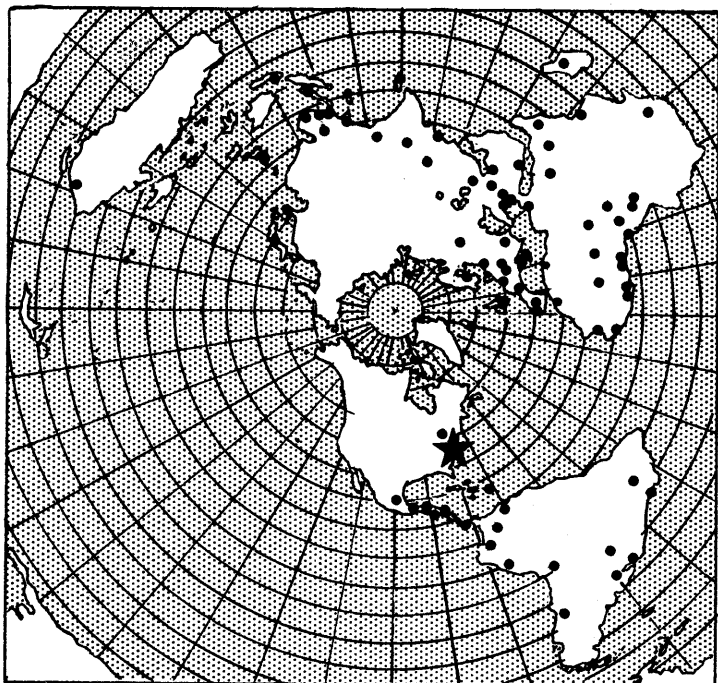


Records Classification Handbook



DEPARTMENT OF STATE

Date: March 1, 1963

Records Classification Handbook

1. MATERIAL TRANSMITTED:

New Records Classification Handbook

2. EXPLANATION:

a. Purpose

The Records Classification Handbook embodies the new uniform official file system to be used throughout the Department and its overseas posts. It is intended for use by operating offices as well as by Departmental and post central file operations.

b. Effective Date of New System

(1) Department

The new file system became effective in the Department's central file on February 1, 1963 and is now in use in certain areas of the Department. The training of personnel and conversion to the new system is expected to be completed by the end of fiscal year 1963.

(2) Overseas Posts

POSTS SHOULD NOT INSTALL THE NEW FILE SYSTEM UNTIL SPECIFICALLY AUTHORIZED BY THE DEPARTMENT. Such authorization will be issued immediately after distribution of the Handbook to those posts where records supervisors have been trained in the new system during their consultation in the Department. Other posts are requested to review the new Handbook and observe the preclassification appearing on written reproducible communications received after February 1, 1963. Any post wishing to undertake the conversion without the benefit of trained records personnel should request permission from the Department by operations memorandum, subject: RECORDS MANAGEMENT. Every effort will be made to train Foreign Service personnel during consultation in the Department or to provide on-the-job training after July 1, 1963.

c. Use of System by Other Agencies

(1) USIS

Special outlines have been developed in cooperation with the U. S. Information Agency for use by those posts at which USIS files are maintained by the post's Central Records Unit. The "USIS" and related "Culture and Information" outlines are NOT to be used by USIS personnel who maintain decentralized files. Such personnel shall continue to use the USIA Overseas Records Management Handbook (MOA III 600).

(over)

(2) Commercial Officers and Peace Corps Representatives

Commercial Officers and Peace Corps representatives are referred to the "Special Instructions" in the Records Classification Handbook regarding their use of the new file system.

d. Updating of 5 FAM and RMH

The revision of appropriate sections in 5 FAM, as well as chapters in the Records Management Handbook for Overseas Posts (TL:RM-12, 3/1/62), is now under way to up-date them in accordance with provisions of the new file system. At such time as posts are authorized to install the new system, they should adopt the related new procedures effective as of that date. The list of common abbreviations, which constitutes Appendix C of RMH I, is slightly revised and reissued as part of the Records Classification Handbook in order to make it available to both Departmental and post personnel as an aid in records classification.

3. INSTRUCTIONS:

- a. Although posts will discontinue use of the November 1948 edition of the Foreign Service Records Classification Handbook for classification purposes on the effective date of installation of the new system, the old book should be retained as a finding aid to the preceding blocks of central files.
 - b. The subject file outline prescribed for maintaining security files in RMH III 3.21 (TL:RM-9, 11/26/58) is superseded by the new file system. The reference to the file outline in Section 243 of the Office of Security Handbook (TL:SY-2, 10/20/58) should be corrected to refer to the new Records Classification Handbook. The instructions for maintaining other special types of security files in RMH III 3.22 through 3.24 are not affected by the new system and remain current.
 - c. The subject file outline provided in 9 FAM, Appendix D, Files, Item 6, for the maintenance of post visa records of a policy and precedent nature is superseded by the new Records Classification Handbook. The instructions regarding the maintenance and disposition of other types of visa records in 9 FAM, Appendix D, Files, are not affected by the new system and remain current. Since the Visa Office installed the new system early in 1962, posts are requested to convert to the new subject file system as soon as possible.
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RECORDS CLASSIFICATION HANDBOOK
FOR
THE DEPARTMENT AND OVERSEAS POSTS



DIVISION OF RECORDS MANAGEMENT
DEPARTMENT OF STATE
MARCH 1963

RECORDS CLASSIFICATION HANDBOOK

FOREWORD

Essential to the effective administration of the Department and its overseas posts is the management of records.

In keeping with our program to improve and modernize our administrative processes, the Department has developed a comprehensive records classification system which is to be applied on a world-wide basis.

This Records Classification Handbook prescribes the new uniform file system which enables end-users to file and find material rapidly. The usefulness of recorded information is largely dependent upon the logical arrangement of records. The system applies to both official and working files and makes possible an improved records training program for secretarial and clerical personnel, thus relieving officers of the need to perform records filing and finding functions.

The new system is based on several years of research and embodies many substantial contributions made by Departmental and overseas personnel. Effort has been made to provide sufficient flexibility and subject matter coverage to meet the needs of offices and posts, large and small.

Installation of the new official file system throughout the Department and field is a milestone in recordkeeping practices. Its success depends on the wholehearted interest and cooperation of everyone concerned.

The Handbook was developed by the Division of Records Management with technical assistance by Mr. Thurman T. Beach of the Office of Records Management, National Archives and Records Service, General Services Administration. His assistance is gratefully acknowledged.



William J. Crockett
Assistant Secretary
for Administration

INTRODUCTION

A. PURPOSE AND SCOPE

The Records Classification Handbook embodies the new uniform official file system to be used throughout the Department and its overseas posts. It is intended for use by operating offices as well as by Departmental and post central files operations. Regulations prescribing use of the official file system for the organization and maintenance of information and working files, as well as official records, will be incorporated in 5 FAM.

However, the new system will not apply to certain types of "case" files, such as official personnel files maintained by the Office of Personnel, security investigative files maintained by the Office of Security, voucher files maintained by the Office of Finance, etc. Offices will continue to maintain chronological files where necessary or desirable. Any questions concerning application of the new system should be referred to the Division of Records Management, Records Management Staff.

B. ARRANGEMENT AND CONTENT

The Records Classification Handbook consists of the following parts:

1. Subject File Outlines

These files outlines comprise the new file system. They are arranged within seven broad subject matter areas, each preceded by a divider sheet listing the specific outlines and related code symbols which follow. The first page of each outline carries the appropriate code symbol on the right margin. The outlines within each of the seven categories are arranged in alphabetical sequence by code symbol. The code symbols have been printed on the edge of the pages in such a way that they can be cut to provide index tabs for the individual outlines.

Each file outline is preceded by one or two pages of instructions regarding its subject matter coverage, cross references to related subject matter in other outlines in the handbook, and examples of file folder labels showing the various ways in which the subject matter covered by the outline may be arranged to meet individual office needs.

2. Special Instructions

The handbook contains the following special instructions:

a. International Organizations and Conferences

This instruction provides a special method for handling records accumulated in large quantities pertaining to specific international organizations and conferences by offices which are primarily interested in a specific organization or conference rather than in the subject matter with which it deals. Use of this special feature of the new file system will afford such offices a method for organizing this type of record material to meet their own reference needs within the framework of the new system. It should prove of particular use to the Bureau of International Organization Affairs and to United States Missions to international organizations, such as USUN, USRO, etc.

b. Commercial Officers

This instruction has been prepared in cooperation with the Department of Commerce for the special guidance of Commercial Officers in their use of the new file system. It provides for their pre-coding of commercial-economic reports with the appropriate subject matter code symbols to expedite processing and distribution to end-users and to facilitate deeper indexing of such reports in the future for incorporation into an information processing system.

c. Peace Corps Representatives

This instruction has been prepared in cooperation with the Peace Corps for the guidance of its Representatives in the field in records organization and maintenance. It prescribes the use of the appropriate administrative outlines in the handbook for Peace Corps administrative subject files.

d. U.S. Information Service

Special outlines have been developed in cooperation with the U.S. Information Agency for use by those posts at which USIS files are maintained by the post's Central Records Unit. These outlines, which are included in the "Culture and Information" section of the handbook, are not to be used by USIS personnel who maintain decentralized files.

3. Abbreviations

a. Country Symbols

A list of standard country abbreviations is included in this section of the handbook for use in coding papers relating to specific countries. This will not only eliminate the need to write out these countries on individual documents to prevent misfiling, but will also provide a short caption for use on file folder labels. An alphabetical list of these country symbols is also included. The names of posts should not be abbreviated.

b. Common Abbreviations

An alphabetical list of some of the more common abbreviations appearing in current communications is included as an aid to the classifier in determining the proper file designation where the substance of a communication is not clear without an understanding of the abbreviations or code symbols used therein. Since many abbreviations pertaining to specific countries, private organizations and programs have been omitted from the list, it is suggested that offices add those which appear in local usage. Likewise, new abbreviations should be added to the list as necessary to keep it current.

4. Index

A detailed index to the subject matter contained in the file outlines is included in the handbook. This should prove useful not only to the classifier in locating the appropriate file designation but also to officer personnel as a finding aid to the files. It should not be used, however, to classify documents without reference to the file outlines.

C. TYPE OF SYSTEM

a. Subject-Numeric System

The new uniform file system is of the subject-numeric type. It has been selected because of the flexibility which it provides for expansion purposes and the simplicity of file designations for marking purposes. A mnemonic symbol has been selected for each of the 55 primary subjects for which file outlines have been developed. These symbols range from one to four letters in length and have been chosen because of their meaning or obvious relationship to the subject matter for which they stand. In some cases the symbol is identical with an office symbol (e.g., PPT, for PASSPORTS & CITIZENSHIP, AV for AVIATION (CIVIL), etc.). In other cases the key letters in the primary subject constitute the symbol (e.g., CON for CONSULAR AFFAIRS (GEN.), REF for REFUGEES & MIGRATION, AGR for AGRICULTURE (GEN.), etc. After limited use of these symbols, it is believed that most of them will have been memorized.

While many small offices will find that the primary subjects alone will suffice to meet their filing needs, larger offices will require further breakdowns of these primary subjects for more detailed subject matter coverage. Simple serial numbers have been assigned to subject breakdowns at both the secondary and tertiary level. For example, a paper relating to the subject of agricultural production in general, is classified AGR 12; a paper dealing with technological advances in agricultural production AGR 12-1. The most detailed subdivision in the handbook contains no more than four digits, making for a relatively simple file designation.

b. Use of Identical Numbers for Similar Subjects

As an additional aid to the classifier, the same number has been assigned to similar secondary and tertiary subjects appearing in different file outlines to the extent possible. In most outlines the first five secondary subjects are standard (e.g., General Policy, Reports & Statistics, Organizations and Conferences, etc.). This same principle has been applied to other similar or related subjects (e.g., Communist Bloc activities in aid, trade, educational and cultural fields have been assigned a "6" number - AID 6, FT 6, EDU 6, respectively; production and consumption has been assigned a "12" number in the various industry outlines - AGR 12, INCO 12, PET 12, etc.).

c. Expansion of Existing Subjects

While no attempt has been made to provide breakdowns for subject matter beyond the tertiary level, there are many cases in which an office may desire or need to subdivide a secondary or tertiary subject alphabetically by name, geographic location, or other appropriate breakdown. For example, papers relating to visits by foreign dignitaries may be subdivided by name (e.g., POL 7 Visits - Adenauer); papers relating to a trade fair by location (e.g., TP 8 Fairs - Moscow); or papers relating to a thermal power project by type (e.g., FSE 12 Electric Power - Thermal).

Under no circumstances may an office add new numbers to the file outlines in the handbook. Any need for additional subjects or breakdowns thereunder

should be referred to the Department by operations memorandum, subject: RECORDS MANAGEMENT - Records Classification Handbook. The Department will review such requests and determine the need for new subjects. Revisions will be issued in the TL:RC series periodically as supplements to the Records Classification Handbook in order to keep it up-to-date.

D. SPECIAL FEATURES

1. Flexibility

Flexibility is an important feature of a uniform file system which must be adapted to the needs of both large and small offices and posts. The new system embodies an unusual amount of flexibility by providing end-users with several methods of arranging material according to their specific requirements. Three important areas of choice are indicated below:

a. Subject vs. Geographic Arrangement

Within each file outline, where appropriate, alternative ways of arranging material by subject or area/country are provided in the instructions. An office interested only in a specific subject without regard to country, etc., should select the method of arrangement described in Instruction A. An office which is primarily interested in subject matter but with a secondary concern for a geographic area or country should select the method described in Instruction C. A geographic bureau or other office primarily concerned with a specific country or area will want to use the method of arranging first by country and thereunder by subject described in Instruction B. In order to make the proper choice, offices should read these instructions carefully.

b. Treatment of International Organizations and Conferences

Most offices accumulate a varying amount of material on international organizations and conferences in which the United States Government is represented or participates. The interests of each office and its responsibility for international organization and conference activities will determine the amount of record material that it accumulates and the method by which it can best be arranged to meet end-user needs.

An office which has a limited interest in such organizations and conferences and accumulates a relatively small quantity of papers will probably find the "3 - Organizations and Conferences" classification within the appropriate subject outline adequate. However, an office which has a major interest in and responsibility for an organization such as NATO, OECD, WHO, etc., will probably wish to adopt the method of arrangement described in Instruction D preceding most outlines. Under this arrangement a special subject file by title of organization may be set up under the appropriate subject outline, using any of the secondary or tertiary breakdowns as necessary.

The Bureau of International Organization Affairs, special missions to international organizations, and other offices which accumulate a large volume of material on a specific organization or conference may use the method of arrangement provided in the Special Instruction of the handbook. This instruction contains a standard list of administrative subjects common to international organizations and conferences. It also provides a unique method of arranging substantive program material relating to the specific organization or conference thereunder by selecting appropriate subjects from any of the program subject outlines in the handbook, thus permitting an organizational approach within the framework of a uniform subject system.

c. Treatment of Industries and Commodities

Because of the importance of the commercial-economic reporting program, special attention has been given to the treatment of industries and commodities under the new file system. Special outlines have been developed for the most significant industries, such as AGRICULTURE (GENERAL), FUELS & ENERGY, PETROLEUM, TELECOMMUNICATIONS and the transportation outlines. With the exception of AGRICULTURE (GENERAL), these industry outlines cover the related commodities and products as well.

To take care of the large number of other industries, commodities, products, etc., and specific agricultural crops, an alphabetical guide has been developed as an adjunct to the INDUSTRIES & COMMODITIES (GENERAL) outline. This list, referred to as INCO (yellow pages - YP) throughout the handbook, provides offices with a simple method of filing materials on specific commodities, regardless of whether they are in their natural or manufactured state.

Instructions preceding the alphabetical listing offer end-users a choice of methods of arrangement within the list. For example, one office may prefer to group all minerals and metals together while another office may find it preferable to file by the specific mineral or metal. It is important that the several methods of arrangement be understood and that the selected method be followed consistently to avoid splitting of related subject matter.

2. Detailed Instructions

In addition to the instructions preceding each file outline describing the alternative methods of arrangement, detailed statements or explanations of the coverage of specific secondary and tertiary breakdowns of the primary subject are provided opposite them. Specific cross references to related subject matter within the same or in other outlines are also indicated. Classifiers should find these instructions useful in determining proper file designations, particularly in the case of subject matter which may not be familiar to them.

3. Preclassification

Under the new uniform file system, written reproducible communications will be preclassified by the Division of Records Management. This

practice will relieve hundreds of recipients in Departmental offices and posts of this workload of determining the proper file designation and also insure a high degree of uniformity in filing.

4. Preprinted Labels

The Division of Records Management will issue preprinted, pressure-sensitive labels to all offices under the new file system.

E. RELATED HANDBOOKS

The Records Classification Handbook embodies only the official file system to be used by all Departmental offices and overseas posts. Detailed procedures regarding the creation, organization, maintenance, use and disposition of post records are contained in the Records Management Handbook for Overseas Posts (Part I - TL:RM-12, 3/1/62 and Part II - TL:RM-13, 3/15/62). A Department Records Management Handbook incorporating similar guidelines and procedures for Departmental offices is now in preparation.

F. REFERENCE

The Records Classification Handbook shall be cited as "RCH". References to specific file outlines shall use the appropriate code symbol and indicate the specific file designation in question where necessary. For example, an inquiry concerning the subject matter coverage of the Battle Act should be made as follows: RCH (STR 6).

G. DISTRIBUTION

The handbook should be distributed widely throughout the Department and each post to all personnel responsible for maintaining files. In certain circumstances, officer personnel may also want or need copies. Particular attention should be paid to distribution to Commercial Officers and Peace Corps Representatives. If additional copies are required, a request should be submitted to the Department by operations memorandum, subject: REGULATIONS AND CIRCULARS.

H. KEEPING HANDBOOK CURRENT

It is extremely important that the handbook be kept current. A list of the persons or organizational units whose assignments require a copy of the handbook should be maintained in the Bureau Message Centers and in each post's Central Records Unit in order to insure proper distribution of subsequent material.

ADMINISTRATION

TABLE OF CONTENTS

<u>PRIMARY SUBJECT</u>	<u>CODE SYMBOL</u>
ACCOUNTING & DISBURSING	ACC
BUILDINGS & GROUNDS	BG
BUDGET	BUD
COMMUNICATIONS & RECORDS	CR
EMERGENCY PLANNING	EP
EQUIPMENT, SUPPLIES & SERVICES	ES
FINANCIAL MANAGEMENT	FMGT
FACILITATIVE SERVICES	FSV
LEGISLATIVE & LEGAL AFFAIRS (GENERAL)	LEG
ORGANIZATION & ADMINISTRATION	ORG
PERSONNEL	PER
PUBLIC RELATIONS	PR
SECURITY	SY
TRAVEL & TRANSPORTATION	TRV
VEHICLES	VEH

ACCOUNTING & DISBURSING

Instructions

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

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

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

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific organizational elements. Example:

ACCOUNTING & DISBURSING ACC 7 Allotment Accounting

This method will also suffice when the amount of papers to be filed does not warrant folders for organizational elements. In many offices the primary subject ACCOUNTING & DISBURSING alone will suffice.

- B. Arrange by organizational element, fund (appropriation) title or symbol. Subdivide by the subject breakdowns if volume warrants. Examples:

ACCOUNTING & DISBURSING ACC 11 Accounts Receivable	PPT
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ACCOUNTING & DISBURSING ACC 8 Expense Accounting	(Fund Title or Symbol)
---	---------------------------

- C. Subdivide the subject breakdowns by organizational element, fund (appropriation) title or symbol, if volume warrants.
Examples:

ACCOUNTING & DISBURSING
ACC 14 Other Agency Accounting AID

ACCOUNTING & DISBURSING
ACC 6 Fund Accounting (Fund Title or
Symbol)

- D. Arrange by central fiscal servicing office. Example:

ACCOUNTING & DISBURSING RFC, Paris
ACC 16 Payroll - Brussels

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 and audit 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 nonexpendable 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 withholding tax, employee insurance, retirement, etc. Subdivide by type if volume warrants. |
| 13 | ADVANCES | Includes progress payments and contract advances. |

ACC - ACCOUNTING & DISBURSING

- 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, Foreign Service and local employees; deductions, contributions, etc. Subdivide by type if volume warrants.
- 17 TRAVEL Includes fare, per diem, transportation, etc.
- 18 COMMERCIAL VOUCHERING Includes payments for transportation, communications, utilities, rentals, printing, and binding, etc. Subdivide by type if volume warrants.
- 19 NON-OPERATING EXPENSE Includes depletion, loss, taxes, duties, claims, grants, etc. Subdivide by type if volume warrants.
- 20 VOUCHER EXAMINATION Use for examination of travel and commercial vouchers by accounting staff.
- 20-1 Suspensions & Disallowances
- 21 CLAIMS & EXCEPTIONS
- 22 ACCOUNTABILITY Includes accountability for cash, checks, check stock, savings bonds, foreign currency and other negotiables. Subdivide by type if volume warrants.
- 23 PAYING & COLLECTING TRANSACTIONS
- 23-1 Overages & Shortages
- 23-2 Reports & Statements Use only for those that cannot be filed under one or more specific subject breakdowns. Subdivide by type (e.g., foreign currency reports, deposit and trust fund record, etc.) if volume warrants.
- 23-3 Receipts
- 23-4 Disbursements

ACC - ACCOUNTING & DISBURSING

23 PAYING & COLLECTING
TRANSACTIONS (cont'd)

- 23-5 Bond Issuance & Redemption
- 23-6 Accommodation Exchange
- 23-7 Bank Accounts
- 23-8 Cash Payments
- 23-9 Check Operations Includes Treasury Checks.
- 23-10 Notices of Exception
- 23-11 GAO Claims
- 23-12 Cash Verifications
- 23-13 Cash Advances
- 23-14 Tax Levies

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

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific organizational elements. Example:

BUILDINGS & GROUNDS
BG 6 Acquisition

This method will also suffice when the amount of papers to be filed does not warrant folders for organizational elements. In many offices the primary subject BUILDINGS & GROUNDS alone will suffice.

