



Foreign Service Handbook

RECORDS

CLASSIFICATION

DEPARTMENT OF STATE

NOVEMBER 1948

classifications appearing in the handbook or for such other classifications as may be pertinent at an individual post. Such folders shall also bear the file number to which they are related and shall be filed alphabetically behind the listed numbered file. Thus, if any post desires a further breakdown of 221 Citizenship of the United States than is provided, it may establish file folders entitled 221 Naturalization, 221 Citizenship of married women, or with any other subheadings as the needs of the post may dictate. (See also explanatory note No. 1) Decimal file numbers may not be added for such classifications.

DEPARTMENT FILE NUMBERS NOT TO BE USED AS GUIDE

Under the 1924 classification system, the file numbers used in the Department had the same basis as those prescribed for the Foreign Service. This relationship has not been retained in the development of the present handbook. Consequently, the file number appearing on documents from the Department usually will be at variance with the numbers prescribed for the filing of such documents by the Foreign Service posts. However, the Department's Manual, now under preparation, is being designed along similar lines.

EXPLANATORY NOTES

(1) Subjects that involve both abstract and individual case correspondence (such as 123 Personnel and most of the headings in Class 2) should be broken down into general and alphabetical name files. For example, 221 Citizenship should be subdivided into 221 General for abstract correspondence on citizenship matters, followed by alphabetical name files on individuals with regard to whom citizenship matters arise. Wherever practicable, name files should cover all phases of the primary subject as it affects the individual, regardless of the fact that the general correspondence may be divided into several subtitles.

The alphabetical name files under 123 should include all correspondence concerning officers and employees as individuals, including speeches and public statements. When of sufficient importance, cross-reference subjectively.

(2) 120 Foreign Service of the United States and its subheadings, other than 128, are intended both for administration of the post itself (without regard to its class) and for the administration of the Foreign Service as a whole. Administrative services rendered by the post to other United States Government representatives in the accredited country and to the Foreign Service posts outside its supervisory territory should be filed in 128.

(3) 120.2 Administration of consular offices in accredited country is for use in supervisory post only, for its administrative relations with subordinate consular offices, including copies of correspondence between such offices and the Department of State on administrative matters. Copies of other correspondence received by the supervisory post from consular offices in its supervisory jurisdiction will be filed under the appropriate subject in the same manner as similar correspondence initiated by the supervisory post.

(4) 121 Security, Security Measures. Security problems and measures that are an integral part of an administrative service may be filed subjectively, and, if of sufficient importance, cross-referenced to 121. This would be particularly applicable to courier services (125.3) and cryptographic matters (125.21).

(5) 251 Extradition. This section also includes cases in which prosecution of a person in one country for a crime committed in another is proposed or requested.

(6) 310 International Conferences and Organizations. Conventions and meetings not having the character or scope of an international conference should be filed subjectively.

(7) 320 International Political Relations. File alphabetically by countries where possible, likewise arranging the names of countries in the headings in alphabetical order, thus: China-United States; Germany-Russia; United States-Venezuela. In the case of multilateral negotiations list alphabetically in heading only a sufficient number

of the countries involved to indicate proper filing arrangement, followed by et al,

(8) 320.1 Treaties. Pacts. Multilateral and Bilateral. Includes interpretation of treaties, as well as the treaties themselves. However, application of treaties should be filed under the appropriate subject. Thus extradition treaties are filed under 320.14; general correspondence and individual cases concerning extradition are filed in 251.

(9) 321 War. Peace. Friendship. Alliance. This section covers matters that arise only in connection with war. Correspondence concerning the military establishments, both in time of war and peace, will be filed in Class 4; protection and welfare services, both war- and peace-time, in the 230 series.

(10) 361 Executive Branch. Subheadings should be established under 361.2 and 361.3 covering files for Government agencies as needed, such as 361.2 U.S. Treasury Department, 361.3 U.S. Civil Service Commission, 361.2 Chile Foreign Office.

These headings are intended for correspondence concerning the organization and functions of the respective agencies, other than the U.S. Department of State, for which 110 has been provided, as well as routine services rendered to these agencies not justifying a subjective classification. (See 020 for transmittal of publications to U.S. Government agencies.) Actual operations of Government agencies should be filed under the appropriate subject, and if the volume of correspondence justifies, a special subheading set up for the purpose. Thus, a U.S. Government mission sent to the field to work on economic rehabilitation could be classified 500 U.S. (Name of agency); to handle health affairs, 580 U.S. (Name of agency); to improve the agricultural output of a country, 521 U.S. (Name of Agency); to fight foot-and-mouth disease of cattle, 522.2 U.S. (Name of agency).

(11) 400.1 Intelligence activities. This includes all categories of intelligence that might affect the security of a nation, and is not restricted to military and naval intelligence.

(12) 430 Army, Navy, and Air Force Equipment and Supplies. The subheadings under this number should not be confused with their equivalent non-military classifications. For example, 430.1 includes the manufacture of all types of military and naval equipment and supplies, and should be kept distinct from 550 and its sub-divisions; 430.2 includes the construction of Army, Navy, and Air Force ships, vessels and aircraft, and should not be confused with 553.3. Classification 430.6 refers only to military commissaries, and should not be confused with non-military commissaries at Foreign Service post in 123.8.

(13) 430.2 Army, Naval, and Air Force ships, vessels, aircraft. The treatment of hospital ships in this section is restricted to the construction and other phases listed. For actual use of hospital ships in wartime and attendant negotiations, see 321.7.

