A/D
P-Reel Printouts		A/D	A/D	A/D	A/D	A/D	A
N-Reel Printouts			A/D	A	A	A	A
Top Secret Telegrams		A	A/D	A	A	A	A
Oversize Enclosures		A/D	A/D	A/D	A	A	A

Key:

A = Accessioned

D = Declassified and available for public use

X = Not yet legally transferred

Explanation:

A category marked "A" has been accessioned, but has yet to undergo declassification processing or be reviewed for otherwise restricted information. Access is only through a FOIA request to the National Archives.

A category marked "A/D" has been accessioned and open to public use, except for those documents withdrawn because they contain classified or otherwise restricted information.

A category marked "T" has been physically transferred to the National Archives and is undergoing technical and archival processing before accessioning. Access to the finding aid is through a FOIA request to the Department of State.