- B. Arrange by organizational element. Subdivide by the subject breakdowns if volume warrants. Example:

BUILDINGS & GROUNDS
BG 8 Furnishings Ottawa

- C. Subdivide the subject breakdowns by organizational element if volume warrants. Example:

BUILDINGS & GROUNDS
BG 11 Space Assign. & Use. Moves. PPT

- D. Arrange by name and/or location of individual building. Subdivide by appropriate subject breakdowns if volume warrants. Examples:

BUILDINGS & GROUNDS Mamba Point Comp.

BUILDINGS & GROUNDS 21 Europastrasse,
BG 10 Maintenance & Operation Bonn

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. |
| 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. |
| 8 | FURNISHINGS | Use for design and selection. For procurement, SEE: ES 6. |
| 9 | INSPECTION | Of buildings already constructed. For inspection of buildings under construction, SEE: BG 7; for security survey reports, SEE: SY 2-2. |

BG - BUILDINGS & GROUNDS

- 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.
- 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 14-5.
- 14 TAXATION
- 15 DISPOSITION Includes disposition of buildings & 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

BG - BUILDINGS & GROUNDS

16 FACILITIES & EQUIPMENT
(cont'd)

16-3 File Equipment Includes safes and safe opening procedures.

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.

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

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

18-1 Handbook & Orders

18-2 Marine Inspection Report

18-3 Guard Survey

19 AFTER HOURS ENTRY &
DEPARTURE

19-1 Registers

19-2 Key Issuance

BUDGET

BUD

Instructions

Use for papers on administrative and program budget policy and procedure, including budget formulation, Budget Bureau and Congressional submissions and hearings, Committee reports and appropriation bills, budget execution, and other 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.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific organizational elements. Example:

BUDGET BUD 2 Gen. Repts. & Statistics
--

This method will also suffice when the amount of papers to be filed does not warrant folders for organizational elements. In many offices the primary subject BUDGET alone will suffice.

Where desirable, the fiscal year involved may be indicated.

- B. Arrange by organizational element, fund (appropriation) title or symbol. Subdivide by the subject breakdowns if volume warrants. Examples:

BUDGET (FY 1965) BUD 6 Flash Estimates	<u>CU</u>
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BUDGET (FY 1964 Suppl.) BUD 11 Cong. Submission	(Fund Title or Symbol)
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- C. Subdivide the subject breakdowns by organizational element if volume warrants. Example:

BUDGET (FY 1965)
BUD 7 Office Submissions

OPR

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.
- 2 GENERAL REPORTS & STATISTICS For fund status reports, SEE: BUD 13-1; financial plan reports, SEE: BUD 15-2.
- 3 CALL FOR ESTIMATES
- 3-1 Bureau of the Budget Includes budget ceiling on level of estimates imposed by BOB.
- 3-2 Agency Instructions
- 4 REIMBURSEMENT ESTIMATES. AGREEMENTS. Use for agreements, including negotiations, with other agencies for reimbursement (e.g., for administrative support). Includes prepaid, billed, and no-cost agreements. Subdivide by agency and type if volume warrants.
- 4-1 Reimbursement Criteria
- 5 LAWS & REGULATIONS Includes Bureau of the Budget Circulars, Comptroller General Decisions, Treasury and Civil Service Commission Regulations, etc. Subdivide by source if volume warrants. For Appropriation Act, SEE: BUD 12.
- 6 FLASH ESTIMATES Use for preliminary estimates requested of offices prior to detailed submissions.
- 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 submissions.
- 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.

BUD - BUDGET

- 9 BUDGET BUREAU
SUBMISSION (cont'd)
- 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 apportionments of 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.

BUD - BUDGET

- 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

COMMUNICATIONS & RECORDS

Instructions

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

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

BUILDINGS & GROUNDS outline for physical and technical security aspects of protecting classified records.

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

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific organizational elements. Example:

COMMUNICATIONS & RECORDS
CR 17 Paperwork Management

This method will also suffice when the amount of papers to be filed does not warrant folders for organizational elements. In many offices the primary subject COMMUNICATIONS & RECORDS alone will suffice.

- B. Arrange by organizational element. Subdivide by the subject breakdowns if volume warrants. Example:

COMMUNICATIONS & RECORDS Mexico City
CR 12 Telecom. Facilities & Servs.

- C. Subdivide the subject breakdowns by organizational element if volume warrants. Example:

COMMUNICATIONS & RECORDS
CR 8-2 Pouch Service Tehran

CR - COMMUNICATIONS & RECORDS

- | | | |
|-----|--|--|
| 1 | GENERAL POLICY, PLANS,
COORDINATION. | Use for agency program in general and coordination between agencies. |
| 2 | GENERAL REPORTS &
STATISTICS | Use for those which cannot be filed under more specific subjects in outline. Subdivide by title or service if volume warrants. |
| 2-1 | Surveys, Studies. | Subdivide by organizational element concerned if volume warrants. |
| 3 | ORGANIZATIONS &
CONFERENCES | |
| 4 | AGREEMENTS | Includes agreements with other governments re maintenance and disposition of multipartite records. |
| 5 | LAWS & REGULATIONS | Includes regulations and procedures that cannot be filed under more specific subjects in outline. |
| 6 | COMMUNICATIONS ANALYSIS
& DISTRIBUTION | Includes determination of office to which communications should be routed, distribution guidelines, number of copies distributed, etc. |
| 7 | CRYPTOGRAPHIC FACILITIES | |
| 7-1 | Cryptographic Instructions | |
| 7-2 | Cryptographic Clearances | |
| 7-3 | Cryptographic Systems | |
| 7-4 | Cryptographic Maintenance
& Disposition | Includes inventories, receipt, transfer and destruction of cryptographic material except in emergency, for which SEE: CR 7-5. |
| 7-5 | Emergency Destruction
Program | |
| 8 | MAIL FACILITIES & SERVICES | |
| 8-1 | Courier Service | |
| 8-2 | Pouch Service | |
| 8-3 | Military Postal Services | |
| 8-4 | Messenger Service | |
| 8-5 | Message Centers | Subdivide by organizational element if volume warrants. |

CR - COMMUNICATIONS & RECORDS

8 MAIL FACILITIES & SERVICES
(cont'd)

8-6 Delivery Systems Includes pneumatic tube system, conveyor belt, etc.

8-7 Addresses. Mailing Lists.

9 TRAINING Use for training which is not restricted to one of specific subjects in outline.

10 RECORDS MAINTENANCE

10-1 Physical Location

10-2 Filing System

11 TELEPHONES

11-1 Laws & Regulations (Tel) Includes rates.

11-2 Reports & Statistics (Tel)

11-3 Equipment (Tel) Includes procurement and maintenance.

12 TELECOMMUNICATIONS FACILITIES & SERVICES Except telephone, for which SEE: CR 11. Subdivide by type (e.g., telegraph, cable, radio) if volume warrants.

12-1 (Reserved for future use)

12-2 Reports & Statistics (Telecom) Includes monthly telegraphic report.

12-3 U.S. Government Facilities (Telecom) Includes JANAP procedure.

12-4 Commercial Facilities (Telecom) Includes rates. Subdivide by name of company if volume warrants.

12-5 Regulations & Procedures (Telecom)

13 RECORDS EQUIPMENT & SUPPLIES Use for development of standards and review for proper utilization. SEE: ES 6 for procurement; BG 16 for equipment security.

14 AUTOMATION

14-1 Data Processing For mechanization of fiscal records, SEE: FMGT 14.

14-2 Information Storage & Retrieval.

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. Release. 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 PAPERWORK MANAGEMENT.

Use for overall program and studies involving more than a single aspect (e.g., correspondence, directives, forms, reports), reduction of paperwork burden, 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. Do not use for published series of issuances.

20 FORMS MANAGEMENT

Use for forms design, control, improvement or standardization, etc.

21 REPORTS MANAGEMENT

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

22 MICROFILMING

CR - COMMUNICATIONS & RECORDS

23 AUTHENTICATION

Use for authentication of documents other than by consular officers in field, for which SEE: PS 10-1.

23-1 Regulations & Procedures
(Auth)

23-2 Reports & Statistics (Auth)

23-3 Schedule of Fees (Auth)

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.

EP

SEE: DEFENSE AFFAIRS outline for civilian defense.

PROTECTIVE SERVICES outline for matters relating to protection of both government and private persons and property.

COMMUNICATIONS & RECORDS outline for emergency destruction of cryptographic material.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific organizational elements or geographic locations. Example:

EMERGENCY PLANNING EP 6-5 E & E Procedures

This method will suffice also when the amount of papers to be filed does not warrant folders for organizational elements or geographic locations. In some offices the primary subject EMERGENCY PLANNING alone will suffice.

- B. Arrange by organizational element or geographic location. Subdivide by the subject breakdowns if volume warrants. Example:

EMERGENCY PLANNING EP 6 E & E Program	<u>Cairo</u>
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- C. Subdivide the subject breakdowns by organizational element or geographic location if volume warrants. Example:

EMERGENCY PLANNING EP 8 Vital Records Program	<u>EUR</u>
--	------------

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, evacua-
tion 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. |

EP - EMERGENCY PLANNING

8 VITAL RECORDS PROGRAM

8-1 Selection Guidelines

8-2 Status Reports

8-3 Records Protection

9 ROUND-UP PROGRAM

Use for arrangements made to take care of diplomatic corps in emergency. Includes internment of enemy officials in event of war.

EQUIPMENT, SUPPLIES & SERVICES

Instructions

Use for papers on the procurement, maintenance, shipping, 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.

TRAVEL & TRANSPORTATION outline for packing, shipping and storage of household effects.

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

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific organizational elements. Example:

EQUIP., SUPPLIES & SERVICES ES 6 Procurement

This method will also suffice when the amount of papers to be filed does not warrant folders for organizational elements. In many offices the primary subject EQUIPMENT, SUPPLIES & SERVICES alone will suffice.

- B. Arrange by organizational element. Subdivide by the subject breakdowns if volume warrants. Example:

EQUIP., SUPPLIES & SERVICES ES 7 Property Accountability	<u>Rome</u>
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- C. Subdivide the subject breakdowns by organizational element if volume warrants. Example:

EQUIP., SUPPLIES & SERVICES ES 4 Regional Supply Centers	<u>Bonn</u>
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- D. Arrange by class or type of supply item or equipment, such as filing equipment and supplies, medicines, office supplies, etc., under primary subject. Example:

EQUIP., SUPPLIES & SERVICES	<u>Office Supplies</u>
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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 | PROCUREMENT | Subdivide by agency for which procured where appropriate. |
| 6-1 | Authorizations. Waivers. | |
| 6-2 | Bonds | Includes performance bid bonds. |
| 6-3 | Contracts | Includes bidders lists; invitations, bids & awards; contract negotiation, distribution, negotiation, etc. |
| 6-4 | Discounts | |
| 6-5 | Purchase Orders | |
| 6-6 | Rentals | |
| 6-7 | Requisitions | |
| 6-8 | Specifications &
Standards | |
| 6-9 | Vendors | Use for catalogs and price lists. Subdivide by name if volume warrants. |
| 6-10 | Tax Exemptions | |

ES - EQUIPMENT, SUPPLIES, & SERVICES

- 7 PROPERTY
 ACCOUNTABILITY Subdivide as expendable or non-expendable 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 PACKING & SHIPPING Subdivide by name of company if volume warrants.
- 8-1 Claims Use for lost or damaged shipments.
- 8-2 Customs Clearance
- 8-3 Government Bills of Lading Including certificates in lieu of lost GBL's.
- 9 STANDARDS
- 10 MAINTENANCE & REPAIR Subdivide by type of service (e.g., typewriter repair, furniture refinishing, etc.), if volume warrants.
- 11 STORAGE & WAREHOUSING
- 12 SURPLUS/EXCESS PROPERTY
- 12-1 Acquisition
- 12-2 Disposition Includes disposal, scrap, transfer.
- 12-3 Utilization

D. Arrange by central fiscal servicing office. Example:

FINANCIAL MANAGEMENT (OF/CAR)
FMGT 11 Internal Audit Hamilton

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 | Agent Cashiers | |
| 6-3 | Certifying Officers | |
| 7 | DEPOSITORIES, LOCAL | |
| 8 | BANKING FACILITIES | |
| 9 | BONDING | Use for bonding of employees responsible for handling funds. |
| 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. |

FMGT - FINANCIAL MANAGEMENT

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, provided 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.

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

BUDGET outline for reimbursement estimates and agreements.

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

FSV

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific organizational elements or agencies. Example:

FACILITATIVE SERVICES FSV 5 Library Services

This method will also suffice when the amount of papers to be filed does not warrant folders for organizational elements or agencies. In some offices the primary subject FACILITATIVE SERVICES alone will suffice.

- B. Arrange by organizational element or agency. Subdivide by subject breakdowns if volume warrants. Example:

FACILITATIVE SERVICES	<u>Commerce</u>
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FACILITATIVE SERVICES FSV 2 Reporting Services	<u>S/S</u>
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- C. Subdivide the subject breakdowns by organizational element or agency if volume warrants. Example:

FACILITATIVE SERVICES
FSV 3 Statistical Services

OF

FSV - FACILITATIVE SERVICES

- | | | |
|-----|---|--|
| 1 | AUDIO-VISUAL SERVICES | |
| 2 | REPORTING SERVICES | Includes conference reporting. |
| 3 | STATISTICAL SERVICES | Use for actual services provided. For data processing as a records technique, SEE: CR 14-1. |
| 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 other than agency or post libraries, SEE: FSV 8. |
| 6 | REPRODUCTION & DISTRIBUTION | |
| 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. Subdivide by name of requesting agency or source from which procured. For procurement as a means of collection of intelligence, SEE: INT 6; for publications exchange agreements, SEE: INF 4-3. |

LEGISLATIVE & LEGAL AFFAIRS (GENERAL)

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 legislative bodies of foreign governments,
for domestic laws, and international law.

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

Use the subjects shown as needed. Example:

LEGISLATIVE & LEGAL AFFAIRS (GEN)
LEG 11 Subpoenas

LEG

In some offices the primary subject LEGISLATIVE & LEGAL AFFAIRS (GEN.) alone will suffice.

LEG - LEGISLATIVE & LEGAL AFFAIRS (GENERAL)

- | | | |
|-----|------------------------------|---|
| 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 laws 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. |

LEG - LEGISLATIVE & LEGAL AFFAIRS (GENERAL)

- | | | |
|----|-------------------------------------|--|
| 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, SEE: PS 8-4; for commercial claims against host government, SEE: TP 12; for tort claims, SEE: PER 15-16, etc.). |

ORGANIZATION & ADMINISTRATION

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, inter-agency 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.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific organizational elements. Example:

ORGANIZATION & ADMIN. ORG 10 Management Improvement
--

ORG

This method will also suffice when the amount of papers to be filed does not warrant folders for organizational elements. In some offices, the primary subject ORGANIZATION & ADMINISTRATION alone will suffice.

- B. Arrange on an organizational basis, e.g., by name of agency, and/or bureau, post or mission, office, etc. Subdivide these organizational files by the subject breakdowns, if volume warrants. Example:

ORGANIZATION & ADMIN. ORG 11 Inspections	<u>Bonn</u>
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- C. Subdivide the subject breakdowns by organizational element, if volume warrants. Example:

ORGANIZATION & ADMIN. ORG 7 Visits.	<u>Oslo</u>
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ORG - ORGANIZATION & ADMINISTRATION

- | | | |
|-----|--|---|
| 1 | GENERAL POLICY, PLANS,
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 field to work as a team under chief of mission. |
| 1-2 | Consolidated Administrative
Management Organization
(CAMO) | Use for consolidation of State, AID, USIA, and Peace Corps administrative personnel to provide integrated service at specific posts. |
| 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. |
| 3 | MEETINGS & CONFERENCES | |
| 3-1 | Administrative Officers | |
| 3-2 | Chiefs of Mission.
Principal Officers. | |
| 3-3 | Staff | |
| 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. For administrative support aspects of CAMO, SEE: ORG 1-2. |
| 5 | Delegations of
Authority | Includes designations. |

ORG - ORGANIZATION & ADMINISTRATION

- 6 DUTY OFFICERS. ROSTERS. Includes holiday list.
- 7 VISITS Includes field trips by agency officials for briefing or general administrative purposes. For travel arrangements made by posts visited, SEE: TRV outline.
- 8 ESTABLISHMENT.
REORGANIZATION.
CONSULAR DISTRICTS. Includes opening, change in status and closing of posts; determination and jurisdiction of consular districts; history and background of office or post; agency reorganization plans; etc.
- 9 TRAINING In administrative operations.
- 10 MANAGEMENT IMPROVEMENT Other than inspections, for which SEE: ORG 11. Includes studies, systems and work simplification, and similar management improvement activities. For employee suggestions, SEE: PER 6-5.
- 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 & TRANSPORTATION outline for travel of employees and dependents, shipment of household effects, etc.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific organizational elements or categories of employees. Example:

PERSONNEL PER 17 Diplomatic Title & Rank

PER

This method will also suffice when the amount of papers to be filed does not warrant folders for organizational elements or categories of employees. In some offices the primary subject PERSONNEL alone will suffice.

- B. Arrange by organizational element. Subdivide by the subject breakdowns if volume warrants. Example:

PERSONNEL PER 6 Awards & Commendations	<u>AF</u>
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- C. Subdivide the subject breakdowns by organizational element if volume warrants. Example:

PERSONNEL
PER 4 Staffing. Complement. Rome

- D. Arrange by category of personnel, such as Civil Service, FSO, FSS, FSR, FSL, contract, attaches, etc., under primary subject or appropriate subject breakdowns. Example:

PERSONNEL (Marine Guards)
PER 11 Compensation

PERSONNEL
PER 13 Employment (FSL)

PER - PERSONNEL

- | | | |
|-----|---|--|
| 1 | GENERAL POLICY. PLANS,
COORDINATION. | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 2 | GENERAL REPORTS &
STATISTICS | Use only for those which cannot be filed under one of the more specific subjects in this outline. |
| 2-1 | Post Reports | Use only for preparation and submission of report by post. Reference set should be maintained separately. |
| 2-2 | Biographic Register | |
| 2-3 | Foreign Service List | |
| 3 | ORGANIZATIONS &
CONFERENCES | Use only for those 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. |
| 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. |
| 6 | AWARDS & COMMENDATIONS | For agency employees, 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 | Suggestion Program | Use for general material on program. Case file individual suggestions if volume warrants. |
| 6-6 | Non-Federal Awards
& Decorations | |

PER - PERSONNEL

- 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. For training in specialized fields (e.g., administrative operations, communications and records, security, etc.), see appropriate subject outline.
- 9-1 Area & Language Training
- 9-2 Career Development
- 9-3 Consultation. Briefing. Includes debriefing returned employees.
- 9-4 Executive Development
- 9-5 Intern Program
- 9-6 Orientation
- 9-7 Seminars (FSI) On various subjects available to agency employees at FSI.
- 9-8 Supervisory Training
- 9-9 University Studies Program Other than area and language training, for which SEE: PER 9-1. Includes extension courses.
- 10 PERFORMANCE EVALUATION
- 10-1 Selection Boards. 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

PER - PERSONNEL**11 COMPENSATION (cont'd)**

- 11-3 Education Allowances For educational travel of dependents, SEE: TRV outline.
- 11-4 Final Salary Clearance Upon separation of employee.
- 11-5 Local Wage Rates Includes surveys to determine appropriate wage rates and schedules for local employees.
- 11-6 Overtime Pay
- 11-7 Post Differential Allowances
- 11-8 Representation Allowances
- 11-9 Retail Price Schedules
- 11-10 Separation Allowances
- 11-11 Transfer Pay

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.