(14) 550 Manufacturing. Manufactures. Subject classes 551-559 refer to manufactured products. For raw materials, see 521, 522, and 523. When possible, manufactured products should be classified under the commodity groups into which they fall, rather than under the broad material headings. The broad material headings (i.e., 555.2 Cotton manufactures, 559.4 Metal manufactures, etc.) are for the manufacture or processing of the material itself, matters relating to the industry as a whole, and commodities which are not classifiable in the commodity groups.

Examples: Classify rubber toys or plastic toys in 556.2 rather than in 552.4 or 559.76; classify slate blackboards in 554.6 rather than in 559.3; classify a report on manufacture of cotton shirts in 555.1 rather than 555.2, but classify a report on the cotton industry as a whole in 555.2.

SUMMARY

- Class 0 MISCELLANEOUS.
- 000 General.
 - 010 Letters of introduction.
 - 020 Publications.
 - 030 Visits. Tours.
 - 040 Entertainment. Ceremonial communications. Condolences.
Felicitations.
 - 050 Prominent persons.
 - 090 Testimonials, decorations, awards, gifts.
- Class 1 ADMINISTRATION, DEPARTMENT OF STATE AND THE FOREIGN SERVICE OF THE UNITED STATES.
- 100 General.
 - 110 Department of State
 - 120 Foreign Service of the United States. Foreign Service posts.
- Class 2 CITIZENSHIP. IMMIGRATION. PROTECTIVE AND LEGAL SERVICES.
- 200 General
 - 210 Immigration and emigration. Travel control.
 - 220 Citizenship and passport matters.
 - 230 Protection and welfare services.
 - 240 U.S. veterans' and pensions services.
 - 250 Legal services.
 - 270 Consular invoice services.
 - 280 Shipping services.
 - 290 Seamen services.
- Class 3 POLITICAL AND GOVERNMENTAL AFFAIRS.
- 300 General.
 - 310 International conferences and organizations.
 - 320 International political relations.
 - 330 Extraterritoriality.
 - 350 Political affairs.
 - 360 Government.
 - 370 Public order and safety.
- Class 4 NATIONAL DEFENSE AFFAIRS.
- 400 General.
 - 410 Army, Navy, and Air Force maneuvers.
 - 420 Army, Navy, and Air Force organization.
 - 430 Army, Navy, and Air Force equipment and supplies.
 - 440 Visits. Missions.
 - 450 Civilian defense

Class 5 ECONOMIC, INDUSTRIAL, AND SOCIAL AFFAIRS.

- 500 Economic matters.
- 510 Trade relations.
- 520 Natural resources.
- 530 Communications.
- 540 Transportation.
- 550 Manufacturing. Manufactures.
- 560 Labor affairs.
- 570 Social affairs. Social welfare.
- 580 Health affairs.

Class 6 INFORMATIONAL, CULTURAL, AND SCIENTIFIC AFFAIRS.

- 600 Informational and cultural affairs. (General.)
- 610 History.
- 620 Education. Libraries. (General.)
- 630 Press. Printing. Publishing. (General.)
- 670 Cultural and informational activities of United States Government.
- 680 Cultural and informational activities of foreign Governments.
- 690 Science.

CLASS 0**MISCELLANEOUS**

- 000 GENERAL**
CORRESPONDENCE NOT OTHERWISE CLASSIFIABLE.
MAIL AND TELEGRAMS SENT IN CARE OF DIPLOMATIC AND CONSULAR OFFICES.
LETTERS TRANSMITTING INVOICES.
BEGGING LETTERS.
UNINTELLIGIBLE LETTERS, CRANK LETTERS, ETC.
POPULAR COMMENT OTHER THAN PRESS.
(Classify public opinion polls subjectively)
MATTERS NOT PERTAINING TO BUSINESS OF DIPLOMATIC AND CONSULAR OFFICES.
- 010 LETTERS OF INTRODUCTION.**
(Letters of introduction written in connection with correspondence on other matters are filed therewith.)
- 020 PUBLICATIONS.**
INCLUDING PROCUREMENT AND TRANSMITTAL OF PUBLICATIONS BY THE POST FOR THE DEPARTMENT OF STATE AND OTHER U.S. GOVERNMENT AGENCIES.
(For cultural and informational publications, see Class 6.
For post library, see 125.5)
- 030 VISITS. TOURS.**
(Official visits to be filed subjectively when possible.)
TOURS. TOURISTS. TRAVEL BUREAUS.
PERSONS TRAVELING FOR PLEASURE, STUDY OR BUSINESS.
(For regulations governing residence and travel, see 210.9)
- 040 ENTERTAINMENT. CEREMONIALS AND CEREMONIAL COMMUNICATIONS. CONDOLENCES. FELICITATIONS.**
SALUTES. SALUTING STATIONS.
(For holidays and commemorative celebrations, see 610.1)
- .5 PRESENTATION AT COURT.**
- 050 PROMINENT PERSONS.** (File alphabetically.)
PERSONAL ACTIVITIES. DEATH.
(For visits, see 030; for biographic data and political background information, see 350.3)
- 090 TESTIMONIALS. DECORATIONS. AWARDS. GIFTS.**