PER - PERSONNEL

13 EMPLOYMENT (cont'd)

- 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 Fair Employment Practices
- 13-6 Promotion. Demotion. Selection Out. 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

- Includes travel for rest and recuperation purposes, medical evacuation of FS employees, etc.
- 14-1 Medical Examinations Includes medical clearances and waivers.
- 14-2 Medical Supplies
- 14-3 Insurance Use for Federal Employees Health Benefits Plan. For life insurance, SEE: PER 15-7.
- 14-4 Regional Medical Centers For care and treatment of overseas employees except medical examinations, for which SEE: PER 14-1.
- 14-5 Safety. Accidents. Includes safety programs and claims under Federal Employees' Compensation Act. For building safety program, SEE: BG 13.

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.

PER - PERSONNEL15 EMPLOYEE RELATIONS
& SERVICES (cont'd)

- 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: TRV 14. 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 Includes assistance to community schools abroad organized for education of dependents of employees. For educational allowances, SEE: PER 11-3; educational travel of dependents, SEE: TRV outline.
- 15-10 House Organs Published by employee groups.
- 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.

PER - PERSONNEL

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

PUBLIC RELATIONS

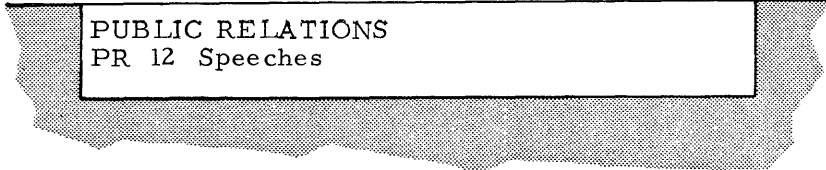
Instructions

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 ACTIVITIES (GEN.) 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.

CULTURAL ACTIVITIES (USIS), MOTION PICTURES (USIS), PRESS, PUBLICATIONS & VISUALS (USIS), RADIO (USIS), and TV (USIS) outlines for efforts to promote interest in and understanding of American culture through various programs and services provided by USIS overseas.

Use the subjects shown, as needed. Example:



PUBLIC RELATIONS
PR 12 Speeches



PR

In some offices, the primary subject PUBLIC RELATIONS alone will suffice.

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 | | (Reserved for future use) |
| 6-3 | Meetings & Conferences | |
| 7 | APPOINTMENTS,
INTERVIEWS. | With private individuals. Includes letters of introduction. Arrange alphabetically by name of visitor. For press interviews, SEE: PR 11-3; visits and tours, SEE: TRV outline. |
| 8 | RADIO & TV RELATIONS | Includes clearances. Subdivide by name of network and program if volume warrants. |
| 9 | AUDIO-VISUALS | |
| 9-1 | Films. Filmstrips.
Slides. Recordings. | |
| 9-2 | Exhibits. Displays. | Such as lobby and window displays for public information. For those produced or sponsored by USIA and Binational Centers, SEE: CUL 8, 11-8 and 12-8. |
| 9-3 | Photographs | Except requests for, for which SEE: PR 13. |

PR - PUBLIC RELATIONS

- 10 PUBLICATIONS
Prepared for public consumption. Includes preparation (other than editorial services), clearance and distribution. Subdivide by title of publication, such as "Fact Sheets," "Background," "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.
- 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 Event 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 (unless returned to sender).
- 13-1 Petitions & Resolutions
- 13-2 Polls & Surveys

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.

Papers on security matters relating to individuals should be maintained in separate series of case files.

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.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific organizational elements. Example:

SECURITY
SY 5 Laws & Regulations

SY

This method will also suffice when the amount of papers to be filed does not warrant folders for organizational elements. In many offices the primary subject SECURITY alone will suffice.

- B. Arrange by organizational element. Subdivide by the subject breakdowns if volume warrants. Example:

SECURITY	<u>AID</u>
SY 1 Gen. Policy. Plans. Coord.	

- C. Subdivide the subject breakdowns by organizational element if volume warrants. Example:

SECURITY	<u>Panama</u>
SY 2 Gen. Repts & Stat.	

SY - SECURITY

- | | | |
|-----|---|--|
| 1 | GENERAL POLICY, PLANS,
COORDINATION. | Includes coordination of program with other agencies. |
| 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 | TRAINING PROGRAM | Covering all aspects of security. Includes visual aids and records of security orientation. |
| 10 | NAME CHECKS | Use only for regulations and procedures governing checks on names of individuals for security purposes and statistical reports thereon. |

SY - SECURITY

- | | | |
|------|---------------------------------|---|
| 11 | CRANKS | Use for material not warranting individual case filing. For crank letters, SEE: PR 13. |
| 12 | THEFTS | Use for material not warranting individual case filing. |
| 13 | RIOTS & DEMONSTRATIONS | Use only for role of security officers. SEE: POL 25 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 16, 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 | |

TRAVEL & TRANSPORTATION

Instructions

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

SEE: EQUIPMENT, SUPPLIES & SERVICES outline for the shipping of supplies and equipment other than household effects.

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

LEGISLATIVE & LEGAL AFFAIRS (GEN.) 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. File alphabetically by name under the primary subject TRAVEL & TRANSPORTATION. 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.).

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific organizational elements. Example:

TRAVEL & TRANSPORTATION TRV 5 Laws & Regulations

TRV

This method will also suffice when the amount of papers to be filed does not warrant folders for organizational elements. In many offices the primary subject TRAVEL & TRANSPORTATION alone will suffice.

- B. Arrange by organizational element. Subdivide by the subject breakdowns if volume warrants. Example:

TRAVEL & TRANSPORTATION TRV 14-2 Customs Clearance.	<u>Rome</u>
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- C. Subdivide the subject breakdowns by organizational element if volume warrants. Example:

TRAVEL & TRANSPORTATION
TRV 12 Local Transportation London

- D. Arrange by name of traveler. Example:

TRV - JONES, Robert C.

TRV - TRAVEL & TRANSPORTATION

- | | | |
|------|-----------------------------------|--|
| 1 | GENERAL POLICY. PLANS. | Use only for material too general to be filed under more specific subject in outline. |
| 2 | GENERAL REPORTS & STATISTICS | Use only for material too general to be filed under more specific subject in outline. Includes freight surveys. |
| 3 | ARRIVAL & DEPARTURE LISTS | |
| 4 | DESPATCH AGENCIES (U.S.) | Subdivide by location if volume warrants. |
| 5 | LAWS & REGULATIONS | Includes local laws and regulations. |
| 6 | CARRIERS | Subdivide by type (e.g., air, rail, truck, etc.) 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: TRV 14-1. |
| 6-2 | Routes & Schedules | |
| 7 | TRAVELER INSURANCE | |
| 8 | TRAVEL ALLOWANCES | Includes per diem and mileage rates, travel advances, etc. |
| 9 | TRAVEL ORDERS.
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 | 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. |
| 12-1 | Use of Private Vehicle | |
| 13 | PASSPORTS. IMMUNIZATIONS. | Required by official travelers. Includes visas. |
| 14 | HOUSEHOLD/PERSONAL EFFECTS. | Includes vehicles and unaccompanied baggage. |
| 14-1 | Freight Rates & Tariffs | |
| 14-2 | Customs Clearance | |

TRV - TRAVEL & TRANSPORTATION

14 HOUSEHOLD/PERSONAL
EFFECTS. (cont'd)

14-3 Government Bills of Lading For general material only, not
individual GBL's.

14-4 Loss or Damage Includes claims.

14-5 Packing & Shipping

14-6 Storage

14-7 Insurance

15 ITINERARIES & RESERVATIONS

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.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific organizational elements. Example:

VEHICLES VEH 6 Acquisition. Replacement.

This method will also suffice when the amount of papers to be filed does not warrant folders for organizational elements. In many offices the primary subject VEHICLES alone will suffice.

- B. Arrange by organizational element. Subdivide by the subject breakdowns if volume warrants. Example:

VEHICLES	<u>AID</u>
VEH 11 Assignment & Use	

- C. Subdivide the subject breakdowns by organizational element if volume warrants. Example:

VEHICLES	
VEH 13 Safe Driving Awards.	<u>Rome</u>

VEH

VEH - VEHICLES

- 1 GENERAL POLICY
- 2 GENERAL REPORTS &
STATISTICS
- 3 ACCIDENTS SEE: PER 14-5 for claims of injured
employees.
- 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.).
Includes 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.

CONSULAR

TABLE OF CONTENTS

<u>PRIMARY SUBJECT</u>	<u>CODE SYMBOL</u>
CONSULAR AFFAIRS (GENERAL)	CON
PASSPORTS & CITIZENSHIP	PPT
PROTECTIVE SERVICES	PS
VISAS	V

CONSULAR

CONSULAR AFFAIRS (GENERAL)

Instructions

Use for papers which deal in a general or collective way with consular services (i.e., papers which do not pertain solely to visa matters, passport and citizenship matters, or protective services).

SEE: VISAS outline for matters regarding that subject.

PASSPORTS & CITIZENSHIP outline for matters pertaining to those subjects.

PROTECTIVE SERVICES outline for matters relating to that subject.

ADMINISTRATION outlines for purely administrative matters, such as personnel, budget and finance, communications and records, etc.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. Example:

CONSULAR AFFAIRS (GEN)
CON 6 Fee Collection & Control

- B. Arrange by country or post. Subdivide by the subject breakdowns if volume warrants. Example:

CONSULAR AFFAIRS (GEN) Cebu
CON 2 Reports & Statistics

- C. Subdivide the subject breakdowns by country or post, if volume warrants. Example:

CONSULAR AFFAIRS (GEN) Athens
CON 2-1 Consular Services Rept.

CON - CONSULAR AFFAIRS (GENERAL)

- 1 GENERAL POLICY. PLANS.
- 2 REPORTS & STATISTICS
- 2-1 Consular Services Report
- 3 MEETINGS & CONFERENCES
- 3-1 Consular Officers
- 4 TREATIES & AGREEMENTS
- 5 LAWS & REGULATIONS
- 6 FEE COLLECTION & CONTROL
- 7 (Reserved for future use)
- 8 (Reserved for future use)
- 9 TRAINING In consular operations.
- 10 CONSULAR AGENCIES. AGENTS. Use only for consular activities. For administrative matters, use appropriate subject outline. Subdivide by name and location of consular agency if volume warrants.

PASSPORTS & CITIZENSHIP

Instructions

Use for papers pertaining to passport, registration, and citizenship matters.

Materials on specific individuals should be filed by name, disregarding the subject breakdowns shown below under the primary subject PASSPORTS & CITIZENSHIP.

Extra copies of documents on individual cases which contain useful policy and precedent information may be filed under appropriate subjects provided in this outline.

SEE: ADMINISTRATION outlines for matters relating to organization, budget and finance, personnel, etc.

Ways of arranging these subjects are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to a specific individual or country. Example:

PASSPORTS & CITIZENSHIP
PPT 13 Marriage of Citizens Abroad

This method also will suffice when the amount of papers to be filed does not warrant folders for countries. In many offices the primary subject PASSPORTS & CITIZENSHIP alone will suffice.

- B. Arrange by country. Subdivide by the subject breakdowns if volume warrants. Example:

PASSPORTS & CITIZENSHIP Belgium
PPT 4 Treaties & Agreements

- C. Subdivide the subject breakdowns by country if volume warrants. Example:

PASSPORTS & CITIZENSHIP
PPT 7-1 Foreign Laws on Entry &
Departure of US Citizens France

D. Subdivide the subject breakdowns by act and section if volume warrants. Example:

PASSPORTS & CITIZENSHIP
PPT 9-1 Acts 52-352(a) (2)

PPT - PASSPORTS & CITIZENSHIP

- | | | |
|-----|--|--|
| 1 | GENERAL POLICY, PLANS,
COORDINATION. | 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. |
| 2 | GENERAL REPORTS &
STATISTICS | Use only for material which cannot be filed under one of the more specific subjects elsewhere in this outline. |
| 3 | ORGANIZATIONS &
CONFERENCES | Use only for material which cannot be filed under one of the more specific subjects elsewhere in this outline. Subdivide by name of organization and name, date, and location of conference, if volume warrants. SEE: CON 3-1 for Consular Officers Conferences. |
| 4 | TREATIES & AGREEMENTS | Use only for material which cannot be filed under one of the more specific subjects elsewhere in this outline. |
| 5 | LAWS & REGULATIONS | Use only for material which cannot be filed under one of the more specific subjects elsewhere in this outline. |
| 5-1 | Foreign Affairs
Manual (8 FAM) | |
| 5-2 | Clerk of Court Handbook
on Passports | |
| 6 | FEES | Includes material on collection, refund and recording requirements and procedures relating to passport services. SEE: PPT 10-6 for passport fees. |
| 7 | TRAVEL CONTROL | |
| 7-1 | Foreign Laws on Entry
and Departure of U.S.
Citizens | Subdivide by country, if volume warrants. |
| 7-2 | During National
Emergency | All material bearing on travel control under law or regulations of the United States, except actual war emergency material. |
| 7-3 | During Time of War | Material, actual or proposed, relating to travel control in time of war. |
| 8 | | (Reserved for future use). |

PPT - PASSPORTS & CITIZENSHIP

9 NATIONALITY

- 9-1 Acts (Statutory) Subdivide chronologically by Act and Section as shown in Instruction D. Code by specific statute rather than subject whenever possible.
- 9-2 Administrative Decisions
- 9-3 Birth Abroad of U.S. Citizen Parent(s)
- 9-4 Birth Abroad Out of Wedlock
- 9-5 Legitimation
- 9-6 Concubines
- 9-7 Birth in the United States
- 9-8 Birth or Residence in Territories or Possessions
- 9-9 Certificates of Identity
- 9-10 Court Decisions
- 9-11 Dual Nationality
- 9-12 Evidence Supporting Acquisition or Loss of Nationality
- 9-13 Foreign Passports
- 9-14 Involuntariness (Duress)
- 9-15 Legislation
- 9-16 Loss of Nationality
- 9-17 Loss of Nationality - Exemptions from
- 9-18 Marriage and Divorce Includes common law relationships, plural marriages, etc.
- 9-19 Military Service
- 9-20 Minors
- 9-21 Naturalization
- 9-22 Naturalization - Cancellation
- 9-23 Naturalized Citizens

PPT - PASSPORTS & CITIZENSHIP

- 9 NATIONALITY (cont'd)
- 9-24 Passport and Nationality Cards
- 9-25 Protection
- 9-26 Repatriation or Resumption
of Nationality
- 9-27 Residence - Physical Presence
- 9-28 Retention of Nationality
- 9-29 Treaties and Conventions
- 10 PASSPORTS
- 10-1 Accountability Use for procurement inventory, and all matters relating to blank passport books.
- 10-2 Format
- 10-3 Application Use for format, preparation, oath, execution, processing and other matters relating to the application.
- 10-4 Evidence Required in applying for a passport.
- 10-5 Processing Preparation, mailing, etc., relating to the passport book.
- 10-6 Fees
- 10-7 Authority to Issue
- 10-8 Renewal
- 10-9 Amendment, Extension,
Validation
- 10-10 Cancellation Use only for physical cancellation.
- 10-11 Lost or Stolen
- 10-12 Special Groups Subdivide by organization, i.e., Boy Scouts, etc.
- 10-13 (Reserved for future use).
- 10-14 (Reserved for future use).
- 10-15 Diplomatic The passport categories (10-15 thru 10-19) should be used when it is necessary or desirable to establish and maintain a complete, separate record on these categories as such.

PPT - PASSPORTS & CITIZENSHIP

- 10 PASSPORTS (cont'd)
 - 10-16 Regular
 - 10-17 Official
 - 10-18 Dependent
 - 10-19 Service
- 11 REGISTRATION OF CITIZENS
- 12 REPORT OF BIRTH
 - 12-1 Certification of Birth
- 13 MARRIAGE OF CITIZENS ABROAD
- 14 DENIAL OF PASSPORTS
 - 14-1 Communists 22 CFR 51.135
 - 14-2 Fugitives from Justice 22 CFR 51.136(a)
 - 14-3 Prejudicial Activities (Foreign Relations) 22 CFR 51.136(b)
 - 14-4 Prejudicial Activities (U.S. Interests) 22 CFR 51.136(c)
 - 14-5 Geographical Restrictions Violations
 - 14-6 Travel Control Violations Immigration and Nationality Act 1952, Sec. 215; 8 USC 1185
 - 14-7 Birth and Identity
 - 14-8 Civil Action Cases
 - 14-9 Repatriation Loans
 - 14-10 Administrative Procedures Informal Hearings and Board of Passport Appeals.
 - 14-11 Aliens
 - 14-12 Mental Cases
 - 14-13 Minors
- 15 FRAUDULENT ACTIVITIES
 - 15-1 Altered Passports
 - 15-2 Mutilated Passports

PPT - PASSPORTS & CITIZENSHIP

- 15 FRAUDULENT ACTIVITIES (cont'd)
- 15-3 Counterfeit Passports
- 15-4 Other Fraudulent Activities
- 15-5 Criminal Prosecutions (Fraud)
- 16 PASSPORT SECURITY
- 16-1 Communist Organizations and
Activities
- 16-2 Espionage
- 16-3 Other Subversive Organizations
- 16-4 Criminal Prosecutions (Communist) Under Section 6 of the Internal Security Act of 1950 (50 USC 785).
- 16-5 Liaison Activities With other Government Intelligence/ Security Agencies.
- 17 TRAVEL DOCUMENTATION Other than passports. Subdivide by type of document or class of individual using such document, if volume warrants.

PROTECTIVE SERVICES

Instructions

Use for all consular services performed abroad for the protection and welfare of persons, firms, and their property (U.S. or foreign), including vessels and aircraft, seamen and airmen. Included are services performed on behalf of other Federal agencies and their beneficiaries, and services for individuals involving contacts with local authorities.

SEE: VISAS outline for matters pertaining to those subjects.

PASSPORTS & CITIZENSHIP outline for matters pertaining to those subjects.

ADMINISTRATION outlines for matters relating to organization, budget and finance, personnel, etc.

Ways of arranging these materials under the primary subject PROTECTIVE SERVICES are:

- A. Use the subject breakdowns shown, as needed. This will be necessary for material which does not pertain to a specific person, firm, vessel, etc., i.e., purely subjective material. Example:

PROTECTIVE SERVICES
PS 9 Deaths & Estates

- B. Arrange by country whose interests are being protected and show the country in which those interests are being protected. Subdivide further by the subject breakdowns shown, if volume warrants. Example:

PROTECTIVE SERVICES U.S. in Cuba
PS 8-4 Seizure. Damage.

- C. Arrange material on specific persons, firms, vessels, etc., by name in an alphabetical "case" file. Indicate the subject and country involved as needed. Example:

BROWN, John J. Yugoslavia
PS 8 Protection of Property

A separate folder may be established for each type of service involving the same person.

PS - PROTECTIVE SERVICES

- 1 GENERAL POLICY 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.
- 2 REPORTS & STATISTICS Use only for material which cannot be filed under one of the more specific subjects elsewhere in this outline.
- 3 ORGANIZATIONS & CONFERENCES Use only for material which cannot be filed under one of the more specific subjects elsewhere in this outline. Subdivide by name of organization and name, date, and location of conference, if volume warrants. Includes Red Cross, voluntary aid organizations, and local organizations with which contacts are maintained.
- 4 TREATIES & AGREEMENTS Use only for material which cannot be filed under one of the more specific subjects elsewhere in this outline.
- 5 LAWS & REGULATIONS Use only for material which cannot be filed under one of the more specific subjects elsewhere in this outline.
- 6 ASSUMPTION & TERMINATION OF PROTECTION Proposals and arrangements for the transfer or relinquishment of office in case of assumption or termination of protective services of one country by another.
- 7 ASSISTANCE TO CITIZENS Subdivide by class of persons (e.g., missionaries, POW's, civilian internees), if volume warrants. For services to veterans, SEE: PS 11-1.
- 7-1 Offenses. Arrest. Detention. Alleged or actual offenses against local law (smuggling, currency violations, assault, homicide, blackmail, slander, libel, etc.), and such related matters as bail, fines, penalties, probation, right to visit, and access to legal remedies. Subdivide by type of offense if required.
- 7-2 Assistance with Local Authorities Includes obtaining work permits, drivers' licenses, permits to engage in professions and conduct religious services; licenses to wed, fish, hunt, and keep pets; permits to transfer funds; and help in obtaining copies of public records.

PS - PROTECTIVE SERVICES

7 ASSISTANCE TO CITIZENS
(cont'd)

- 7-3 Compulsory Military Service Use only for cases involving conscription into and release from foreign military service. Do not use for material on assistance to Selective Service System in registering U.S. nationals, for which SEE: PS 11-2.
- 7-4 Exclusion. Deportation. Includes hearings and other actions relative thereto. For visa function of obtaining passports for return of aliens, SEE: V 21.
- 7-5 Seamen & Airmen Services Use for materials on the shipment, shanghaiing, impressment, discipline, discharge, desertion, mutiny, ill-treatment, relief, etc., of seamen, and services to airmen. SEE: PS 9 for consular reports of death, and materials on the disposition of seamen's effects.
- 7-6 Welfare & Whereabouts Includes locating and assisting ill, injured, incapacitated, stranded or missing persons, delivering messages to them, financial aid, child custody or other family disputes, and evacuation, whether in normal situations or in times of disaster, epidemic, stress, or civil commotion. Includes financial assistance for repatriation purposes. Subdivide by type of service performed if volume warrants.
- 8 PROTECTION OF PROPERTY Includes religious missions. Designate nationality of owner and country in which protected. Subdivide by type of case as below if necessary. For property claims, SEE: PS 8-4.
- 8-1 Diplomatic and Consular Property Use only for materials on diplomatic and consular property placed under the protection of another country.
- 8-2 Fraudulent Schemes
- 8-3 Private Ownership Disputes Includes access to, management of, and disposition of holdings (bank accounts, realty, chattels, copyrights, securities, accounts receivable) and litigation of disputes.

PS - PROTECTIVE SERVICES

- 8 PROTECTION OF
PROPERTY (cont'd)
- 8-4 Seizure. Damage. Includes war damage claims, nationalization, requisitioning, blocking, confiscation, sequestration, intervention, or other taking or control, and recovery of property. SEE: INCO 15-2 for general matters pertaining to nationalization and expropriation of property.
- 8-5 Vessel & Aircraft
Services Entry and clearance of vessels at foreign ports, and other consular services to merchant vessels of the United States and of countries whose interests are being protected by the United States. Also includes similar services to aircraft.
- 9 DEATHS & ESTATES Includes removal of remains, burial, estates and their settlement, guardianship of children, etc. Forms 192 may be arranged by name of person under this heading if required.
- 10 JUDICIAL & LEGAL
SERVICES Subdivide by type of service, if volume warrants. If individual is involved, file in his name case. Includes taking of acknowledgments, protests, and recording of unofficial documents upon request.
- 10-1 Authentications.
Notarials. Includes administering oaths, taking of acknowledgments, etc.
- 10-2 Depositions & Letters
Rogatory Taking testimony, witness statements, etc.
- 10-3 List of Attorneys Compilation and submission of. For matters pertaining to the List of Attorneys as a type of trade list, SEE: TP 16.
- 10-4 Extradition
- 11 FEDERAL BENEFITS &
SERVICES Includes delivery of Treasury checks, census enumeration, Selective Service registration and investigations, and other services performed on behalf of other Federal agencies. Subdivide by name of agency if volume warrants.
- 11-1 Veterans
- 11-2 Selective Service
- 11-3 Treasury
- 11-4 Social Security
-

VISAS

Instructions

Use for papers pertaining to the issuance of visas by the U.S. or foreign government to aliens seeking entry as immigrants or nonimmigrants and to their exclusion, deportation, or departure.

Materials on individual aliens should be filed by name of alien.

Extra copies of documents on individual cases which contain useful policy and precedent information may be filed under appropriate subjects provided in this outline.

SEE: ADMINISTRATION outlines for matters relating to budget, supplies and equipment, communications and records, personnel, etc.

Ways of arranging these papers are:

- A. Use the subjects shown, as needed. This will be necessary for papers which do not relate to a specific category of alien or to a specific country. Example:

VISAS
V 4-1 Reciprocity

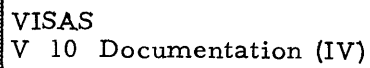
This method will also suffice when the amount of papers to be filed does not warrant folders for categories of aliens or for countries. In some offices, the primary subject VISAS alone will suffice.

- B. Arrange by category of alien (Immigrant or Nonimmigrant). This should be done by adding the customary symbol IV or NIV after the primary subject VISAS. Example:

VISAS (NIV)

Subdivide further by the subject breakdowns, if volume warrants.

- C. Subdivide the subject breakdowns by category of alien (Immigrant or Nonimmigrant) if volume warrants. This should be done by adding the customary symbol IV or NIV after the subject breakdown. Example:



VISAS
V 10 Documentation (IV)

The visa categories which follow the subject breakdowns are for use when the papers to be filed require very precise classifying by these specific categories.

V - VISAS

- 1 GENERAL POLICY. PLANS.
COORDINATION. Use for materials on general policy, planning and coordination on visa matters in the Department of State and between the Department and other agencies. Subdivide by name of agency if required (e.g., INS, USPHS, etc.).
- 2 GENERAL REPORTS &
STATISTICS Use for general reports and statistics on visa matters which cannot be filed under a more specific subject in this outline.
- 2-1 Immigration Trends
- 3 ORGANIZATIONS &
CONFERENCES Use for materials of a general nature on local, national, or international organizations and conferences, except U.S. Government agencies, for which SEE: V 1. Subdivide by name of organization and name, date, and location of conference if volume warrants. SEE: CON 3-1 for Consular Officers Conferences.
- 4 TREATIES & AGREEMENTS Use only for material which cannot be filed under one of the more specific subjects elsewhere in this outline.
- 4-1 Reciprocity Use for materials on reciprocity agreements and negotiations which either cannot or need not be filed under a more specific subject in this outline (e.g., fingerprinting).
- 5 LAWS & REGULATIONS Includes bills, laws, regulations, Executive orders, proclamations, decrees, etc. Subdivide by country or post for local laws and regulations, if desired, and thereunder by laws, bills, executive orders, etc., if volume warrants. Use only for general materials which cannot be filed under a more specific subject in this outline or in the case file of an individual alien (i.e., private bills).
- 6 FEES Except fees for medical examinations, for which SEE: V 24-2. Includes materials on collection, refund, recording requirements and procedures, and reciprocity.
- 7 APPLICATION Use for materials on registration, execution, and other matters relating to application procedures.

V - VISAS

- 8 CLEARANCE Use for materials on clearance procedures and requirements, including requirements of host country.
- 9 CONGRESSIONAL INTEREST Procedures to expedite cases in which a member of Congress is interested.
- 10 DOCUMENTATION Includes requirements of section 222(b) of the Immigration and Nationality Act, civil documents, seamen's documents, passports, and other travel documents; availability of documents abroad; loss or mutilation; and use in court cases.
- 10-1 Waivers
- 11 ELIGIBILITY.
INELIGIBILITY. Includes requirements, procedures, refusals, waivers, temporary admission, and related matters. Subdivide by class or grounds of eligibility, or ineligibility, as follows, if volume warrants.
- 11-1 Waivers Use only for waiver matters which do not pertain solely to one of the specific classes which follow.
- 11-2 Criminals Specify type of crime if required (e.g., moral turpitude, polygamy, narcotics addicts or traffickers, procurers, prostitutes, etc.).
- 11-3 Deportees. Removals. For consular assistance in extradition cases, SEE: PS 10-4.
- 11-4 Deserters. Draft Evaders. Includes materials on Armed Forces deserters and draft evaders.
- 11-5 Illiterates
- 11-6 Mental & Physical Defectives. Cross reference to V 11-8 if desired.
- 11-7 Subversives Includes politically objectionable aliens.
- 11-8 Public Charges Includes paupers.
- 11-9 Stowaways
- 11-10 Military Exemption
- 12 ENTRY Materials on entry requirements for U.S. administered areas. Includes border and dependent areas, and ports of entry.

V - VISAS

- 13 ADOPTIONS & ORPHANS Includes materials on adoption requirements and procedures of host country, how to locate children for adoption, guardianship, and eligibility requirements.
- 14 FINGERPRINTING Includes materials on post requirements and procedures.
- 15 INVESTIGATIONS Use for materials on investigative procedures, persons or firms engaged in or allegedly engaged in fraudulent visa activities. Subdivision of the latter type materials may be made by country, and name of firm, attorney, or concern involved.
- 15-1 Fraud
- 16 ISSUANCE Includes materials on issuance procedures, scheduling of appointments, format of visa stamp, etc.
- 17 LOOKOUT Includes materials on procedures and instructions listing names of persons, agencies, or firms placed on the "Lookout" list.
- 18 QUOTA CONTROL
- 18-1 Allotment
- 18-2 Reports & Statistics
- 18-3 Chargeability
- 18-4 Priority
- 18-5 Waiting List
- 19 REPLACE VISAS
- 20 REVALIDATIONS.
TRANSFERS.
- 21 DEPORTATION Use for materials other than those on specific name cases.
- 22 EXCHANGE VISITOR
PROGRAM Includes copies of notifications of program designations. For policy governing program, SEE: EDX 33.
- 23 TRAVEL FACILITATION Use for materials on the travel facilitation program as it relates to visa matters only.

V - VISAS

24 MEDICAL EXAMINATIONS

- 24-1 Support Agreements Entered into with the U.S. Public Health Service.
- 24-2 Fees Use only for materials on fees for medical examinations.
- 24-3 Physicians Use only for materials on examining physicians.

25 TRANSPORTATION
CONTROLS

Includes materials on fines, bonding agreements, signatory and non-signatory lines. Subdivide by type (e.g., airlines, shipping lines) and by name, if volume warrants.

VISAS CATEGORIES

The visa categories shown below should be used when it is necessary or desirable to arrange papers into such specific classifications, rather than the more general "Immigrant" and "Nonimmigrant" classifications provided for in Instruction B immediately preceding this outline.

V - VISAS

- | | | |
|------|---|---|
| 29 | IMMIGRANTS, NONQUOTA | Subdivide by subclass if required. |
| 29-1 | Spouses & Children of
U.S. Citizens | |
| 29-2 | Returning Resident Aliens | |
| 29-3 | Natives of Nonquota Areas | |
| 29-4 | Expatriates | |
| 29-5 | Ministers of Religion | |
| 29-6 | U.S. Government Employees | |
| 29-7 | Special Classes | Created by special legislation. |
| 29-8 | Refugees. Escapees. | |
| 30 | IMMIGRANTS, QUOTA | Subdivide by order of preference if required. |
| 30-1 | First Preference | |
| 30-2 | Second Preference | |
| 30-3 | Third Preference | |
| 30-4 | Fourth Preference | |
| 30-5 | Nonpreference | |
| 31 | NONIMMIGRANTS | Subdivide by subclass if required. |
| 31-1 | Foreign Government
Officials & Employees (A) | |
| 31-2 | Temporary Visitors (B) | |
| 31-3 | Transit Aliens (C) | |
| 31-4 | Crewmen (D) | |
| 31-5 | Treaty Traders and
Investors (E) | |
| 31-6 | Students (F) | |

V - VISAS

31 NONIMMIGRANTS (cont'd)

31-7 International Organization
Aliens (G)

31-8 Temporary Workers and Trainees (H) Includes domestic servants.

31-9 Informational Media
Representatives (I)

31-10 Exchange Visitors (J)

31-11 NATO Aliens

CULTURE & INFORMATION

TABLE OF CONTENTS

<u>PRIMARY SUBJECT</u>	<u>CODE SYMBOL</u>
EDUCATION & CULTURE	EDU
EDUCATIONAL & CULTURAL EXCHANGE	EDX
INFORMATION ACTIVITIES (GENERAL)	INF
USIS	
CULTURAL ACTIVITIES (USIS)	CUL
MOTION PICTURES (USIS)	MP
PRESS, PUBLICATIONS & VISUALS (USIS)	PPV
RADIO (USIS)	RAD
TELEVISION (USIS)	TV

CULTURE AND
INFORMATION

EDUCATION & CULTURE

Instructions

Use for papers relating to types of education and educational institutions, educational doctrine, levels and trends; English language training; the inherited culture, cultural property and institutions of a nation; its cultural development and conflicts; cultural exhibits, fairs and festivals; fine arts, amusements, sports, hobbies, etc.; and Communist Bloc activities in the educational and cultural field.

SEE: EDUCATIONAL & CULTURAL EXCHANGE outline for matters relating to the exchange of persons and cultural presentations programs sponsored by the Government and private agencies and organizations; and American and foreign studies seminars, chairs, etc., financed through PL 480 funds.

CULTURAL ACTIVITIES (USIS) outline for cultural activities sponsored by USIS information centers and libraries and binational centers; and cultural materials and services provided by USIS through various programs designed to promote interest in and understanding of American culture, such as book translation program, informational media guaranty program, music program, etc.

INFORMATION ACTIVITIES (GEN.) outline for USIA program in general; for information activities within a country; and for use of information media by a country to influence the opinions, attitudes, behavior, etc., of enemy, neutral or friendly peoples on a mass scale.

PRESS & PUBLICATIONS (USIS), RADIO (USIS), TV (USIS), and MOTION PICTURES (USIS) outlines for use of these specific media by the U.S. Information Agency to carry out its program.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific areas or countries. Example:

EDUCATION & CULTURE
EDU 9 Education

This method will also suffice when the amount of papers to be filed does not warrant folders for areas or countries. In many offices the primary subject EDUCATION & CULTURE alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

EDUCATION & CULTURE EDU 13-4 Literature	<u>France</u>
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- C. Subdivide the subject breakdowns by area and/or country if volume warrants. Example:

EDUCATION & CULTURE EDU 12-5 Public Records. Archives.	<u>U.K.</u>
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- D. Arrange by name of organization, subdividing by the appropriate subject breakdowns as needed. This method may be used by offices which accumulate this type of material in such quantity that EDU 3 will not suffice. Example:

EDUCATION & CULTURE EDU 11 Libraries	<u>UNESCO</u>
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EDU - EDUCATION & CULTURE

- 1 GENERAL 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 GENERAL REPORTS &
 STATISTICS Use only 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. Includes educational and cultural aspects of UNESCO and relations with educational and cultural institutions not pertaining to exchange program. Subdivide by name of organization, and by name, date, and location of conference if volume warrants. For Cultural Affairs Officers' conferences, SEE: CUL 3.

- 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: INF 4-3.

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

- 6 COMMUNIST BLOC
 ACTIVITIES Use for efforts of Communist Bloc to achieve their objectives through exploitation of educational and cultural resources.

- 7 VISITS Of educational and cultural groups other than those under the exchange program. For visits of journalists, SEE: INF 7.

- 8 FAIRS. EXPOSITIONS. Includes World Fairs. Subdivide by name and location if volume warrants. For agricultural, science and trade fairs, SEE: AGR 8, SCI 8, and TP 8, respectively. For exhibits sponsored by USIS information centers and binational centers, SEE: CUL 11-8 and 12-8, respectively.

- 9 EDUCATION Includes general material on education and educational institutions; educational doctrine, theory, and policy; and abuses. For specific training programs (e.g., medical, labor, etc.), use outline covering that subject matter area. Subdivide by type (e.g., public, private, parochial, etc.), if volume warrants.

EDU - EDUCATION & CULTURE

- 9 EDUCATION (cont'd)
- 9-1 Literacy. Illiteracy.
- 9-2 Elementary
- 9-3 Secondary
- 9-4 College & University Includes scholarships and fellowships in general; for those in specific field of study, see appropriate subject; for those granted under exchange program, SEE: EDX outline. For college and university affiliation program, SEE: EDX 23; for American and foreign studies seminars and chairs, SEE: EDX 26.
- 9-5 Adult. Vocational.
- 9-6 Educational Media Includes audio-visual aids, radio and TV, textbooks, lecture material, etc.
- 9-7 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.
- 9-8 National & Local Schools (Non-U.S.)
- 9-9 International Schools
- 9-10 Teacher Training For grants to foreign teachers for professional development purposes, SEE: EDX 14.
- 9-11 Foreign Language Study & Training Except language training for U.S. Government personnel, for which SEE: PER 9-1. For English language training, SEE: EDU 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; for language training provided to foreign grantees and exchange visitors in U.S., SEE: EDX 28-2.
- 10-1 Teaching Materials

EDU - EDUCATION & CULTURE

- 10 ENGLISH LANGUAGE TRAINING (cont'd)
- 10-2 Direct Teaching
- 10-3 English Teacher Seminars
- 10-4 English Teaching by Radio & TV
- 10-5 English Certificate Program
- 11 LIBRARIES
- Other than USIS and binational, for which SEE: CUL 11 and 12. For presentation of materials to libraries thru USIS, SEE: CUL 9.
- 12 CULTURE. CULTURAL PROPERTY. HISTORY.
- Includes surveys and studies of cultural life of a nation, cultural conflicts, tribal customs, etc. For social manners and customs, SEE: SOC 4.
- 12-1 Protection & Preservation Restitution.
- Includes restoration.
- 12-2 Memorials & Monuments
- For military cemeteries, SEE: DEF 6-10.
- 12-3 Museums. Galleries.
- For art exhibits sponsored by USIS, SEE: CUL 8, 11-8, and 12-8.
- 12-4 Commemorative Celebrations. Holidays.
- Use for national and local commemorative celebrations and holidays, excluding those involving diplomatic representation and social functions (e.g., independence celebrations), for which SEE: POL 17-4.
- 12-5 Public Records. Archives.
- Other than those of agency, for which SEE: CR outline.
- 12-6 Parks & Reservations
- 13 FINE ARTS
- Use for fine arts of a country not related to cultural presentations program, for which SEE: EDX 32. Subdivide by type if volume warrants. For copyrights, SEE: INCO 11-3.
- 13-1 Theatre & Dance
- 13-2 Music
- 13-3 Painting. Drawing. Sculpture.

EDU - EDUCATION & CULTURE

13 FINE ARTS (cont'd)

13-4 Literature

Includes Nobel prize award for literature.

13-5 Architecture

14 FESTIVALS

Subdivide by name and/or location if volume warrants.

14-1 Film

14-2 Music

15 AMUSEMENTS. SPORTS.
HOBBIES.

Includes commercial movies, professional and amateur sports, philately, etc. Subdivide by type if volume warrants. For athletic presentations, SEE: EDX 32; for motion picture industry, SEE: INCO (yellow pages).

15-1 Olympic Games

EDUCATIONAL & CULTURAL EXCHANGE

Instructions

Use for papers relating to the exchange of persons program financed from both public and private sources and those on the cultural presentations program involving performing artists, variety shows, etc.

SEE: EDUCATION & CULTURE outline for material on education and educational institutions not involving exchange of persons; exhibits, fairs, music and film festivals; fine arts not involving cultural presentations.

INFORMATION ACTIVITIES (GEN.) outline for USIA program in general, and for use of mass communications media (e.g., press, radio, TV, etc.), by a country in explaining national objectives and policies to its own as well as foreign peoples.

CULTURAL ACTIVITIES (USIS), MOTION PICTURES (USIS), PRESS, PUBLICATIONS & VISUALS (USIS), RADIO (USIS) and TV (USIS) outlines for other informational and cultural programs sponsored by USIS.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific areas or countries.

Example:

EDUC. & CULT. EXCHANGE EDX 1 Gen. Policy. Plans. Coord.
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This method will also suffice when the amount of papers to be filed does not warrant folders for areas or countries. In many offices the primary subject EDUCATIONAL & CULTURAL EXCHANGE alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

EDUC. & CULT. EXCHANGE <u>W. Germany</u> EDX 10 Foreign Student Program
--

Third country exchanges should be shown as follows:

EDUC. & CULT. EXCHANGE	<u>E. Ger.-USSR</u>
EDX 4 Agreements	

Matters relating to the East-West exchange program should be shown as follows, subdividing by appropriate subject breakdowns as needed:

EDUC. & CULT. EXCHANGE	<u>East-West</u>
EDX 1 Gen. Policy. Plans. Coord.	