CLASS 1**ADMINISTRATION, DEPARTMENT OF STATE AND THE
FOREIGN SERVICE OF THE UNITED STATES**

- 100 GENERAL.**
- 110 DEPARTMENT OF STATE**
ORGANIZATION, FUNCTIONS, PERSONNEL. BUDGET. SUPPLIES. RECORDS.
- 120 FOREIGN SERVICE OF THE UNITED STATES. FOREIGN SERVICE POSTS.**
(See explanatory note No. 2.)
- .1 ORGANIZATION. ORGANIZATION CHARTS. FUNCTIONS. JURISDICTION AND CONSULAR DISTRICTS. FOREIGN SERVICE SYSTEM OF INSTRUCTIONS.
 - .2 ADMINISTRATION OF CONSULAR OFFICES IN ACCREDITED COUNTRY.
(See explanatory note No. 3.)
 - .3 CONDUCT OF OFFICE. OFFICE PROCEDURES. LOCAL ADMINISTRATIVE MEMORANDA AND INSTRUCTIONS.
 - .4 UNHEALTHFUL AND HARDSHIP POSTS.
 - .5 POST REPORTS.
 - .6 INSPECTIONS AND INSPECTION REPORTS.
- 121 SECURITY. SECURITY MEASURES. VIOLATIONS.**
(See explanatory note No. 4.)
- 122 DIPLOMATIC AND CONSULAR REPRESENTATION (U.S.)**
FUNCTIONS, PRIVILEGES, IMMUNITIES.
PRECEDENCE, RANK, PROTOCOL.
EXEQUATUR. RECOGNITION.
(For individual matters, see files under 123.)
- 123 PERSONNEL. PERSONNEL POLICY MATTERS.**
INDIVIDUAL NAME FILES FOR ALL PERSONNEL, INCLUDING ALL ATTACHES AND THEIR STAFFS. (See explanatory note No. 1.)
- .1 FOREIGN SERVICE EMPLOYMENT PROCEDURES.
RECRUITMENT, APPOINTMENT, TRAINING, ASSIGNMENT.
PERFORMANCE EVALUATION.
POSITION CLASSIFICATION: COMPENSATION.
TRANSFER, PROMOTION, SEPARATION.
ALIEN EMPLOYMENT PROGRAM.
 - .2 LEAVE OF ABSENCE, GENERAL.
 - .3 HOSPITALIZATION. FOREIGN SERVICE MEDICAL PROGRAM. U.S. EMPLOYEES' COMPENSATION LAWS AND REGULATIONS. DISABILITY, RETIREMENT, PENSIONS.
 - .8 PERSONNEL WELFARE AND EMPLOYEE SERVICES. PERSONNEL RELATIONS. COMMISSARY.
 - .9 MISCELLANEOUS APPLICATIONS FOR POSITIONS.

- 124 PROPERTY AND SUPPLIES
(For customs clearance, see 126.1)
- .1 BUILDINGS AND GROUNDS (owned or leased).
PURCHASE AND RENTAL CONTRACTS.
CONSTRUCTION AND MAINTENANCE.
APPORTIONMENT OF SPACE. SPACE LAYOUTS.
UTILITIES (heating, gas, lights, water, sewerage,
garbage contracts, etc., snow and rubbish removal).
 - .2 FURNITURE, EQUIPMENT, AND SUPPLIES.
(Expendable and non-expendable.)
INVENTORIES.
- 125 COMMUNICATIONS. RECORDS.
(See explanatory note No. 4.)
- .1 TELEPHONE.
 - .2 TELEGRAPH. CABLE. RADIO
 - .21 Cryptographic equipment and correspondence on cryptography.
 - .3 MAIL, POUCH, AND COURIER SERVICES.
 - .4 RECORDS AND CORRESPONDENCE. FILE MANUAL.
 - .5 LIBRARY. (Purchase, storage, inventory, issuance and
disposition of books, publications, magazines, and
newspapers for use by and within the post only.)
 - .6 MESSENGER SERVICE.
- 126 TRAVEL AND TRANSPORTATION. (General)
(Specific cases should be filed in 123 individual files
and in 124.2.)
- .1 CUSTOMS CLEARANCES, BOTH OFFICIAL AND FOR OFFICERS AND
EMPLOYEES OF THE FOREIGN SERVICE.
- 127 BUDGET AND FISCAL MATTERS. ACCOUNTS AND RETURNS.
LIVING AND QUARTERS ALLOWANCES.
(For retail price schedule reports, see 500.2.)
REPRESENTATION ALLOWANCES.
OFFICIAL RESIDENCE ALLOTMENTS.
GENERAL OPERATING EXPENSE ALLOTMENTS.
BUDGET ESTIMATES AND ALLOTMENT CONTROL RECORDS.
APPROPRIATIONS, FOREIGN SERVICE.
SPECIAL AUTHORIZATIONS OR ALLOTMENTS.
DISBURSEMENTS AND REPORTS.
- 128 ADMINISTRATIVE RELATIONS OF FOREIGN SERVICE OFFICES WITH
OTHER FOREIGN SERVICE POSTS AND UNITED STATES GOVERNMENT
REPRESENTATIVES.
(See explanatory note No.2.)