C. Subdivide the subject breakdowns by area and/or country if volume warrants. Example:

EDUC. & CULT. EXCHANGE	
EDX 13 Foreign Professor Program	<u>India</u>

Subdivide further into specific groups or projects if volume warrants. Example:

EDUC. & CULT. EXCHANGE	
EDX 13 Foreign Professor Program	<u>India</u>
Secondary Education Project	

D. Arrange by name of individual grantee in an alphabetical "case" file. When desirable that grantee's country of origin and his category be shown, this should be done as in the following example:

LECLERC, Robert	<u>France</u>
EDX 15 Foreign Leader	

EDX - EDUCATIONAL & CULTURAL EXCHANGE

- 1 GENERAL POLICY. PLANS.
COORDINATION. Use for program planning and coordination with Federal agencies (such as USIA, AID, etc.), subdividing by agency if volume warrants. For working fund and reimbursement agreements with other government agencies, SEE: EDX 31.
- 1-1 Country Program Plans.
Allocations.
- 1-2 Reprogramming
- 2 GENERAL REPORTS &
STATISTICS Use for overall reports on exchange program which cannot be filed more specifically elsewhere in this outline. Subdivide by type and/or title if volume warrants.
- 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.
- 4 AGREEMENTS Includes multilateral and third country agreements relating to exchange program. For agreements with binational foundations and commissions, SEE: EDX 6. For grant agreements and contracts with cooperating agencies and organizations and other government agencies, SEE: EDX 31. Subdivide by country if volume warrants. For exchange of information agreements, SEE: INF 4.
- 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.
- 7 BOARD OF FOREIGN
SCHOLARSHIPS
- 8 ADVISORY COMMISSION ON
INTERNATIONAL
EDUCATIONAL & CULTURAL
AFFAIRS
- 9 ADVISORY COMMITTEE ON
THE ARTS

EDX - EDUCATIONAL & CULTURAL PROGRAM

- 10 FOREIGN STUDENT PROGRAM
Use for general material on program, including grants to enable foreign students to attend U.S.-sponsored schools abroad and student leader seminars. Papers on specific projects or individual grantees should be arranged according to Instruction C or D immediately preceding this outline.
- 11 TEEN-AGER PROGRAM
Use for general material on grants-in-aid to enable teen-agers to travel and study abroad. Case file by project as shown in Instruction C immediately preceding this outline.
- 12 YOUTH PROGRAM
Use for general material on program to work with youth groups abroad.
- 13 FOREIGN PROFESSOR PROGRAM
Includes lecturers and research scholars. Use for general material on program. Papers on specific projects or individual grantees should be arranged according to Instruction C or D immediately preceding this outline.
- 14 FOREIGN TEACHER PROGRAM
Use for general material on program, including teacher development, direct interchange and one-way exchange programs. Papers on specific projects or individual grantees should be arranged according to Instruction C or D immediately preceding this outline.
- 15 FOREIGN LEADER PROGRAM
Use for general material on program. Papers on national leader projects or individual grantees should be arranged according to Instruction C or D immediately preceding this outline. For multinational leader projects, SEE: EDX 21; for voluntary leaders visiting U.S., SEE: EDX 24.
- 16 FOREIGN SPECIALIST PROGRAM
Use for general material on program. Papers on national specialist projects or individual grantees should be arranged according to Instruction C or D immediately preceding this outline. For multinational specialist projects, SEE: EDX 21.
- 17 EDUCATIONAL TRAVEL PROGRAM
Use for general material on 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. Case file by project as shown in Instruction C immediately preceding this outline.

EDX - EDUCATIONAL & CULTURAL EXCHANGE

- 18 U.S. STUDENT PROGRAM Use for general material on program. Papers on specific projects or individual students should be arranged according to Instruction C or D immediately preceding this outline.
- 19 U.S. PROFESSOR PROGRAM Includes lecturers and research scholars. Use for general material on program, including inter-country lectureships and English teaching conducted by U.S. professors abroad. Papers on specific projects or individual grantees should be arranged according to Instruction C or D immediately preceding this outline.
- 20 U.S. TEACHER PROGRAM Use for general material on program, including seminars and workshops, direct interchange and one-way exchange programs. Papers on specific projects or individual grantees should be arranged according to Instruction C or D immediately preceding this outline.
- 21 MULTINATIONAL FOREIGN SPECIALIST & LEADER PROJECTS Subdivide by type and/or name of project as shown in Instruction C immediately preceding this outline.
- 22 U.S. SPECIALISTS Use for general material on program. Papers on specific projects or individual grantees should be arranged according to Instruction C or D immediately preceding this outline.
- 23 COLLEGE & UNIVERSITY AFFILIATION PROGRAM Use for general material on private interchange of books, etc., between institutions. Case file by name of university if volume warrants.
- 24 VOLUNTARY VISITORS FROM ABROAD Use for general material on program. Case file by name of visitor if volume warrants.
- 25 U.S. VISITORS ABROAD Use for general material on program. Case file by name of visitor if volume warrants.
- 26 SPECIAL INSTITUTIONAL PROJECTS Use for general material on projects financed through PL 480 funds. Subdivide by type and case file by specific project.
- 26-1 American Studies Workshops. Chairs.
- 26-2 Foreign Area Studies

EDX - EDUCATIONAL & CULTURAL EXCHANGE

- 27 EAST-WEST CENTER
- 28 PROGRAMMING &
FACILITATIVE SERVICES
- 28-1 Orientation
- 28-2 English Language
Training
- 28-3 Reception Centers Subdivide by name and location of
center if volume warrants.
- 28-4 Hospitality Arrangements
- 28-5 Travel Arrangements
- 28-6 Interpreter/Escort Services
- 28-7 Grantee Insurance
- 28-8 Terminal Conferences.
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 Speakers' Bureau Includes arrangements for speeches
to and by returned grantees.
- 30 NON-RETURN OF GRANTEES
- 31 GRANT AGREEMENTS.
CONTRACTS. Use for grant agreements with co-
operating 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 if volume
warrants.
- 32 CULTURAL PRESENTATIONS
PROGRAM Use for general material on program to
present performance by athletic, music,
dance and theatre groups, symphony
orchestras, and individual performing
artists. Subdivide by type of groups and
case file thereunder by name of group or
artist if volume warrants.

EDX - EDUCATIONAL & CULTURAL EXCHANGE**33 EXCHANGE VISITOR
PROGRAM**

Use for general material on program to designate approved institutions for purpose of post issuing exchange visitor visas. Includes laws and regulations governing program; notifications of designation and lists of approved institutions; visa issuance problems, including waivers; and limitation on stay. Subdivide by subject if volume warrants. Case file by name of visitor if volume warrants. For matters relating to exchange visitors as a visa category, SEE: V 31-10.

INFORMATION ACTIVITIES (GENERAL)

INF

Instructions

Use for materials on the various information media, such as press and publications, radio, TV, and motion pictures, within a country and the use of mass communications media to explain a nation's culture, objectives and policies to its own and foreign peoples. This includes measures to influence the opinions, emotions, attitudes or behavior of a nation's populace as well as enemy, neutral or friendly foreign groups in support of current policies and aims.

In addition to the information activities of any nation or groups of nations, excluding the Communist countries, this outline should also be used to cover the general information program of the U.S. Information Agency, including public information activities conducted by USIA overseas for other Federal agencies through USIS. Papers relating to more than a single specific USIS media program should also be filed here.

SEE: COMMUNISM outline for Communist propaganda activities.

CULTURAL ACTIVITIES (USIS), MOTION PICTURES (USIS), PRESS, PUBLICATIONS & VISUALS (USIS), RADIO (USIS), and TV (USIS) outlines for use of specific information media and provision of cultural materials and services by the U.S. Information Agency to carry out its program. Also includes public information activities conducted by USIA overseas on behalf of other Federal agencies.

PUBLIC RELATIONS outline for material on agency relations with the American public and press in explaining its programs, policies and objectives.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific areas or countries.
Example:

INFORMATION ACT (GEN.) INF 7 Visits
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This method will also suffice when the amount of papers to be filed does not warrant folders for areas or countries. In many offices the primary subject INFORMATION ACTIVITIES (GEN.) alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

INFORMATION ACT (GEN.)	<u>Italy</u>
INF 12 Motion Pictures	

- C. Subdivide the subject breakdowns by area and/or country if volume warrants. Example:

INFORMATION ACT (GEN.)	<u>India</u>
INF 1-2 Country Plans.	

INF - INFORMATION ACTIVITIES (GENERAL)

- | | | |
|-----|---|--|
| 1 | GENERAL POLICY, PLANS,
COORDINATION. | 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. Includes USIA relations with other Federal agencies. Subdivide by name if volume warrants. |
| 1-1 | Policy Guidances | Includes information policy statements. |
| 1-2 | Country Plans | |
| 1-3 | Special Projects | |
| 2 | GENERAL REPORTS &
STATISTICS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 2-1 | Country Assessment
Reports | |
| 2-2 | | (Reserved for future use). |
| 2-3 | Program Effectiveness | Use only for reports on overall program. For effectiveness of specific USIS media programs, see appropriate outlines. |
| 3 | ORGANIZATIONS &
CONFERENCES | Use only for material which cannot be filed under one of the more specific subjects in this outline. Subdivide by name of organization, and by name, date, and location of conference if volume warrants. Includes Public Affairs Officers conferences and cooperative relations with committees, international, local and private organizations, etc. SEE: INF 11-3 for news agencies and press associations. |
| 4 | EXCHANGE AGREEMENTS | For educational and cultural exchange agreements involving persons, SEE: EDX outline. |
| 4-1 | Information | Except scientific and military, for which SEE: SCI 10 and DEF 10, respectively. |
| 4-2 | Press | For exchange of journalists, SEE: EDX outline. |
| 4-3 | Publications | For administrative aspects of publications procurement, SEE: FSV 8. |
| 5 | LAWS & REGULATIONS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |

INF - INFORMATION ACTIVITIES (GENERAL)

- 6 INFORMATION MEDIA, MASS COMMUNICATIONS. Use for material relating to more than a single medium.
- 6-1 Freedom of Information Includes efforts of nations through UNESCO to achieve free exchange of information, FOI convention, etc. Also includes censorship of or interference with information media in general.
- 7 VISITS Includes visits of journalists other than under exchange program, for which SEE: EDX outline.
- 8 RADIO Subdivide by type of program, activity or broadcasting service (e.g., Radio Free Europe) if volume warrants. For Voice of America and radio programs sponsored by USIS (e.g., Radio in American Sector), SEE: RAD outline; for commercial radio, SEE: TEL 8.
- 8-1 Interference & Jamming (Radio)
- 8-2 Space Radio Transmission
- 9 TELEVISION Subdivide by type of program, activity or service if volume warrants. For TV programs sponsored by USIS, SEE: TV outline, for commercial TV, SEE: TEL 9.
- 9-1 Interference (TV)
- 9-2 Space TV Transmission
- 10 PUBLICATIONS Includes books, periodicals, pamphlets, etc. Subdivide by type if volume warrants. For USIS press, publications and visuals program, SEE: PPV outline; for literature as fine art, SEE: EDU 13-4; for press, SEE: INF 11; for copyrights, SEE: INCO 11-3.
- 10-1 Censorship (Pubs.) Includes banning of publications.
- 11 PRESS For USIS press program, SEE: PPV outline; for agency's relations with press, SEE: PR 11; for exchange of press, SEE: INF 4-2.
- 11-1 Press Censorship
- 11-2 Press Summaries
- 11-3 News Agencies, Press Assocs. Subdivide by name if volume warrants. For visits of journalists, SEE: INF 7.

INF - INFORMATION ACTIVITIES (GENERAL)

- 12 MOTION PICTURES For USIS motion picture program, SEE: MP outline; for commercial motion pictures as amusement, SEE: EDU 15; for motion picture industry, SEE: INCO (YP); for copyrights, SEE: INCO 11-3.
- 12-1 Film Censorship
- 13 PSYCHOLOGICAL OPERATIONS Use for program to influence opinions, emotions, attitudes or behavior of foreign groups through psychological activities in time of peace or war.
- 14 RESEARCH & ANALYSIS Use for papers on the collection, study and dissemination of information conducive to improving the effectiveness of USIA activities through analysis of attitudes, hopes and fears of peoples; their motivation; audiences justifying concentrated efforts, etc.
- 14-1 Requests for Data Use for agency requests for information from field.
- 14-2 Agency Reports & Studies
- 14-3 Field Reports

CULTURAL ACTIVITIES (USIS)

Instructions

Use for papers relating to the cultural materials and services provided by the U.S. Information Service through various programs designed to promote interest in and understanding of American culture by foreign peoples. These programs include the cultural activities sponsored by USIS information centers and libraries and binational centers and private cooperation activities promoted by USIA.

SEE: EDUCATION & CULTURE outline for matters relating to types, levels and trends of education and educational institutions; English language training under sponsorship of USIA, AID, Peace Corps, etc.; the inherited culture, cultural property and institutions of a nation; its cultural development and conflicts; cultural exhibits, fairs and festivals; fine arts, amusements, sports and hobbies; and Communist bloc activities in the educational and cultural field.

EDUCATIONAL & CULTURAL EXCHANGE outline for matters relating to the exchange of persons and cultural presentations programs sponsored by the Government and private agencies and organizations; and American and foreign studies seminars, chairs, etc., financed through PL 480 funds.

INFORMATION ACTIVITIES (GEN.), MOTION PICTURES (USIS), PRESS, PUBLICATIONS & VISUALS (USIS), RADIO (USIS), and TV (USIS) outlines for USIA program in general and its specific media programs other than cultural activities; and for information media within a country and use of mass communications media to explain a nation's culture, objectives and policies to its own and foreign peoples.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific areas, countries, or posts. Example:

CULTURAL ACTIVITIES (USIS)
CUL 7 Informational Media Guaranty
Program

This method will also suffice when the amount of papers to be filed does not warrant folders for areas, countries, or posts. In many offices the primary subject CULTURAL ACTIVITIES (USIS) will suffice.

- B. Arrange by area, country, or post. Subdivide by the subject breakdowns if volume warrants. Example:

CULTURAL ACTIVITIES (USIS) France
CUL 14 Music Program

- C. Subdivide the subject breakdowns by area, country, or post if volume warrants. Example:

CULTURAL ACTIVITIES (USIS)
CUL 12 Binational Centers Mexico

CUL - CULTURAL ACTIVITIES (USIS)

- | | | |
|-----|---|--|
| 1 | GENERAL 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 | GENERAL REPORTS &
STATISTICS | Use only 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. Includes conferences of Cultural Affairs Officers. Subdivide by name of organization, and by name, date, and location of conference if volume warrants. |
| 4 | AGREEMENTS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 5 | LAWS & REGULATIONS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 6 | DISTRIBUTION OF
MATERIALS | Use for distribution of materials not relating to one of the more specific programs in this outline or where more than one type of material is involved. |
| 7 | INFORMATIONAL MEDIA
GUARANTY PROGRAM | Subdivide by name of publisher or type of publication. |
| 7-1 | Policy. Plans. (IMG) | |
| 7-2 | Reports & Statistics (IMG) | |
| 7-3 | Contracts (IMG) | Subdivide by name of publisher if volume warrants. |
| 7-4 | Agreements (IMG) | Subdivide by name of country. |
| 8 | EXHIBIT & DISPLAY
PROGRAM | Use for materials and services provided by USIS for exhibit and display purposes outside centers. Subdivide by location and source of materials, if volume warrants. |
| 8-1 | Policy. Plans. Guidelines. | |
| 8-2 | Reports & Statistics | |
| 8-3 | Program Effectiveness | |
| 8-4 | Equipment & Supplies
(Technical) | |

CUL - CULTURAL ACTIVITIES (USIS)

- 8 EXHIBIT & DISPLAY PROGRAM (cont'd)
- 8-5 Promotion & Publicity
- 8-6 Washington-Produced Subdivide by theme subject (e.g., science, education, labor, etc.), if volume warrants.
- 9 PRESENTATION PROGRAM Includes formal and informal presentation of material to universities, libraries, leaders and organizations. Subdivide by type if volume warrants.
- 9-1 Policy. Plans. Guidelines.
- 9-2 Reports & Statistics
- 9-3 Program Effectiveness
- 9-4 (Reserved for future use).
- 9-5 Promotion & Publicity
- 9-6 Books. Publications.
- 9-7 Periodical Subscriptions For other aspects of follow-up program on returned grantees, SEE: EDX 29.
- 9-8 Maps. Flags. Globes.
- 9-9 Audio-Visual Materials
- 10 PUBLICATIONS ACTIVITIES PROGRAM Includes material on development of publications to cover specific program need, production and distribution of low-priced publications and book promotional activities. Do not use for Book Translation Program, Presentation Program, USIS centers and libraries, and IMG Program. Subdivide by type of activity if volume warrants.
- 10-1 Policy. Plans. Guidelines.
- 10-2 Reports & Statistics
- 10-3 Program Effectiveness Includes "Books that Count".
- 10-4 (Reserved for future use).
- 10-5 Promotion & Publicity
- 10-6 Low-Priced Books Includes paperbacks.
- 10-7 Simplified English Books
- 10-8 Book Development Program

CUL - CULTURAL ACTIVITIES (USIS)

- 11 INFORMATION CENTERS & LIBRARIES (USIS) Includes reading rooms. Subdivide by location, if necessary, and thereunder by type of service or facility if volume warrants. For English teaching, SEE: EDU 10.
- 11-1 Policy. Plans. Guidelines.
- 11-2 Reports & Statistics
- 11-3 Program Effectiveness
- 11-4 Equipment & Supplies (Technical)
- 11-5 Promotion & Publicity
- 11-6 Distribution of Materials
- 11-7 Community Activities Includes lectures, discussion groups, play readings, etc.
- 11-8 Exhibits & Displays Includes art and book exhibits. For those exhibits and displays held outside USIS centers, SEE: CUL 8.
- 12 BINATIONAL CENTERS Subdivide by name and location if volume warrants. For English teaching, SEE: EDU 10.
- 12-1 Policy. Plans. Guidelines.
- 12-2 Reports & Statistics
- 12-3 Agreements
- 12-4 Equipment & Supplies (Technical)
- 12-5 Laws & Regulations
- 12-6 Distribution of Materials
- 12-7 Community Activities
- 12-8 Exhibits & Displays
- 13 BOOK TRANSLATION PROGRAM Subdivide by author of books, if volume warrants.
- 13-1 Policy. Plans. Guidelines.
- 13-2 Reports & Statistics
- 13-3 Program Effectiveness

CUL - CULTURAL ACTIVITIES (USIS)

- 13 BOOK TRANSLATION PROGRAM (cont'd)
- 13-4 Translation Requests Includes post requests for approval, language rights, and copies for examination. Subdivide by author if volume warrants.
- 13-5 Promotion & Publicity
- 13-6 Recommended Lists Includes Basic List, Translation List, book packets, current books, etc. Subdivide by type of list if volume warrants.
- 14 MUSIC PROGRAM Use for arrangements made or services provided by USIS for music programs. For music festivals, SEE: EDU 14-2.
- 14-1 Policy. Plans. Guidelines.
- 14-2 Reports & Statistics
- 14-3 Program Effectiveness
- 14-4 Equipment & Supplies (Technical)
- 14-5 Concerts & Performing Artists Use for co-sponsored events which use rented, loaned or donated materials. For musical performances under cultural presentations program, SEE: EDX 32.
- 14-6 Recordings Use for commercial recordings for both music and lecture programs.
- 14-7 Scores Includes both published and nonpublished.
- 14-8 Rental & Performance Rights Includes those for conducted scores and instrumental parts.
- 15 PRIVATE COOPERATION PROGRAM For college and university affiliation program, SEE: EDX 23.
- 15-1 People-to-People
- 15-2 Community Affiliation Includes "sister city" or "twin city" affiliations.
- 15-3 Industrial & Business Participation
- 15-4 Pen Pals

MOTION PICTURES (USIS)

Instructions

Use for papers relating to the overseas motion picture program sponsored by the U.S. Information Agency through its field service, the U.S. Information Service (USIS). Includes program policy, operations, and effectiveness in general as well as material relating to the production, distribution, etc., of specific films. Also includes use of motion pictures by USIS in conducting public relations activities for other U.S. agencies overseas. **MP**

SEE: INFORMATION ACTIVITIES (GEN.) outline for USIA program in general and the motion picture program of countries other than U.S., including the use of mass communications media by a country to explain its culture, objectives and policies to its own as well as to foreign peoples.

CULTURAL ACTIVITIES (USIS), PRESS, PUBLICATIONS & VISUALS (USIS), RADIO (USIS) and TV (USIS) outlines for other informational and cultural programs sponsored by USIS.

EDUCATION & CULTURE outline for motion pictures as a type of amusement.

INDUSTRIES & COMMODITIES (yellow pages) for motion picture industry.

PUBLIC RELATIONS outline for use of motion pictures in agency's domestic public information program.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific areas, countries, or posts. Example:

MOTION PICTURES (USIS) MP 5 Mobile Units

This method will also suffice when the amount of papers to be filed does not warrant folders for areas, countries, or posts. In many offices the primary subject MOTION PICTURES (USIS) will suffice.

- B. Arrange by area, country, or post. Subdivide by the subject breakdowns if volume warrants. Example:

MOTION PICTURES (USIS) MP 2 Reports & Statistics	<u>India</u>
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- C. Subdivide the subject breakdowns by area, country, or post if volume warrants. Example:

MOTION PICTURES (USIS)
MP 7-2 USIS-Produced Paris

- D. Arrange by title of motion picture film. Example:

MOTION PICTURES (USIS)
MP 7 The Wall (Berlin)

MP - MOTION PICTURES (USIS)

- | | | |
|-----|--|--|
| 1 | PROGRAM PLANNING.
POLICY. GUIDELINES. | Use only for general material which cannot be filed under more specific subjects in this outline. |
| 2 | REPORTS & STATISTICS | Use only for general material which cannot be filed under more specific subjects in this outline. Subdivide by title if volume warrants. |
| 3 | PROGRAM EFFECTIVENESS
& EVALUATION | |
| 3-1 | Communist Reaction | |
| 3-2 | Public Opinion | |
| 4 | EQUIPMENT & SUPPLIES
(TECHNICAL) | Except mobile units, for which SEE: MP 5. |
| 4-1 | Inventory | |
| 4-2 | Equipment | Includes loan, transfer, loss, etc. |
| 4-3 | Supplies | |
| 5 | MOBILE UNITS | Includes equipment, scheduling and operation. |
| 6 | COMMERCIAL OUTLFTS.
SOURCES. | Includes film distributors, motion picture companies, cinema houses, etc. Subdivide by theatrical and non-theatrical if volume warrants. |
| 7 | MOTION PICTURE FILMS | Arrange by title, A-Z. For film festivals, SEE: EDU 14-1. |
| 7-1 | Catalog | |
| 7-2 | USIS-Produced | Subdivide by type or title of film if volume warrants. |
| 7-3 | Copyrights | |
| 7-4 | Orders. Shipment.
Transfer. | Includes requests to and from USIA and posts. |
| 7-5 | Promotion & Publicity | |
| 7-6 | Distribution. Loan. | Includes distribution lists. |
| 7-7 | Purchase | Includes requests to USIA. |
| 7-8 | Disposal. Sale.
Withdrawal. | |
| 7-9 | Censorship | |

PRESS, PUBLICATIONS & VISUALS (USIS)

Instructions

Use for papers relating to the overseas press, publications and visual materials program sponsored by the U.S. Information Agency through its field service, the U.S. Information Service (USIS). Includes program policy, operations and effectiveness in general as well as the daily news wire service, production and distribution of specific newspapers, periodicals, and other publications. Also includes the use of these types of public information media by USIS in conducting public relations activities for other U.S. agencies overseas.

PPV

SEE: INFORMATION ACTIVITIES (GEN.) outline for the USIA program in general; the domestic press of a country unrelated to the USIS program; the use of mass communications media by a country to explain its culture, objectives and policies to its own as well as to foreign peoples; and for visits of journalists.

CULTURAL ACTIVITIES (USIS), MOTION PICTURES (USIS), RADIO (USIS) and TV (USIS) outlines for other informational and cultural programs sponsored by USIS.

EDUCATION & CULTURE outline for use of publications and audio-visual materials as educational media.

PUBLIC RELATIONS outline for use of press, publications and audio-visual materials in agency's domestic public information program.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific areas, countries or posts. Example:

PRESS, PUBS & VISUALS (USIS)
PPV 8 Fast News

This method will also suffice when the amount of papers to be filed does not warrant folders for areas, countries, or posts. In many offices the primary subject PRESS, PUBLICATIONS & VISUALS (USIS) will suffice.

- B. Arrange by area, country or post. Subdivide by the subject breakdowns if volume warrants. Example:

PRESS, PUBS & VISUALS (USIS) Italy
PPV 10 Local Press. Newspapers.

- C. Subdivide the subject breakdowns by area, country or post if volume warrants. Example:

PRESS, PUBS & VISUALS (USIS)
PPV 5 Publication Production Manila

PPV - PRESS, PUBLICATIONS & VISUALS (USIS)

- | | | |
|-----|---------------------------------------|--|
| 1 | GENERAL POLICY. PLANS.
GUIDELINES. | 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 is so broad in content that it cannot be filed under one of the more specific subjects in this outline. Subdivide by title if volume warrants. |
| 3 | PROGRAM EFFECTIVENESS
& EVALUATION | |
| 4 | EQUIPMENT & SUPPLIES
(TECHNICAL) | |
| 4-1 | Inventory | |
| 4-2 | Equipment | Includes maintenance. |
| 4-3 | Supplies | Other than paper, for which SEE: PPV 4-4. |
| 4-4 | Paper | |
| 5 | PUBLICATION PRODUCTION | Includes production using USIS facilities, Regional Service Centers and local commercial firms. Subdivide by type of service if volume warrants. |
| 5-1 | Production Schedules | |
| 5-2 | Requisitions for
Reproduction | |
| 6 | DISTRIBUTION LISTS | |
| 6-1 | Fast News | |
| 6-2 | Pamphlets | |
| 6-3 | Periodicals | |
| 6-4 | Visual Materials | |
| 6-5 | Feature Materials | |
| 7 | NEWS AGENCIES. PRESS
ASSOCIATIONS. | Sbdivide by name if volume warrants. |
| 8 | FAST NEWS | |
| 8-1 | IPS-Originated | Includes wireless, cable, signal, etc. |
| 8-2 | Locally-Originated | Includes news prepared by USIS or indigenous sources. |

PPV - PRESS, PUBLICATIONS & VISUALS (USIS)

- 9 NEWS LETTERS Subdivide by title if volume warrants.
- 10 LOCAL PRESS. NEWSPAPERS. Subdivide by title if volume warrants.
- 11 PAMPHLETS Subdivide by source and/or by title if volume warrants.
- 11-1 Locally-Produced for USIS
- 11-2 USIS-Produced
- 11-3 RSC -Produced for Post
- 11-4 Pilot Models
- 11-5 Produced by Other Posts
- 11-6 Produced by Other Countries
- 12 PERIODICALS Subdivide by source and/or title if volume warrants.
- 12-1 Locally-Produced for USIS
- 12-2 USIS-Produced
- 12-3 RSC-Produced for Post
- 12-4 "Problems of Communism"
- 12-5 Other Sources
- 13 VISUAL MATERIALS
- 13-1 Negatives
- 13-2 Filmstrips
- 13-3 Plastic Plates
- 13-4 Plastic Molds
- 13-5 Cartoons
- 13-6 Posters
- 13-7 Picture Stories
- 14 FEATURE MATERIALS
- 14-1 Features Includes special features.
- 14-2 Magazine Reprints
- 14-3 Background Kits
- 14-4 Monthly Packets

RADIO (USIS)

Instructions

Use only for papers relating to the overseas radio program sponsored by the U.S. Information Agency. Includes policy, operations, and effectiveness of the Voice of America program, local relays thereof, USIS and other locally-produced radio programs, Radio in American Sector (RIAS), etc. Also includes use of USIS radio facilities in conducting public relations activities for other U.S. agencies overseas.

SEE: INFORMATION ACTIVITIES (GEN.) outline for the USIA program in general and for overseas radio programs except VOA and those sponsored by USIA; for domestic radio programs of a country; and for use of mass communications media, including radio, by a country to explain its culture, objectives, and policies to its own as well as to foreign peoples.

TELECOMMUNICATIONS outline for commercial radio and radio equipment industry.

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

EDUCATION & CULTURE outline for use of radio as educational medium.

CULTURAL ACTIVITIES (USIS), MOTION PICTURES (USIS), PRESS, PUBLICATIONS & VISUALS (USIS) and TV (USIS) outlines for other informational and cultural programs sponsored by USIS.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific areas, countries, or posts. Example:

RADIO (USIS)
RAD 6 Programming

This method will also suffice when the amount of papers to be filed does not warrant folders for areas, countries or posts. In many offices the primary subject RADIO (USIS) will suffice.

- B. Arrange by area, country or post. Subdivide by the subject breakdowns if volume warrants. Example:

RADIO (USIS) France
RAD 7 Local Radio Activity

- C. Subdivide the subject breakdowns by area, country or post if volume warrants. Example:

RADIO (USIS)
RAD 11 Monitoring Post Operations Munich

RAD - RADIO (USIS)

- | | | |
|-----|---------------------------------------|---|
| 1 | GENERAL POLICY. PLANS,
GUIDELINES. | Use only for general material which 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. Subdivide by title if volume warrants. |
| 3 | PROGRAM EFFECTIVENESS
& EVALUATION | Includes audience mail, clippings, etc. |
| 3-1 | VOA Shortwave Broadcasts
& Relays | |
| 3-2 | USIS Programs | |
| 4 | EQUIPMENT & SUPPLIES
(TECHNICAL) | Excludes Relay Stations and monitoring operations, for which SEE: RAD 10 and 11, respectively. |
| 4-1 | Inventory | |
| 4-2 | Equipment | |
| 4-3 | Supplies | |
| 5 | PROMOTION & PUBLICITY | |
| 5-1 | VOA Programs & Relays | |
| 5-2 | USIS Programs | |
| 5-3 | Program Booklets | |
| 6 | PROGRAMMING | |
| 6-1 | VOA Package Programs | |
| 6-2 | USIS-Produced Programs | |
| 6-3 | Local Relays of VOA | |
| 6-4 | Music | Includes platters for radio stations. |
| 7 | LOCAL RADIO ACTIVITY | |
| 8 | INTERFERENCE & JAMMING | |
| 9 | SPACE TRANSMISSION | |
| 10 | RELAY STATION OPERATIONS | Subdivide by name of station and thereunder by subject, e.g., frequency clearances, etc., if volume warrants. |
| 11 | MONITORING POST
OPERATIONS | Subdivide by name of post and thereunder by subject, e.g., equipment and supplies, etc., if volume warrants. |

TELEVISION (USIS)

Instructions

Use only for papers relating to the overseas television program sponsored by the U.S. Information Agency. Includes policy, operations and effectiveness of program in general and also specific programs produced by the Washington office, USIS, and local TV activity. Also includes use of USIS TV facilities in conducting public relations activities for other U.S. agencies overseas.

SEE: INFORMATION ACTIVITIES (GEN.) outline for USIA program in general; for overseas TV programs of countries other than U.S.; for domestic TV programs of a country; and for use of mass communications media, including TV, by a country to explain its culture, objectives and policies to its own as well as to foreign peoples.

TELECOMMUNICATIONS outline for commercial TV and TV equipment industry.

PUBLIC RELATIONS outline for use of TV in agency's domestic public information program.

EDUCATION & CULTURE outline for use of TV as educational medium.

CULTURAL ACTIVITIES (USIS), MOTION PICTURES (USIS), PRESS, PUBLICATIONS & VISUALS (USIS), and RADIO (USIS) outlines for other informational and cultural programs sponsored by USIS.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific areas, countries, or posts. Example:

TELEVISION (USIS)
TV 5 Promotion & Publicity

This method will also suffice when the amount of papers to be filed does not warrant folders for areas, countries or posts. In many offices the primary subject TELEVISION (USIS) will suffice.

- B. Arrange by area, country or post. Subdivide by the subject breakdowns if volume warrants. Example:

TELEVISION (USIS) London
TV 4 Equipment & Supplies (Tech.)

C. Subdivide the subject breakdowns by area, country, or post if volume warrants. Example:

TELEVISION (USIS)	
TV 7 Local TV Activity	<u>Mexico</u>

TV - TELEVISION (USIS)

- | | | |
|-----|---------------------------------------|--|
| 1 | GENERAL POLICY. PLANS.
GUIDELINES. | 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 is so broad in content that it cannot be filed under one of the more specific subjects in this outline. Subdivide by title if volume warrants. |
| 3 | PROGRAM EFFECTIVENESS
& EVALUATION | |
| 3-1 | ITV Programs | |
| 3-2 | USIS Programs | |
| 4 | EQUIPMENT & SUPPLIES
(TECHNICAL) | |
| 4-1 | Inventory | |
| 4-2 | Equipment | Includes loan, transfer, etc. |
| 4-3 | Supplies | Includes parts, etc. |
| 5 | PROMOTION & PUBLICITY | |
| 5-1 | ITV Programs | |
| 5-2 | USIS Programs | |
| 6 | PROGRAMMING | |
| 6-1 | ITV-Produced Programs | |
| 6-2 | USIS-Produced Programs | |
| 6-3 | IMS Films | |
| 6-4 | Cooperatively-Produced
Programs | In U.S. with visiting TV teams. |
| 6-5 | Non-USIS Locally-Produced
Programs | With domestic support. |
| 7 | LOCAL TV ACTIVITY | |
| 8 | INTERFERENCE & JAMMING | |
| 9 | SPACE TRANSMISSION | E.g., Telstar. |
| 10 | TV FILMS & TAPES | Includes kinescope. Subdivide by title if volume warrants. |

RECORDS CLASSIFICATION HANDBOOK

ECONOMIC

TABLE OF CONTENTS

<u>PRIMARY SUBJECT</u>	<u>CODE SYMBOL</u>
AGRICULTURE (GENERAL)	AGR
AID	AID
AVIATION (CIVIL)	AV
ECONOMIC AFFAIRS (GENERAL)	E
ECONOMIC INTEGRATION	ECIN
FINANCE	FN
FUELS & ENERGY	FSE
FOREIGN TRADE	FT
INDUSTRIES & COMMODITIES (GENERAL)	INCO
INDUSTRIES & COMMODITIES (YELLOW PAGES)	INCO (YP)
INLAND TRANSPORT	IT
LABOR & MANPOWER	LAB
OCEAN SHIPPING	OS
PETROLEUM	PET
POSTAL AFFAIRS	PO
STRATEGIC TRADE CONTROL	STR
TELECOMMUNICATIONS	TEL
TRADE PROMOTION & ASSISTANCE	TP
TRANSPORTATION (GENERAL)	TR

AGRICULTURE (GENERAL)

Instructions

Use for papers on agriculture in general, i.e., matters which do not pertain solely to a specific agricultural industry or to specific crops or products.

SEE: INDUSTRIES & COMMODITIES (yellow pages) for specific types of industries, commodities, products, etc.

AID outline for distribution of surplus agricultural commodities under PL 480 and Food for Peace programs.

ECONOMIC AFFAIRS (GEN.) outline for land use and land reform.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific areas or countries. Example:

AGRICULTURE (GEN.) AGR 11-2 Cultivation
--

This method also will suffice when the amount of papers to be filed does not warrant folders for areas or countries. In some offices, the primary subject AGRICULTURE (GEN.) alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

AGRICULTURE (GEN.) AGR 12 Crop Production & Consumption	<u>Peru</u>
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- C. Subdivide the subject breakdowns by area and/or country if volume warrants. Example:

AGRICULTURE (GEN.) AGR 8 Fairs	<u>Australia</u>
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- D. Arrange by name of organization, subdividing by the appropriate subject breakdowns as needed. This method may be used by offices which accumulate this type of material in such quantity that AGR 3 will not suffice. Example:

AGRICULTURE (GEN.)
AGR 15 Food Supply

FAO

AGR - AGRICULTURE (GENERAL)

- | | | |
|------|---|--|
| 1 | GENERAL 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 | GENERAL REPORTS &
STATISTICS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 3 | ORGANIZATIONS &
CONFERENCES | Other than farm cooperatives and collectives, for which SEE: AGR 6. Use only for materials which cannot be filed under one of the more specific subjects in this outline. Subdivide by name of organization, and name, date, and location of conference, if volume warrants. |
| 4 | AGREEMENTS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 5 | LAWS & REGULATIONS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 6 | FARM COOPERATIVES,
COLLECTIVES. | SEE: INCO 6 for consumer cooperatives. |
| 7 | VISITS | Use for visits of agricultural missions, groups, farmers, etc., to study agricultural methods. |
| 8 | FAIRS | Subdivide by location and date if volume warrants. |
| 9 | AGRICULTURAL
EDUCATION &
TRAINING | Includes agricultural schools and extension service. |
| 10 | RESOURCES &
DEVELOPMENT | General agricultural resources and development within an area and/or country. For materials on actual investment, SEE: FN 8 and 9. For private investment opportunities, SEE: TP 9. |
| 11 | SOIL | Soil problems and studies, improvement, etc. |
| 11-1 | Irrigation. Reclamation.
Conservation. | Includes drainage, measures to overcome drought, erosion, etc. |
| 11-2 | Cultivation. | Includes fertilization. |

AGR - AGRICULTURE (GENERAL)

- | | | |
|------|----------------------------------|---|
| 12 | CROP PRODUCTION &
CONSUMPTION | General matters, such as crop conditions, crop insurance, production estimates, standardization of perishable foodstuffs, consumption volume, etc. |
| 12-1 | Research &
Technology | Mechanization of agriculture, technical problems, InterAmerican Institute of Agricultural Sciences, etc. |
| 12-2 | Insects & Diseases | Pest control, plant diseases, parasites, etc. |
| 12-3 | Surpluses. Shortages. | Problems of agricultural surpluses and shortages in general, disposal, and non-defense stockpiling. Includes FAO Consultative Committee on Surplus Disposal and CCC Sales and Credit Program. For disposal thru PL 480 and Food for Peace program, SEE: AID 15. |
| 13 | MARKETING.
DISTRIBUTION. | Includes Marketing Boards. |
| 14 | PRICES | For effect of prices on cost of living
SEE: E 8-1. |
| 14-1 | Subsidies | |
| 15 | FOOD SUPPLY | Use for national and world food reserve, problems, shortages, requirements, etc. |

AID

Instructions

Use for papers on all types of economic and technical aid provided under bilateral and multilateral agreements; host country aid; and that provided through private sources. Included are plans and programs for financial, commodity, and technical aid, and coordination of such aid.

SEE: ECONOMIC AFFAIRS (GEN.) outline for matters pertaining to economic development plans and Communist bloc economic penetration.

DEFENSE AFFAIRS outline for matters concerning military assistance.

FINANCE outline for matters pertaining to the Investment Guaranty Program and assistance to countries in meeting balance of payments and foreign exchange problems.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to a specific area, country, project, organization, etc., (i.e., purely subjective matters). Example:

AID
12 Non-Agric. Excess Property

This method will also suffice when the amount of papers to be filed is so small that folders on countries, organizations, etc., are not warranted. In some offices the primary subject AID alone will suffice.

- B. Arrange by donor country, multilateral organization (e.g., UN, IBRD, IDB, Consortium), or private organization. This should be done by adding the appropriate identification after the primary subject AID. Subdivide further by the subject breakdowns if volume warrants. Examples:

AID (U.S.)
8 Grants. Technical Assistance.

AID (Alliance for Progress)
9 Loans

When necessary to indicate the host (receiving) country, add the host country name to the right of the donor country, multilateral organization, etc. Example:

AID (France)	<u>Senegal</u>
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- C. Subdivide the subject breakdowns by area, country, or project, if volume warrants. Example:

AID 14 Peace Corps	<u>Malaya</u>
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- D. Arrange papers on specific aid projects by project name or number. Example:

AID Bokaro Steel Plant.	<u>India</u>
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When project files become numerous, they may be grouped by sectors of assistance (elements, types).

AID - AID

- | | | |
|-----|---|---|
| 1 | GENERAL POLICY, PLANS,
COORDINATION. | 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. |
| 1-1 | Presidential
Determinations | Use of aid funds which require a Presidential determination as to need. For Presidential determinations on whether U.S. aid should be given to a country which knowingly permits shipments of embargoed-list items to Communist bloc countries, SEE: STR 6-3. |
| 2 | GENERAL REPORTS &
STATISTICS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 3 | ORGANIZATIONS &
CONFERENCE | Use only for materials which cannot be filed under one of the more specific subjects in this outline. Subdivide by name of organization and name, date, and location of conference, if volume warrants. |
| 4 | AGREEMENTS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 5 | LAWS & REGULATIONS | Use only for material which cannot be filed under one of the more specific subjects in this outline. For PL 480, SEE: AID 15. |
| 6 | COMMUNIST BLOC AID | Economic and technical aid activities conducted by Communist bloc countries. |
| 7 | PROGRAM OPERATION | |
| 7-1 | Program Evaluation | |
| 7-2 | Program Investigation | |
| 8 | GRANTS. TECHNICAL
ASSISTANCE. | Except from Communist bloc, for which SEE: AID 6. Includes UN technical assistance program. Subdivide by type (e.g., community development, health and sanitation, etc.), if volume warrants. |
| 9 | LOANS | For economic development purposes except from Communist bloc, for which SEE: AID 6. Indicate lending organization (e.g., IBRD, IDA, etc.). |
| 10 | SUPPORTING ASSISTANCE | Economic aid for purposes which are primarily political or strategic. |

AID - AID

- 11 DEVELOPMENT RESEARCH Research which involves study of the processes and techniques of economic and social development, making possible the scientific identification of problems in developing countries and recommendation of solutions.
- 12 NON-AGRICULTURAL EXCESS PROPERTY Use for policy, plans, procedures, etc., of program to use U.S. Government-owned excess property suitable for aid purposes.
- 13 COUNTERPART FUNDS A deposit of a country's currency equivalent to the sales proceeds resulting from commodity grants to that country. SEE: REF outline for use of counterpart funds in refugee and migration programs.
- 14 PEACE CORPS Subdivide by type of project if volume warrants. For administrative matters, SEE: Administration outlines.
- 14-1 Peace Corps Volunteers
- 15 PL 480. FOOD FOR PEACE PROGRAM Use AID 15-8 thru 15-11 where all papers on PL 480 must be maintained together. Where primary interest is in the end uses of either the commodities or the foreign currencies their sale generates, use the appropriate subject (e.g., for grants of PL 480 currencies to scientists for research, SEE: SCI 6-1; for disaster or emergency assistance and food, clothing and other relief measures, SEE: SOC 10; for economic development loans made from foreign currencies, SEE: AID 9. Do not use INCO (yellow pages) for PL 480 commodities. For shipping restrictions, SEE: OS 11-4.
- 15-1 PL 480 - Policy. Plans.
- 15-2 PL 480 - Reports & Statistics
- 15-3 PL 480 - Organizations & Conferences
- 15-4 PL 480 - Agreements Use for agreements, including negotiations with countries for their participation in PL 480 program, affecting more than one title of Act.
- 15-5 PL 480 - Laws & Regulations

AID - AID

15 PL 480. FOOD FOR PEACE
PROGRAM (cont'd)

15-6 Surplus Commodities

Types and quantities available for distribution under PL 480. Do not use INCO (yellow pages) for these commodities.