CLASS 2**CITIZENSHIP. IMMIGRATION. PROTECTIVE AND LEGAL SERVICES.**
(See explanatory note No. 1)

- 200 GENERAL.**
- .9 CONSULAR FEES (all types). TARIFF OF FEES. FEE STAMPS. REFUNDS.
- 210 IMMIGRATION AND EMIGRATION. TRAVEL CONTROL.**
(For quarantine, see 580.1.)
- .5 DEPORTATION OF IMMIGRANTS. STOWAWAYS.
.9 REGULATIONS GOVERNING RESIDENCE, TRAVEL. TRAVEL CONTROL. SAFE CONDUCT. BORDER CONTROL.
- 211 ISSUANCE OF U.S. VISAS**
IMMIGRATION VISAS.
NON-IMMIGRATION VISAS.
DIPLOMATIC VISAS.
CREW LISTS VISAS.
FORGED OR FRAUDULENT VISAS.
QUOTA CONTROL RECORDS.
REFUSAL LISTS.
- 220 CITIZENSHIP AND PASSPORT MATTERS. (General).**
- 221 CITIZENSHIP OF THE UNITED STATES.**
NATURALIZATION.
CITIZENSHIP OF MARRIED WOMEN.
DUAL CITIZENSHIP.
EXPATRIATION. REPATRIATION.
PASSPORTS, INCLUDING FRAUDULENT U.S. PASSPORTS.
SPECIAL FORMS OF CITIZENSHIP DOCUMENTS.
REGISTRATION. REREGISTRATION.
INHABITANTS OF INSULAR POSSESSIONS OF THE U.S.
- .1 CHILDREN BORN ABROAD TO AMERICAN PARENTS.
.2 MARRIAGE OF AMERICAN CITIZENS ABROAD.
- 222 CITIZENSHIP (NON-UNITED STATES).**
- 230 PROTECTION AND WELFARE SERVICES.**
(For trade complaints, see 510.23.)
(See explanatory note No. 9.)
- 231 PERSONAL INTERESTS. (Grievances against unofficial persons.)**
ABDUCTION. ASSAULT. BLACKMAIL. KIDNAPING. LIBEL. ROBBERY.
SLANDER. HOMICIDE.

- 232 PERSONAL RIGHTS. (Grievances against officials.)
ASSAULT. ARREST. ASYLUM. BAIL. CLEMENCY. DENIAL OF JUSTICE.
EXCLUSION. EXPULSION. IMPRESSMENT. IMPRISONMENT. KILLING
BY OFFICIALS, ARMED BODIES, OR BANDITS. PARDON.
- .1 RELIEF FROM MILITARY SERVICE OR TAXATION.
- 233 WELFARE SERVICES.
WHEREABOUTS. FATE. FINANCIAL ASSISTANCE. EVACUATION.
- .1 ASSISTANCE TO AMERICANS (other than Government employees and of-
ficials) IN OBTAINING FOREIGN VISAS, PRIORITIES, DOCUMENTS ON
VITAL STATISTICS, ETC.
- 234 DEATHS AND ESTATES.
REMOVAL OF REMAINS. MORTUARY CERTIFICATES. INDEMNITY FOR
DEATH IN INDUSTRIAL AND OTHER ACCIDENTS. GUARDIANSHIP OF MINOR
CHILDREN. SETTLEMENT OF ESTATES. CEMETERIES MAINTAINED IN ONE
COUNTRY BY NATIONAL INTERESTS OF ANOTHER.
- 235 PROPERTY INTERESTS. (Between persons or concerns.)
LOST OR STOLEN PROPERTY OR PAPERS. STOLEN OR MISAPPROPRIATED
FUNDS. RECOVERY OF DEBT. RECOVERY OF FUNDS ON DEPOSIT IN
BANKS. LITIGATION. (For trade complaints and disputes, see
510.23.)
- 236 PROPERTY RIGHTS AND CLAIMS. (As against a Government or between
Governments.) (Includes diplomatic claims.) EXPROPRIATION.
FORCED LOANS. SEQUESTRATION. LITIGATION OR CONTROVERSY TO
WHICH A GOVERNMENT IS A PARTY. DENIAL OF JUSTICE. RESTITUTION
OF PROPERTY. LOOTED PROPERTY. REPARATIONS.
- 237 FRAUDULENT SCHEMES.
- 240 **U.S. VETERANS' AND PENSIONS SERVICES.**
ASSISTANCE TO VETERANS ABROAD IN CONNECTION WITH EDUCATIONAL
PROGRAMS. EXAMINATIONS. INVESTIGATIONS.
- 250 **LEGAL SERVICES.**
- 251 EXTRADITION.
(For treaties, see 320.14.)
(See explanatory note No. 5.)
- 252 NOTARIAL SERVICES.
- .1 AUTHENTICATION OF DOCUMENTS. ADMINISTRATION OF OATHS.
- .2 DEPOSITIONS. LETTERS ROGATORY. COMMISSIONS TO TAKE TESTIMONY.
PROCUREMENT OF EVIDENCE AND WITNESSES.

270 CONSULAR INVOICE SERVICES.

DOCUMENTATION OF MERCHANDISE. MANIFESTS. REQUIREMENTS. PREPARATION. CERTIFICATION. LANDING CERTIFICATES. DISINFECTION CERTIFICATES. (For customs laws and regulations, see 511.2.)

280 SHIPPING SERVICES.

ENTRY AND CLEARANCE OF VESSELS AND AIRCRAFT, LABELING OF VESSELS. SERVICES TO MERCHANT VESSELS, YACHTS, AND AIRCRAFT. (For manifests of cargoes, see 270.) (For air and water transportation, see 542 and 543.) (For crew list visas, see 211.)

290 SEAMEN SERVICES.

SHIPMENT. CRIMPING. SHANGHAIING. IMPRESSMENT. DISCIPLINE. DISCHARGE. DESERTION. MUTINY. ILL-TREATMENT. WAGES. RELIEF. TRANSPORTATION. (For deaths and effects, see 234.)