15-7 PL 480 - Program
Transactions

Use only for papers pertaining to documentation matters, warehousing problems in general, incidents and complaints, and similar matters about the actual execution of various aspects of the program.

15-8 Commodity Sales for
Foreign Currency
(Title I)

15-9 Famine Relief & Other
Assistance (Title II)

15-10 Barter. Charity Uses.
Voluntary Agencies.
(Title III)

Subdivide into "Barter," "Charity Uses," etc., if volume warrants.

15-11 Dollar Credit Sales
(Title IV)

AVIATION (CIVIL)

AV

Instructions

Use for papers on commercial air transportation, including the airline industry and the aircraft and aeronautical equipment industries. Also includes private aviation.

SEE: DEFENSE AFFAIRS outline for matters pertaining to military aircraft, air defense, civil air patrol, etc.

PROTECTIVE SERVICES outline for consular services performed for aircraft and airmen.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific countries. Example:

AVIATION (CIVIL)
AV 13 Navigation & Safety

This method will also suffice when the amount of papers to be filed does not warrant folders for areas or countries. In some offices the primary subject AVIATION (CIVIL) alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

AVIATION (CIVIL) Belgium
AV 6 Airlines

- C. Subdivide the subject breakdowns by area and/or country if volume warrants. Example:

AVIATION (CIVIL)
AV 12 Aircraft & Aero. Equip. Netherlands

- D. Arrange by name of organization, subdividing by the appropriate subject breakdown as needed. This method may be used by offices which accumulate this type of material in such quantity that AV 3 will not suffice.
Example:

AVIATION (CIVIL)	<u>ICAO</u>
AV 9 Routes & Schedules	

AV - AVIATION (CIVIL)

- | | | |
|------|---------------------------------|---|
| 1 | GENERAL POLICY. PLANS. | Use only for <u>general</u> material of a policy or planning nature which is so broad it cannot be filed under one of the specific subjects in this outline. |
| 2 | GENERAL REPORTS &
STATISTICS | General only. Whenever possible, file reports and data under the subjects in this outline. |
| 3 | ORGANIZATIONS &
CONFERENCES | Other than airlines (AV 6). Use only for material which cannot be filed under one of the more specific subjects in this outline. Subdivide by name of organization, such as ICAO, and name, date, and location of conference, if volume warrants. |
| 4 | AGREEMENTS | General only. Whenever possible, file agreements under one of the more specific subjects in this outline. |
| 5 | LAWS & REGULATIONS | Use for materials which cannot be filed under one of the more specific subjects in this outline. Subdivide by title, number or other identification if volume warrants. |
| 6 | AIRLINES | Subdivide by name if volume warrants. For labor-management relations, strikes, etc., SEE: LAB 6. |
| 7 | VISITS | Of civil aircraft and civil aviation experts, missions, etc. |
| 8 | TAXATION | |
| 9 | ROUTES & SCHEDULES | Use only for material which does not relate to a specific airline, for which SEE: AV 6. Arrange by route case or agreement, subdivided by geographic area (South Atlantic, North Atlantic, South Pacific, etc.), if desired. |
| 10 | RATES & CHARGES | Includes subsidies. Use only for material not relating to specific airlines, for which SEE: AV 6. |
| 10-1 | Freight Rates | |
| 10-2 | Passenger Rates | |
| 11 | CARGOES | |
| 11-1 | Dangerous Cargoes | |
| 11-2 | Cargo Storage | Includes containers. |

AV - AVIATION (CIVIL)

- 12 AIRCRAFT & AERONAUTICAL EQUIPMENT Subdivide by types of aircraft, if volume warrants. For military aircraft, SEE: DEF 12 and 19-3.
- 12-1 Production. Repair. Includes manufacturing and assembling.
- 12-2 Sale. Purchase. Transfer.
- 12-3 Registration
- 12-4 Documentation
- 12-5 Accidents For assistance to U.S. victims or their relatives, SEE: PS 7 and 9.
- 12-6 Identification & Marking
- 12-7 Research & Development
- 13 NAVIGATION & SAFETY
- 13-1 Search & Rescue
- 13-2 Navigational Aids
- 14 AIRPORTS. LANDING FIELDS.
- 14-1 Construction & Maintenance
- 14-2 Facilities & Services Includes fueling, except refueling of aircraft for flights to or from certain Communist countries, for which SEE: STR 10-2.
- 15 NON-SCHEDULED OPERATIONS Includes charter.
- 15-1 Flight Clearances. Overflights. Authorized overflights only. For alleged or actual unauthorized overflights, SEE: POL 31-1; for authorized military overflights, SEE: DEF 17-1.
- 16 PRIVATE FLYING Clubs, schools, courses, etc.
- 17 TRAFFIC Use for material which does not pertain solely to a specific airline, for which SEE: AV 6. Includes density and volume statistics.
- 17-1 Freight Traffic
- 17-2 Passenger Traffic
- 18 CIVIL AVIATION PERSONNEL Do not use for labor matters, for which SEE: LAB outline or for consular services to this type personnel, for which SEE: PS 7-5. Includes licensing of pilots.

ECONOMIC AFFAIRS (GENERAL)

Instructions

Use for papers which pertain to economic matters of a general nature which cannot be filed under one of the more specific economic subject outlines. Includes general economic analyses and forecasts, economic growth, and development plans and programs not involving aid.

SEE: AID outline for economic aid, technical assistance, loans, grants, etc.

ECONOMIC INTEGRATION outline for economic integration and collaboration on an international regional basis.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific areas or countries.
Example:

ECONOMIC AFFAIRS (GEN.) E 10 Natural Resources (Gen.)
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This method will also suffice when the amount of papers to be filed does not warrant folders for areas or countries. In some offices the primary subject ECONOMIC AFFAIRS (GEN.) alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

ECONOMIC AFFAIRS (GEN.)	<u>Latin America</u>
E 12 Land Use. Land Reform.	

General economic relations between specific countries should be shown as follows:

ECONOMIC AFFAIRS (GEN.)	<u>Turkey-Greece</u>
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Subdivide by the subject breakdowns if volume warrants.

- C. Subdivide the subject breakdowns by area and/or country if volume warrants. Example:

ECONOMIC AFFAIRS (GEN.) E 11-3 Saline Water Conversion <u>Kuwait</u>

- D. Arrange by name of organization, subdividing by the appropriate subject breakdowns as needed. This method may be used by offices which accumulate this type of material in such quantity that E 3 will not suffice. Example:

ECONOMIC AFFAIRS (GEN.) E 5 Economic Development <u>ECLA</u>

E - ECONOMIC AFFAIRS (GENERAL)

- 1 GENERAL POLICY. PLANS. PROGRAMS. 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. For economic development plans, SEE: E 5.
- 1-1 Economic Stabilization For commodity stabilization, SEE: INCO 9; for financial stabilization, SEE: FN 1-1.
- 2 GENERAL REPORTS & STATISTICS Use for CERP and other general economic reports and data which cannot be filed under one of the more specific subjects in this or other economic outlines. Includes CERP reporting requirements, schedules, etc. Subdivide by type or title if volume warrants.
- 2-1 Economic Assessments
- 2-2 Economic Review
- 2-3 Economic Summary
- 3 ORGANIZATIONS & CONFERENCES Use only for material which cannot be filed under one of the more specific subjects in this outline, such as non-aid UN economic activities of a general nature. Subdivide by name of organization and name, location, and date of conference if volume warrants.
- 4 AGREEMENTS & TREATIES
- 5 ECONOMIC DEVELOPMENT Includes studies, plans, and non-aid projects. Subdivide by name of plan or project (such as "Five-Year Plan"), if volume warrants.
- 6 COMMUNIST BLOC ECONOMIC PENETRATION In general. For Communist Bloc aid and trade, SEE: AID 6 and FT 6, respectively; for penetration of the petroleum market, SEE: PET 17.
- 7 VISITS. MISSIONS. For trade missions, SEE: TP 7.
- 8 ECONOMIC CONDITIONS Use only for economic conditions in general.
- 8-1 Prices & Cost of Living Use for material pertaining to the impact of prices and cost of living on the economy, price index and levels, cost of living index, price stability, etc. For retail price schedules used to determine cost of living allowances, SEE: PER 11-1 and 11-9.

E - ECONOMIC AFFAIRS (GENERAL)

8 ECONOMIC CONDITIONS (cont'd)

8-2 Standard of Living

8-3 Depression. Prosperity. Includes business cycles, recession, recovery, etc.

8-4 Black Marketing In general. For black marketing in food, SEE: AGR 15; in currency, SEE: FN 17; in fuels, SEE: FSE 15.

9 NATIONAL ACCOUNTS. GROSS NATIONAL PRODUCT (GNP). Estimates of income earned in the production of goods and services during a given time period (national income) and of the value of the "final" goods and services (national product).

10 NATURAL RESOURCES (GEN.) Use only for papers which deal with natural resources in a general way or which cover several kinds collectively.

10-1 Conservation of Natural Resources

10-2 Development of Natural Resources

11 WATER RESOURCES

SEE: FSE 12 and 16, respectively, for use of water for hydro-electric power and supplying of water as a public utility; AGR 11-1 for use of water for irrigation and reclamation; HLTH 15-3 for water pollution; POL 33 for development and use of water resources involving international boundaries; and SCI outline for the science of hydrology.

11-1 Conservation of Water Resources

11-2 Development of Water Resources

11-3 Saline Water Conversion

12 LAND USE. LAND REFORM.

Includes land distribution and agrarian reform. SEE: AGR 11-1 for soil conservation; AGR 11-2 for soil cultivation, etc.

12-1 Colonization. Resettlement.

12-2 Nationalization of Land

12-3 Land Ownership

ECONOMIC INTEGRATION

Instructions

Use for papers on economic collaboration and integration movements and activities among nations on a regional or other multi-national basis.

ECIN

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to a specific area, country, or organization. Example:

ECONOMIC INTEGRATION
ECIN 2 Reports & Statistics

This method will also suffice when the amount of papers to be filed does not warrant folders for areas, countries, etc. In some offices the primary subject ECONOMIC INTEGRATION alone will suffice.

- B. Arrange by region or area (e.g., Europe, Latin America, Scandinavia) and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

ECONOMIC INTEGRATION Latin America
ECIN 1 Policy. Plans. Programs.

- C. Subdivide the subject breakdown by area and/or country if volume warrants. Example:

ECONOMIC INTEGRATION
ECIN 3 Orgs. & Confs. Africa

- D. Arrange by name of organization involved in economic collaboration and integration activities (e.g., EEC, EFTA, CEMA), subdividing by the appropriate subject breakdowns as needed. This method may be used by offices which accumulate this type of material in such quantity that ECIN 3 will not suffice. Example:

ECONOMIC INTEGRATION EEC
ECIN 6 Membership. Association.

E. Relations between organizations should be shown as follows:

ECONOMIC INTEGRATION OECD - GATT

ECIN - ECONOMIC INTEGRATION

- | | | |
|---|--------------------------------|---|
| 1 | POLICY. PLANS.
PROGRAMS. | Includes policy toward the organization and the organization's common policy on a given subject. Subdivide by subject with which policy, program, etc., pertains, if volume warrants. |
| 2 | REPORTS & STATISTICS | |
| 3 | ORGANIZATIONS &
CONFERENCES | |
| 4 | AGREEMENTS | |
| 5 | LAWS & REGULATIONS | |
| 6 | MEMBERSHIP. ASSOCIATION. | Negotiations and actions taken by countries to join or associate with a regional economic organization, attitudes and reactions of member countries, etc. |

FINANCE

Instructions

Use for papers having to do with the domestic financial affairs of governments and the private financial institutions within countries; and the international financial activities of governments and financial institutions, exclusive of aid.

SEE: AID outline for matters pertaining to financial aid.

ADMINISTRATION outlines for agency budgetary, audit, accounting, and other financial matters of an administrative nature.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to a specific area or country.

Example:

FINANCE
FN 10 Foreign Exchange.

This method will also suffice when the amount of papers to be filed does not warrant folders for areas or countries. In many offices, the primary subject FINANCE alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

FINANCE Belgium
FN 6 Domestic Banks & Banking.

- C. Subdivide the subject breakdowns by area and/or country if volume warrants. Example:

FINANCE Tunisia
FN 17 Money. Currency.

- D. Arrange by name of organization, subdividing by the subject breakdowns as needed. This method may be used by offices which accumulate this type of material in such quantity that FN 3 will not suffice. Example:

FINANCE	<u>IFC</u>
FN 2 Gen. Repts. & Stat.	

FN - FINANCE

- 1 GENERAL 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. Includes fiscal policy.
- 1-1 Financial Stabilization For economic stabilization, SEE: E 1-1.
- 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 in this outline.
- 3 ORGANIZATIONS & CONFERENCES Use only for material which cannot be filed under one of the more specific subjects in this outline. Subdivide by name of organization and name, location, and date of conference if volume warrants.
- 4 AGREEMENTS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 5 LAWS & REGULATIONS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 6 DOMESTIC BANKS & BANKING Includes central, commercial, internal development, and savings banks and their operations.
- 6-1 Credit. Loans. (Domestic)
- 6-2 Assets. Liabilities.
- 7 VISITS. MISSIONS.
- 8 DOMESTIC INVESTMENT Includes all types of securities and investments, such as bonds, stocks, mortgages, etc.
- 8-1 Market
- 9 FOREIGN INVESTMENT Actual investments by one country in businesses or industries in another country. For investment opportunities, SEE: TP 9.
- 9-1 Investments In Host Country
- 9-2 Investments By Host Country
- 9-3 Investment Guaranty Program for U.S. private foreign investment.

FN - FINANCE

- 10 FOREIGN EXCHANGE
- Use for material on settlement of international transactions (payments), deposits held in foreign banks, exchange rates, currency convertibility, devaluation, and related matters. For counterpart funds and commodity sales for foreign currency under PL 480, SEE: AID 13 and 15-8, respectively; for paying and collecting transactions involving foreign currency, SEE: ACC 23.
- 10-1 Exchange Rates
- 10-2 Holdings (For. Exch.)
- 10-3 Controls. Restrictions.
- 11 INTERNATIONAL BANKS & BANKING
- EXCEPT those whose sole activity is furnishing financial aid to underdeveloped countries, for which SEE: AID 9.
- 11-1 Credit. Loans.
(International)
- Includes export credit, interest payments, etc.
- 12 BALANCE OF PAYMENTS
- Includes military offset program.
- 13 CAPITAL MOVEMENTS
- Flight and influx of capital, i.e., liquidation of capital investments of one kind or in one place, and reinvestment in another kind or place.
- 14 PUBLIC DEBT
- Includes war debt.
- 14-1 Servicing of Debts
- 15 BUDGET
- For agency budget, SEE: BUD outline.
- 16 REVENUE. TAXATION.
- Includes all sources of government revenue, and tax policy, structure and problems, agreements, double taxation, etc. Subdivide by type of revenue or tax (e.g., lotteries, government bonds, income tax, property tax, etc.).
- 17 MONEY. CURRENCY.
- All aspects of money and currency as mediums of exchange except international payments, for which SEE: FN 10. Includes printing and minting, monetary reform, regulations, management, circulation, money market, money supply, holdings and devaluation. Also includes Bureau of the Mint Interrogatory.
- 17-1 Monetary Policy.
Reform.
- 17-2 Counterfeiting

FN - FINANCE

18 INSURANCE

Use only for papers which deal with insurance in a general or collective way (e.g., operating statistics, legislation, government policy, significance in financial world, etc.). For specific types, see appropriate subject outline (e.g., medical insurance, SEE: HLTH 14-7, social insurance, SEE: LAB 16, etc.).

19 GOLD

Includes Tripartite Gold Commission.

19-1 Gold Prices

19-2 Gold Holdings

19-3 Gold Controls

FUELS & ENERGY

Instructions

Use for papers which deal with the fuels and power industries, types of fuels (except petroleum), types of energy, public utilities, their importance in relation to the national economy, international implications, trends, etc.

SEE: PETROLEUM outline for matters pertaining to that industry.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to a specific area or country.

Example:

FUELS & ENERGY FSE 14 Solar Energy

This method will also suffice when the amount of papers to be filed does not warrant folders for areas or countries. In many offices, the primary subject FUELS & ENERGY alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

FUELS & ENERGY FSE 12 Electric Power	<u>Greece</u>
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- C. Subdivide the subject breakdowns by area and/or country if volume warrants. Example:

FUELS & ENERGY FSE 16 Public Utilities	<u>France</u>
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- D. Arrange by name of organization, subdividing by the appropriate subject breakdowns as needed. This method may be used by offices which accumulate this type of material in such quantity that FSE 3 will not suffice. Example:

FUELS & ENERGY FSE 13 Nuclear Power. Reactors	<u>IANEC</u>
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FSE

FSE - FUELS & ENERGY

- 1 GENERAL 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 GENERAL REPORTS & STATISTICS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 3 ORGANIZATIONS & CONFERENCES Use only for materials which cannot be filed under one of the more specific subjects in this outline. Subdivide by type and/or name of organization and name, date, and location of conference if volume warrants.
- 3-1 Governmental
- 3-2 Industrial
- 3-3 International
- 4 AGREEMENTS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 5 LAWS & REGULATIONS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 6 COMPANIES Except public utilities, for which SEE: FSE 16. Subdivide by name if volume warrants.
- 7 VISITS
- 8 COAL & COKE
- 9 GAS
- 10 (Reserved for future use).
- 11 (Reserved for future use).
- 12 ELECTRIC POWER Includes rural electrification. Subdivide by "Hydro-Electric" or "Thermal" and thereunder by type or name of project if volume warrants.
- 13 NUCLEAR POWER. REACTORS. Nuclear power programs for peaceful uses, costs, etc. For general research in atomic energy, including reactors, SEE: AE outline; for military applications, SEE: DEF outline.

FSE - FUELS & ENERGY

14 SOLAR ENERGY

15 FUEL SUPPLY

Use for material on national or world fuel supply. Includes black market operations.

16 PUBLIC UTILITIES

The following breakdowns may be used to subdivide any of the above types of fuels or energy if volume warrants:

- 1 Resources & Development
- 2 Production & Consumption
- 3 Marketing & Distribution
- 4 Prices. Rates.
- 5 Industrial Organization & Control

FOREIGN TRADE

Instructions

Use for papers which deal with international trade matters in general, export trade, import trade, trade agreements, and customs administration except the control of exports to Communist bloc countries, and trade in specific groups and types of commodities and products.

SEE: TRADE PROMOTION & ASSISTANCE outline for matters pertaining to promotional methods and programs designed to expand foreign trade.

STRATEGIC TRADE CONTROL outline for matters concerning control of exports to Communist bloc countries.

INDUSTRIES & COMMODITIES (yellow pages), FUELS & ENERGY, PETROLEUM, TELECOMMUNICATIONS, and transportation outlines for specific groups and types of commodities, materials, products, etc.