CLASS 3

POLITICAL AND GOVERNMENTAL AFFAIRS.

- 300 GENERAL.**
INTERNATIONAL LAW.
- 301 DIPLOMATIC AND CONSULAR REPRESENTATION.**
FUNCTIONS, PRIVILEGES, IMMUNITIES.
PRECEDENCE, RANK, PROTOCOL.
RECOGNITION.
(For U.S. diplomatic and consular representation, see 122.)
- 302 REPRESENTATION OF INTERESTS OF UNITED STATES BY DIPLOMATIC OR
CONSULAR OFFICERS OF ANOTHER COUNTRY.**
- 303 REPRESENTATION OF INTERESTS OF ANOTHER COUNTRY BY AMERICAN OR
OTHER DIPLOMATIC OR CONSULAR OFFICERS.**
- 304 REPRESENTATION IN THE UNITED STATES OF INTERESTS OF A FOREIGN
COUNTRY BY DIPLOMATIC AND CONSULAR OFFICERS OF ANOTHER COUNTRY.**
- 305 RELATIONS OF DIPLOMATIC AND CONSULAR OFFICERS OF A COUNTRY WITH
THOSE OF ANOTHER.**
- 310 INTERNATIONAL CONFERENCES AND ORGANIZATIONS.**
(To be filed alphabetically.)
(See explanatory note No. 6.)
- 311 PAN AMERICAN UNION.**
- 312 UNITED NATIONS ORGANIZATION.**
- 320 INTERNATIONAL POLITICAL RELATIONS.**
(See explanatory note No. 7.)
- .1 TREATIES. PACTS. (Multilateral and bilateral.)
(Cross reference to subject file.)
(For trade and tariff conventions, treaties, agreements, and
arrangements, see 510.1. For international parcel post and
money order treaties, see 531.5 and 531.6.)
(See explanatory note No. 8.)
- .11 Commerce and Navigation treaties.
.12 Aerial navigation treaties.
.13 Consular conventions.
.14 Extradition treaties.
.15 Arbitration treaties.
.16 Limitation of armaments treaties.

- 321 WAR. PEACE. FRIENDSHIP. ALLIANCE.
(See explanatory note No. 9.)
DECLARATION OF WAR.
- .1 NEUTRALITY. DUTIES OF NEUTRALS.
 - .2 NEUTRAL COMMERCE. CONTRABAND. BLOCKADE. PRIZE COURTS.
 - .3 ECONOMIC WARFARE. ENEMY PROPERTY. TRADING WITH ENEMY. BLACK-
LISTS. FROZEN CREDITS. FROZEN FUNDS. SAFEHAVEN.
 - .4 PRISONERS OF WAR.
 - .5 CIVIL PRISONERS. ENEMY NON-COMBATANTS.
 - .6 ILLEGAL AND INHUMANE WARFARE. WAR CRIMES.
 - .7 HOSPITAL SHIPS.
(See explanatory note No. 13.)
 - .8 MILITARY OBSERVERS.
 - .9 TERMINATION OF HOSTILITIES. MEDIATION. ARMISTICE. PEACE.
- 322 TERRITORY. TERRITORIAL SOVEREIGNTY. CESSION OF TERRITORY.
- .1 TERRITORIAL BOUNDARY. COMPOSITION OF DIFFERENCES. DELIMITATION.
DEMARCATON.
 - .2 BOUNDARY WATERS. DIVERSION OF INTERNATIONAL WATERS. NAVIGATION
OF BOUNDARY WATERS. IMPROVEMENT OF NAVIGATION. POLLUTION.
 - .3 TERRITORY OCCUPIED BY MILITARY FORCES.
- 330 EXTRATERRITORIALITY.
- 350 POLITICAL AFFAIRS.
ELECTIONS.
POLITICAL REFUGEES.
AMNESTY.
REVOLUTIONS. RIOTS. POLITICAL CONSPIRACIES.
(For racial disturbances, see 570.1.)
- .1 POLITICAL PARTIES.
(Individual files for each party if necessary.)
 - .2 POLITICAL MOVEMENTS, ORGANIZATIONS, AND ACTIVITIES.
 - .21 Communism. Bolshevism.
 - .22 Fascism.
 - .23 Nazism.
 - .24 Socialism.
 - .3 BIOGRAPHIC DATA.
- 360 GOVERNMENT.
(Correspondence concerning the government as a whole is gener-
ally inseparable from political affairs.)
RECOGNITION.
- .01 Political subdivisions of nations. (States, provinces, municipal-
ities.) Foreign settlements. Dependencies. Mandates.
 - .1 CONSTITUTION.
 - .2 FLAG. SEAL. COAT OF ARMS. NATIONAL ANTHEM.
 - .3 SUFFRAGE. FREEDOM OF SPEECH. RIGHT TO VOTE. HUMAN RIGHTS.

- 361 EXECUTIVE BRANCH.
(See explanatory note No. 10.)
- .1 CHIEF EXECUTIVE. SOVEREIGN. ROYAL FAMILY.
(Cross reference here audiences with chief executive filed subjectively.)
 - .2 CABINET. MINISTRY.
 - .3 GOVERNMENTAL AGENCIES NOT OF CABINET RANK.
 - .4 CIVIL SERVICE.
RULES AND REGULATIONS.
RETIREMENT.
CLASSIFICATION OF SALARIES.
(For U.S. Foreign Service, see Class 1.)
- 362 LEGISLATIVE BRANCH.
ORGANIZATION. PROCEEDINGS. MESSAGES.
ADMISSION OF VISITORS.
- 363 JUDICIAL BRANCH.
- .1 COURTS.
RULES.
PERSONNEL OF JUDICIARY.
COURT OFFICERS. ATTORNEYS. PRACTICE OF LAW.
(For military and naval courts, see 410.2.)
 - .11 Proceedings. Judgments and court decrees.
(For criminal records, see 370.3.)
 - .2 JURISDICTION.
PROCESS ISSUED FOR SERVICE ABROAD. RIGHT OF ALIENS TO SUE IN NATIONAL COURTS. ABSCONDING DEFENDANTS AND WITNESSES. (See also 252.2.)
 - .3 LAWS. STATUTES. ORDINANCES. DECREES. CODES.
(File laws here not otherwise classifiable.)
- 370 PUBLIC ORDER AND SAFETY.
REGULATIONS CONCERNING FIREARMS. SAFETY LAWS.
(See 541.01 for traffic regulations.)
- .1 POLICE ORGANIZATION AND REGULATIONS.
NATIONAL. PROVINCIAL. STATE. MUNICIPAL. CIVILIAN ORGANIZATIONS.
 - .2 FIRE PROTECTION.
 - .3 CRIME. CRIMINAL ORGANIZATIONS. CRIMINAL RECORDS. SUSPECTS.
 - .31 Traffic in liquors, habit-forming drugs; smuggling of narcotics.
White-slave traffic; prostitution.
 - .32 Correction and punishment.
Prisons. Reformatories.

CLASS 4**NATIONAL DEFENSE AFFAIRS.**
(See explanatory note No. 9.)

- 400 GENERAL.**
FORTIFICATIONS.
DEFENSES.
TENDER OF SERVICES.
(General matters common to the Defense Departments will be filed here.)
- .1 INTELLIGENCE ACTIVITIES.
ESPIONAGE. SABOTAGE. SUBVERSIVE ACTIVITIES.
COUNTER-INTELLIGENCE.
(For Communist activities, see 350.21.)
(See explanatory note No. 11.)
- .2 MILITARY AND NAVAL COURTS. LAWS.
- 410 ARMY, NAVY, AND AIR FORCE MANEUVERS.**
TARGET PRACTICE.
MOVEMENT OF TROOPS, NAVAL VESSELS, MILITARY AIRCRAFT WITHIN TERRITORIAL JURISDICTION OF COUNTRY.
(For visits to foreign countries, see 440.)
- 420 ARMY, NAVY, AND AIR FORCE ORGANIZATION.**
COMPULSORY MILITARY SERVICE. CONSCRIPTION. DRAFT.
MILITARY TRAINING. (See also 232.1.)
- .1 PERSONNEL. (Commissioned and enlisted.)
APPOINTMENT. ENLISTMENT. PAY. SUBSISTENCE. DISCHARGE.
DESERTERS. STRAGGLERS. DISCIPLINE. MUTINY.
(For personnel of U.S. Attaches' offices, see 123.)
(For deaths, removal of remains, see 234.)
- .2 MARINE CORPS.
- .3 ARMY, NAVY, AND AIR FORCE ACADEMIES AND SCHOOLS.
INSTRUCTORS.
- .31 Admission of foreigners for service or study.
(Includes admission for observation to war industry and munitions plants.)
- .5 ARMY, NAVY, AND AIR FORCE AUXILIARY SERVICES.
MILITIA.
- 430 ARMY, NAVY, AND AIR FORCE EQUIPMENT AND SUPPLIES. COMMISSARIES. POST EXCHANGES.**
SURPLUS MATERIAL.
(See explanatory notes Nos. 12 and 13.)
- .1 ARMAMENTS. ORDANCE.
ARSENALS. ARMORIES. TANKS. TRENCH MORTARS. BOMBS. GRENADES.
FLAME THROWERS. ATOMIC BOMBS. ROCKETS. SUPERSONIC WEAPONS.
GUIDED MISSILES. CHEMICALS. GAS, SMALL ARMS, AND AMMUNITION.
RADAR.

- 430 ARMY, NAVY, AND AIR FORCE EQUIPMENT AND SUPPLIES. COMMISSARIES. POST EXCHANGES. (Continued)**
- .2 ARMY, NAVY, AND AIR FORCE SHIPS, VESSELS, AIRCRAFT. TRANSPORTS. HOSPITAL SHIPS. ACCIDENTS. CONSTRUCTION. PURCHASE. SALE. SALVAGE. SCUTTLING.
(For visits, see 440.)
 - .3 MILITARY, NAVAL, AND AIR FORCE BASES AND POSTS. AIR, LAND, AND SEA BASES. LANDING FIELDS. MOORING TOWERS. FUEL. FUELING STATIONS. BUNKERING. NAVY YARDS. DRYDOCKS. STATIONING OF COLLIERS.
 - .4 UNIFORM CLOTHING. INSIGNIA. EXCHANGE OF UNIFORM CLOTHING. UNAUTHORIZED WEARING OF UNIFORM.
 - .5 HOSPITALS. REST AND RECREATION CENTERS.
(For Homes, see 572.)
 - .6 COMMISSARIES. POST EXCHANGES.
- 440 VISITS. MISSIONS.**
ENTRANCE OF MILITARY BODIES, MISSIONS, AIRCRAFT, AND VESSELS INTO FOREIGN COUNTRIES, AND ENTRANCE OF VESSELS INTO BOUNDARY WATERS (e.g., Great Lakes), IN TRANSIT OR ON VISIT.
(For admission of foreigners to military schools and establishments for observation or study, see 420.31.)
- 450 CIVILIAN DEFENSE.**

CLASS 5

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- 500 **ECONOMIC MATTERS.**
ECONOMIC ANALYSES.
ECONOMIC PLANS AND PROGRAMS.
- .1 GENERAL STATISTICS.
(For population census, see 570.01.)
(For statistics of particular matters, see appropriate subject.)
- .2 COST OF LIVING DATA.
FOOD AND FUEL COSTS AND CONDITIONS.
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CONSUMER RATIONING.
PRICE CONTROL.
- .4 BLACK MARKET OPERATIONS. (Classify subjectively where possible)
- .5 INSURANCE.
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WAR RISK.
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(See social insurance, see 570.5.)
- .6 MONOPOLIES. CONCESSIONS. CONTRACTS.
(Where practicable, classify under their specific subjects.)
- .7 EXPOSITIONS. EXHIBITIONS. FAIRS.
(For cultural exhibits, see 670.2.)
- .8 NATIONALIZATION AND SOCIALIZATION OF INDUSTRY, GENERAL.
(For protection of property interests, see 236.)
- .9 WAREHOUSING AND STORAGE. GRAIN ELEVATORS.
- 501 **FINANCIAL MATTERS.**
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- .2 TAXATION.
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- .3 LOTTERIES.
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- .5 COINAGE. CURRENCY. COUNTERFEITING.
- .5! Exchange. Rates of exchange.
- .6 BANKS. BANKING. INTEREST.
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- .7 EXCHANGES. (Stock, etc.)
- .8 CAPITAL. CORPORATIONS, FORMATION AND REGULATION.

- 501 FINANCIAL MATTERS. (Continued)
 - .81 Investment of capital.
 - .82 Cooperative systems. Rural credits.

- 502 LANDS. REAL PROPERTY.
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- 503 INTELLECTUAL AND INDUSTRIAL PROPERTY.
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 - APPLICATIONS FOR PATENTS AND COPYRIGHTS, REGISTRATION OF PARTICULAR TRADEMARKS. AND CONTESTS ARISING THEREFROM. (For treaties, conventions, arrangements, etc., see 320.1.)

- 504 ENGINEERING. ARCHITECTURE.
 - (For shipbuilding, see 553.3.)
 - TOWN AND COUNTRY PLANNING.

 - .1 PUBLIC CONSTRUCTION. PUBLIC WORKS.
 - (For harbors, docks, and port facilities, see 543.2.)
 - .11 Buildings. Markets. Market places.
 - .12 Roads and bridges.
 - .13 Parks.
 - .14 Public utilities (electricity, water, gas).
 - .15 Sewerage.
 - .2 PRIVATE CONSTRUCTION.
 - .21 Housing. Dwellings. Slum clearance.
 - (For rents, see 500.2.)

- 510 TRADE RELATIONS.
 - .1 TRADE AND TARIFF CONVENTIONS, AGREEMENTS, ARRANGEMENTS, ETC.
 - .2 ASSISTANCE TO AMERICAN TRADE.
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 - FOREIGN AGENCIES.
 - FOREIGN BRANCH FACTORIES OF AMERICAN CONCERNS.
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 - .21 World Trade Directory Reports.
 - .22 Trade opportunities and trade lists.
 - .23 Trade complaints and disputes.
 - .3 COMMERCIAL ASSOCIATIONS IN INTEREST OF TRADE. CHAMBERS OF COMMERCE.
 - .4 ADVERTISING.
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- 511 IMPORTS AND EXPORTS.
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- 511 IMPORTS AND EXPORTS. (Continued)
- .1 STATISTICS OF TRADE.
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 - .12 Export and import trade (accredited country).
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 - .2 TARIFF ACTS AND CUSTOMS REGULATIONS.
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(For smuggling of narcotics, see 370.31.)
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 - .2 PESTS AFFECTING PLANT LIFE.
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 - .3 FIELD CROPS. SEEDS.
 - .31 Grains.
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- .1 MEAT AND SLAUGHTERHOUSE PRODUCTS.
- .2 DAIRY, FISH, FOWL, AND GAME PRODUCTS. ICE CREAM.
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- .3 GRAIN PRODUCTS AND PREPARATIONS.
- .4 VEGETABLE AND FRUIT PRODUCTS AND PREPARATIONS.
- .5 NUT PRODUCTS AND PREPARATIONS.
- .6 BEVERAGES AND BEVERAGE MATERIALS, ALCOHOLIC AND OTHER.
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- .7 SPICES. CONDIMENTS, FLAVORINGS, AND LEAVENING PRODUCTS.
- .8 SUGAR AND RELATED PRODUCTS. CANDY.
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- .9 ANIMAL AND VEGETABLE OILS AND FATS, EDIBLE.

- 552 ANIMAL AND VEGETABLE PRODUCTS, INEDIBLE.
- .1 HIDES. SKINS. FURS. FEATHERS.
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 - .2 LEATHER AND LEATHER GOODS.
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 - .3 TOBACCO MANUFACTURES.
 - .4 RUBBER MANUFACTURES (including synthetic).
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 - .5 ANIMAL, FISH, AND VEGETABLE OILS, FATS, AND GREASES, INEDIBLE.
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 - .13 Foundry and machine shop products not otherwise classifiable.
 - .2 BUILDING AND PAVING MATERIALS. (All types, whether metal, wood, glass, etc.)
 - .3 TRANSPORTATION EQUIPMENT (all types).
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- 554 HOUSEHOLD, OFFICE AND SCHOOL FURNISHINGS AND SUPPLIES.
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- .1 FURNITURE. (For antiques, see 558.3.)
 - .2 FLOOR COVERINGS. (Rugs, linoleum, etc.)
 - .3 APPLIANCES (all types).
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- .1 WEARING APPAREL. (Men's, women's, children's, infants'.)
 - .11 Shoes, all kinds.
 - .12 Hats.
 - .13 Accessories.
 - .2 COTTON MANUFACTURES. THREAD. PIECE GOODS.
 - .3 LINEN MANUFACTURES. THREAD. PIECE GOODS.
 - .4 WOOL MANUFACTURES. THREAD. PIECE GOODS.
 - .5 SILK MANUFACTURES. THREAD. PIECE GOODS.
 - .6 HAIR MANUFACTURES. (For beauticians' supplies, see 559.5.)
 - .7 JUTE, HEMP, FLAX, REED, AND STRAW PRODUCTS.
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 - .8 SYNTHETIC FIBERS.
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- .1 SPORTING AND ATHLETIC EQUIPMENT. SPORTING ARMS. FIREARMS
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- .1 PHOTOGRAPHIC APPARATUS AND SUPPLIES.
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- 558 JEWELRY. GOLD AND SILVERWARE. PRECIOUS STONES. CLOCKS AND
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- .1 JEWELRY. GOLD AND SILVERWARE. PRECIOUS STONES.
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 - .3 ANTIQUES (all types).

- 559 MISCELLANEOUS MANUFACTURES.
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- .1 LUMBER. WOOD PRODUCTS NOT OTHERWISE CLASSIFIABLE.
 - .2 PAPER. PAPER PRODUCTS NOT OTHERWISE CLASSIFIABLE. NEWSPRINT. WOODPULP.
 - .3 MANUFACTURED NON-METALLIC MINERALS NOT OTHERWISE CLASSIFIABLE. STONE. MARBLE. LIME AND LIMESTONE. ASBESTOS. SLATE.
(For precious stones, see 558.1.)
 - .31 Glass and clay products. Ceramics.
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 - .4 METAL MANUFACTURES NOT OTHERWISE CLASSIFIABLE. ALUMINUM. COPPER. BRASS. BRONZE. LEAD. TIN. ZINC.
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 - .5 BEAUTICIANS' AND BARBERS' EQUIPMENT AND SUPPLIES. TOILET PREPARATIONS. COSMETICS.
 - .6 SCIENTIFIC AND PROFESSIONAL INSTRUMENTS AND EQUIPMENT.
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 - .7 CHEMICALS AND DYES.
 - .71 Medicinal and pharmaceutical preparations. Drugs. Disinfectants.
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 - .72 Fertilizers.
 - .73 Explosives (non-military).
 - .74 Paints and varnishes.
 - .75 Soap. Cleaning compounds. Polishes.
 - .76 Chemical specialties.
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 - .8 NOTIONS AND NOVELTIES. FLAGS, PENNANTS, EMBLEMS, BADGES.
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- .1 TRADE UNIONS. TRADE UNION MOVEMENTS.
 - .2 STRIKES, WALK-OUTS. DISPUTES. WAGES.
 - .3 HAZARDOUS EMPLOYMENTS. INDUSTRIAL ACCIDENTS. EMPLOYERS' LIABILITY. WORKMEN'S COMPENSATION.
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 - .5 SLAVERY. COMPULSORY LABOR. PEONAGE. CHILD LABOR.
- 570 SOCIAL AFFAIRS. SOCIAL WELFARE.
- .01 Vital statistics. Population census.
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 - .1 PEOPLE.
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- .2 HYGIENE AND SANITATION.
- .3 SUPERVISION OF FOODS AND DRUGS.
- .4 PRACTICE OF MEDICINE, SURGERY, DENTISTRY, PHARMACY, NURSING,
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CLASS 6**INFORMATIONAL, CULTURAL, AND SCIENTIFIC AFFAIRS**

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- .1 LANGUAGE. LITERATURE.
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- .1 UNITED STATES ASSISTANCE TO OR SPONSORSHIP OF EDUCATIONAL INSTITUTIONS AND LIBRARIES IN FOREIGN COUNTRIES.
 - .2 GENERAL DISTRIBUTION AND DISPLAY OF CULTURAL, EDUCATIONAL, ARTISTIC, AND SCIENTIFIC MATERIAL. (Classify transmittals of books and other materials for use exclusively by schools and libraries in 670.1.)
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 - 695 PHYSICS. WEIGHTS AND MEASURES. TIME. CALENDAR. CHEMISTRY.
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 - 696 BIOLOGY. PALEONTOLOGY. BOTANY. ZOOLOGY.
 - 697 ANTHROPOLOGY. ETHNOLOGY. ETHNOGRAPHY. ARCHAEOLOGY.

USE OF INDEX

A detailed index has been provided only as a guide in finding the proper classification. The text of the classification listing itself must be carefully examined to determine its appropriateness before the file number is assigned. The file number of the first subject classification appearing on each page is indicated at the top right corner of each page.

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