ECONOMIC INTEGRATION outline for economic grouping of countries into common markets, free trade areas, etc.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to areas or countries. Example:

FOREIGN TRADE FT 1-2 Commercial Attitudes
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This method will also suffice when the amount of papers to be filed does not warrant folders for areas or countries. In some offices the primary subject FOREIGN TRADE alone will suffice.

- B. Arrange geographically by area and/or country.

1. Example of how to provide for papers on general (combined import and export) trade of host country:

FOREIGN TRADE	<u>Japan</u>
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The above method will also suffice when the amount of papers on the import trade and export trade of a country is so small that separate folders for imports and exports are not warranted.

2. When the amount of papers on import trade and export trade is sufficient to require separate folders, add the notation (IM) or (EX) after the primary subject FOREIGN TRADE as appropriate. Example:

FOREIGN TRADE (IM)	<u>Japan</u>
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3. Example of how to provide for papers on trade between countries (the importing country should be shown first):

FOREIGN TRADE	<u>US-Japan</u>
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In any of these alternatives, further subdivision may be made by using the subject breakdowns if volume warrants.

- C. Subdivide the subject breakdowns by area and/or country, if volume warrants. Example:

FOREIGN TRADE FT 13 Duties	<u>Colombia</u>
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- D. Arrange by name of agreement (e.g., General Agreement on Tariffs & Trade (GATT), Friendship, Commerce & Navigation (FCN), etc.), subdividing by the appropriate subject breakdowns, Article, etc., as needed. This method may be used by offices which accumulate this type of material in such quantity that FT 4 will not suffice. Example:

FOREIGN TRADE FT 7 Tariff Negotiations	<u>GATT</u>
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FT - FOREIGN TRADE

- 1 GENERAL POLICY, PLANS, PRACTICES. Use only for material so broad in content it cannot be filed under one of the more specific subjects in this outline.
- 1-1 Government Attitudes
- 1-2 Commercial Attitudes
- 2 GENERAL REPORTS & STATISTICS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 3 ORGANIZATIONS & CONFERENCES Use only for materials which cannot be filed under one of the more specific subjects in this outline. Subdivide by name or organization and name, date, and location of conference if volume warrants. Do not use for regional economic organizations, for which SEE: ECIN outline.
- 4 TRADE AGREEMENTS Use for papers on general and bilateral trade agreements, trade and payments agreements, and commercial treaties and conventions. Includes negotiations whether or not they result in a signed agreement. Arrange by title of act and year of its enactment if volume warrants.
- 4-1 Reports to the President
- 4-2 Legality & Constitutionality Of trade agreement acts.
- 4-3 Escape Clause Use for material on this clause of U.S. trade agreement acts whereby tariff concessions granted shall not be permitted if the duty or customs treatment involved would cause injury to U.S. industry.
- 4-4 Most-Favored-Nation Treatment Use for material on this clause in U.S. trade agreement acts which provides that any concession or favor granted by the U.S. to one country be extended also to other countries.
- 4-5 National Security Amendment
- 4-6 Peril Point Use for material on this provision of U.S. trade agreement acts whereby U.S. duties may not be reduced below a certain point without causing or threatening serious injury to U.S. industries producing competitive products.

FT - FOREIGN TRADE

- 4 TRADE AGREEMENTS (cont'd)
- 4-7 Renewals Of trade agreement acts. Subdivide by title and year if volume warrants.
- 4-8 Agricultural Adjustment Act, Section 22 Use for material on imposition of controls on agricultural produce, the importation of which would be injurious to the U.S. agricultural program.
- 5 LAWS & REGULATIONS Other than those relating to trade agreements, for which SEE: FT 4.
- 6 COMMUNIST BLOC TRADE Trade conducted by the Communist bloc. For control of exports to the Communist bloc, SEE: STR outline; for Communist bloc economic penetration in general, SEE: E 6; for its economic penetration of petroleum market, SEE: PET 17.
- 7 TARIFF NEGOTIATIONS Use for material on bargaining and negotiations on tariff concessions. Subdivide by tariff conference and type of negotiation if volume warrants.
- 7-1 Preparations. Procedures.
- 7-2 Concessions Granted and obtained on a reciprocal basis.
- 8 BARTER For barter transactions under Title III of PL 480, SEE: AID 15-10.
- 9 COMPETITION Experienced by an exporting country, from another country which exports the same goods to the same importing country.
- 10 SUBSIDIES
- 11 QUANTITATIVE RESTRICTIONS & CONTROLS For controls through fees, SEE: FT 13.
- 11-1 Licenses
- 11-2 Boycotts
- 11-3 Discriminatory Measures Favoritism shown one country over another. Includes permissible and prohibited types of discrimination. SEE: FN outline for matters pertaining strictly to exchange.
- 11-4 Quotas Limits officially placed on the quantity of goods that may be traded.

FT - FOREIGN TRADE

- 12 TRADE LIBERALIZATION Liberalization of trade restrictions.
- 12-1 Dollar Liberalization Efforts to liberalize restrictions of goods originating in dollar areas. Includes "dollar discrimination."
- 13 DUTIES Tariffs, customs duties, prices, bounties, taxes, and other related fees.
- 13-1 Anti-dumping & Countervailing Duties Fees on imports to offset a subsidy of either production or exportation by the exporting country. Charges on imports to offset the difference between the normal price of an imported article and an abnormally lower price.
- 13-2 Tariffs Includes rates, classifications, schedules and changes, tariff preferences, etc. For tariff negotiations, SEE: FT 7.
- 14 DUMPING Goods imported at less than market value and which threaten to injure or retard an industry in the importing country.
- 15 QUARANTINE REGULATIONS On meats, live animals, and plants. Subdivide by type of disease if volume warrants.
- 16 (Reserved for future use)
- 17 FOOD & DRUG REGULATIONS Sanitary regulations on foods and drugs. For domestic regulations, SEE: HLTH 17.
- 18 MUNITIONS CONTROL Control over export and import of arms, ammunition, implements of war, and atomic and other items of primary significance (including technical information) which can or may be used in the production of such items. For export of such items to Communist countries, SEE: STR outline.
- 18-1 Licenses Includes pre-licensing. Subdivide by name of firm if volume warrants.
- 18-2 Technical Data Export or attempted export of technical documentary material on arms, armaments, implements of war, etc.
- 18-3 Registration Subdivide by name of firm if volume warrants.
- 18-4 Unlawful Shipments Includes arms smuggling. Subdivide by name of firm if volume warrants.
- 19 STATE TRADING Handling of trade by the state rather than by commercial firms.

FT - FOREIGN TRADE

- 20 TRIANGULAR TRADE Maintenance of balance of exports and imports by exchange pattern involving three rather than only two countries.
- 21 FRONTIER TRADE Special concessions for populations living within a prescribed area on either side of a border.
- 22 (Reserved for future use)
- 23 CUSTOMS ADMINISTRATION (GEN.) Do not use for customs unions, for which SEE: ECIN outline.
- 23-1 Complaints & Commendations
- 24 DOCUMENTATION OF MERCHANDISE General documentation, and certification requirement, preparation, forms, marking, appraisement, and description of goods or invoices.
- 25 ENTRY OF MERCHANDISE
- 25-1 Free List Merchandise on free list and not subject to customs duties.
- 25-2 Free Entry For privilege granted to diplomatic and consular representatives, SEE: POL 17-2.
- 25-3 Free Ports
- 25-4 Free Zones Material on imports into an area (usually near a port) for storage, processing, or re-packing pending re-exportation or admission through customs.
- 25-5 Illegal Entry In violation of customs laws and regulations with or without fraudulent intent. Includes smuggling and contraband, except munitions, for which SEE: FT 18-4.
- 26 MERCHANDISE IN BOND Merchandise held in storage pending withdrawal for domestic consumption or re-exportation. Includes storage, warehouses, charges, and transportation.

INDUSTRIES & COMMODITIES (GENERAL)

Instructions

Use for papers which deal in a general way with business, industry, manufacturing, commodities, materials, and products, i.e., papers which do not pertain to a particular industry, commodity, etc., group or to specific types of industries, commodities, etc. Do not use for those involved in aid programs or those included in the export control program restricting the shipment of strategic items to Communist countries.

SEE: INDUSTRIES & COMMODITIES (yellow pages) for the arranging of papers about broad categories and specific types of industries, commodities, etc., except the agricultural, fuels and energy, petroleum, telecommunications, and transportation industries.

AGRICULTURE (GEN.), FUELS & ENERGY, PETROLEUM, TELECOMMUNICATIONS, and the transportation outlines for these industries.

AID outline for commodities involved in aid programs, such as PL 480 and Food For Peace.

STRATEGIC TRADE CONTROL outline for commodities and industries involved in the export control program.

FINANCE outline for private foreign investment policy and actual investments.

TRADE PROMOTION & ASSISTANCE outline for private investment opportunities, trade promotion visits and missions, etc.

Ways of arranging these papers are:

- A. Use the subject breakdowns shown as needed. This will be necessary for papers which do not pertain to a specific group or type of industries, commodities, etc. Example:

INDUSTRIES & COMMODITIES (GEN.)
INCO 11 Industrial Property

This method will also suffice when the amount of papers to be filed does not warrant folders for areas and/or countries. In some offices the primary subject INDUSTRIES & COMMODITIES (GEN.) alone will suffice.

- B. Arrange by area and/or country. Subdivide by subject or by industry, commodity, etc., if volume warrants. Example:

INDUSTRIES & COMMODITIES (GEN.) Italy
INCO 10 Industrial Resources &
Development

- C. Subdivide the subject breakdowns by areas and/or countries, or by industries or commodities, if volume warrants. Example:

INDUSTRIES & COMMODITIES (GEN.)
INCO 15-2 Nationalization. Exprop. Cuba

- D. Arrange by name of organization, subdividing by the appropriate subject breakdowns as needed. This method may be used by offices which accumulate this type of material in such quantity that INCO 3 will not suffice. Example:

INDUSTRIES & COMMODITIES (GEN.) CICT
INCO 9 Commodity Stabilization

INCO - INDUSTRIES & COMMODITIES (GENERAL)

- 1 GENERAL 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 GENERAL REPORTS & STATISTICS Use for reports and statistical data on industry or commodities in general, prepared by government or private sources.
- 3 ORGANIZATIONS & CONFERENCES Use only for material which cannot be filed under one of the more specific subjects in this outline. Subdivide by name of organization and name, location and date of conference, if volume warrants.
- 4 AGREEMENTS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 5 LAWS & REGULATIONS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 6 COMPANIES. COOPERATIVES. Includes consumer cooperatives. For farm cooperatives, SEE: AGR 6.
- 7 VISITS Of business and industrial groups other than those for trade promotion purposes, for which SEE: TP 7.
- 8 INDUSTRIAL MOBILIZATION For total mobilization of resources and stockpiling of strategic and critical materials for defense purposes, SEE: DEF 1-3 and 1-8.
- 9 COMMODITY STABILIZATION International and national commodity schemes, studies, projections of materials demand, international allocations, etc.
- 10 INDUSTRIAL RESOURCES & DEVELOPMENT Use for general industrial development plans, surveys, industrialization, inventory of industrial resources, etc. For capital investment, SEE: FN outline; for private investment opportunities, SEE: TP 9.
- 11 INDUSTRIAL PROPERTY Patents, models, designs, trademarks and tradenames. Subdivide by type if volume warrants. For material on industrial plants and facilities, SEE: INCO 12-5; for disputes and complaints, SEE: TP 10; for assistance to or protection of U.S. firms, SEE: TP 19.

INCO - INDUSTRIES & COMMODITIES (GENERAL)

- 11 INDUSTRIAL PROPERTY (cont'd)
- 11-1 Inventions & Patents
- 11-2 Trademarks & Tradenames
- 11-3 Copyrights Includes book piracy. For creative arts, SEE: EDU 13.
- 12 PRODUCTION & CONSUMPTION Use for production indexes, statistics, (e.g., volume and value of production), cost and methods of production, quality control and standards, consumption volume, trends, forecasts, etc. SEE: DEF 12-4 for defense aspects of armaments production.
- 12-1 Research & Technology Includes application of automation to industrial processes. For effect of automation on labor, SEE: LAB 13-1.
- 12-2 Stocks Volume levels, changes, inventories, etc.
- 12-3 Surpluses. Shortages. Includes storage, disposal, and rationing. For agricultural surpluses, SEE: AGR 12-3.
- 12-4 Quotas
- 12-5 Plants & Facilities Plants, mills, studies of industrial establishments, methods, standards, etc.
- 13 MARKETING & DISTRIBUTION Includes handling and procurement of commodities, commodity clearing-house, marketing methods, commodity exchanges, market places, etc. For distribution of surpluses, SEE: INCO 12-3.
- 13-1 Market Research Use for short form market reports and market research. For assistance to businessmen in locating markets for their goods, SEE: TP 15.
- 14 PRICES Use for prices of commodities and products in general, governmental price controls, subsidies, etc. For effect of prices on cost of living, SEE: E 8-1.

INCO - INDUSTRIES & COMMODITIES (GENERAL)

- 15 INDUSTRIAL ORGANIZATION
& CONTROL
- Includes methods of establishing ownership, management practices, business ethics, corruption, profit sharing, foreign subsidiaries, business failures, bankruptcy, etc. For depressions, prosperity, etc., SEE: E 8-3; for specific companies, SEE: INCO 6; for labor-management relations, SEE: LAB 6.
- 15-1 Restrictive Business
Practices
- Includes anti-trust legislation, cartels, monopolies, private voluntary controls, deconcentration, and decartelization.
- 15-2 Nationalization.
Expropriation.
- National government ownership or control of businesses and industries, and their take-over by a foreign government. Includes sequestration and socialization, and laws and decrees. SEE: PS 8-4 for consular services to individual firms so involved.

ALPHABETICAL FILE OF INDUSTRIES & COMMODITIES

INCO (YELLOW PAGES)

Instructions

The following procedures are for the use of offices which need an alphabetical file of particular groups or specific types of business, industries, professions, commodities, materials and products.

Because of their special significance and importance, a few industries and their related commodities are excepted. They are: fuels and energy, petroleum, telecommunications, and the transportation industries. For the same reason, general matters pertaining to agriculture are also excepted.

Also excluded are commodities involved in aid programs and the export control program.

SEE: AGRICULTURE (GEN.), FUELS & ENERGY, PETROLEUM, TELECOMMUNICATIONS, and the transportation outlines for matters concerning those industries.

AID outline for commodities involved in aid programs, such as PL 480 and Food For Peace.

STRATEGIC TRADE CONTROL outline for commodities and industries involved in the control of exports to Communist countries.

FINANCE outline for private foreign investment policy and actual investments.

TRADE PROMOTION & ASSISTANCE outline for private investment opportunities, trade promotion visits and missions, etc.

INDUSTRIES & COMMODITIES (GEN.) outline for treatment of industries and commodities in a broad, general, or collective way.

Ways of arranging these papers are:

- A. Alphabetically by specific types, with no attempt to group related industries, commodities, etc., into categories. Example:

INCO - SALMON

INCO
(YP)

- B. Alphabetically by groups of related industries, commodities, etc., with each group subdivided further into specific types, if volume warrants. Example:

INCO - FISH & FISHING (SALMON)

- C. Alphabetically, with both specific types and groups of related industries and commodities, etc., together in a single file.

In any of the above arrangements, the geographical area and/or country may be shown. Example:

INCO - SALMON Japan

When papers on a particular industry, commodity, etc., accumulate to the extent that they require subdividing, the following subject breakdowns should be used:

- | | |
|---------------------------------|---------------------------------------|
| 1. General Policy. Plans. | 10. Resources & Development |
| 2. General Reports & Statistics | 11. (Reserved for future use) |
| 3. Organizations & Conferences | 12. Production & Consumption |
| 4. Agreements | 13. Marketing & Distribution |
| 5. Laws & Regulations | 14. Prices |
| 6. Companies | 15. Industrial Organization & Control |
| 7. Visits | 16. (Reserved for future use) |
| 8. Fairs & Exhibits | 17. Trade |
| 9. Commodity Stabilization | 18. Transportation |

Example:

INCO - SALMON Japan
12 Production & Consumption

ALPHABETICAL LIST

The following list is not exhaustive and may be expanded to meet office or post needs. Folders should only be prepared for those industries and commodities on which record material accumulates.

Advertising

Air Conditioning & Refrigeration

Aluminum & Aluminum Products

Animal Fats

Use Fats & Oils.

Animals & Animal Husbandry

Apparel

Use Clothing.

Appliances

Subdivide by type (e.g., Household, Prosthetic, etc.), if volume warrants.

Architecture

Base Metals

Use Mining, Minerals & Metals.

Beverages

Building Materials

Cement

Cereals

Chemicals & Chemical Products

Clothing

Cocoa

Coffee

Construction

Subdivide into "Public" or "Private" if volume warrants.

Containers & Packaging

Copper & Copper Products

Corn & Cornmeal

Cottage Industry

Cotton & Cotton Production

Dairying & Dairy Products

Department Stores

Use Wholesale & Retail Trade.

Drugs & Pharmaceuticals

Electronics & Electronic Products

Engineering

For engineering as science, SEE: SCI, Alphabetical List.

Equipment & Machinery

Subdivide by type (e.g., Agricultural, Construction, Electrical, Industrial, etc.), if volume warrants.

Fats & Oils (Animal, Fish
& Vegetable)

Feeds

Use Grains, Feeds & Seeds.

Fertilizers

Fibers & Textiles

Subdivide into "Natural" and "Synthetic" if volume warrants.

Films

Use Motion Pictures.

Fish & Fishing

Includes fisheries and fish products.

Fish Oils

Use Fats & Oils.

Food & Food Products

Forestry & Forest Products

Includes reforestation.

Fruits, Nuts & Vegetables

Fur Seals & Fur Sealing

Furs

Use Hides, Skins & Furs.

Gold

For gold as currency, medium of exchange, etc., SEE: FN 17 and 19.

Grains, Feeds & Seeds

Handicrafts

Hides, Skins & Furs

Housing

Industrial Chemicals

Use Chemicals & Chemical Products.

Insecticides

Iron & Steel & Related Products

Lead & Zinc & Related Products

Leather & Leather Goods

Livestock, Meat, & Meat Products

Lumber & Lumber Products	
Machine Tools & Metal-working Equipment	
Machinery	Use Equipment & Machinery.
Meat & Meat Products	Use Livestock, Meat & Meat Products.
Metallurgy	Use Mining, Minerals & Metals.
Metal-working Equipment	Use Machine Tools & Metal-working Equipment.
Mining, Minerals & Metals	Includes mines and metallurgy.
Motion Pictures	
Natural Fibers	Use Fibers & Textiles.
Naval Stores	
Newsprint	Use Pulp, Paper & Paperboard.
Non-ferrous Metals	Use Mining, Minerals & Metals.
Nuts	Use Fruits, Nuts & Vegetables.
Occupations	Use Professions & Occupations.
Oils	Use Fats & Oils.
Packaging	Use Containers & Packaging.
Paints & Varnishes	
Paper & Paperboard Products	Use Pulp, Paper & Paperboard.
Plastics & Plastic Products	
Pharmaceuticals	Use Drugs & Pharmaceuticals.
Photographic Equipment & Products	
Poultry & Eggs	
Precious Metals & Stones	
Printing & Publishing	
Private Construction	Use Construction.
Professional & Scientific Instruments & Equipment	
Professions & Occupations	

Publishing	Use Printing & Publishing.
Pulp, Paper & Paperboard	
Raw Materials	
Real Estate	
Refrigeration	Use Air Conditioning & Refrigeration.
Retail Trade	Use Wholesale & Retail Trade.
Rice	
Rubber & Rubber Products	
Scientific Instruments	Use Professional & Scientific Instruments & Equipment.
Seeds	Use Grains, Feeds & Seeds.
Silver	For silver as coinage, SEE: FN 17.
Skins	Use Hides, Skins & Furs.
Small-scale Industries	
Steel	Use Iron & Steel & Related Products.
Storage	Use Warehousing & Storage.
Sugar	
Supermarkets	Use Wholesale & Retail Trade.
Synthetic Fibers	Use Fibers & Textiles.
Synthetics (other than Fibers)	
Tea	
Textiles	Use Fibers & Textiles.
Tin & Tin Products	
Tobacco & Tobacco Products	
Tools, Machine	Use Machine Tools & Metal-working Equipment.
Uranium	
Varnishes	Use Paints & Varnishes.
Vegetable Oils	Use Fats & Oils.
Vegetables	Use Fruits, Nuts & Vegetables.

Warehousing & Storage

Whales & Whaling

Wheat

Wholesale & Retail Trade

Wildlife

Wood

Use Lumber & Lumber Products.

Wool & Wool Products

Zinc

Use Lead & Zinc & Related Products.

INLAND TRANSPORT

Instructions

Use for papers which deal with the commercial inland transportation industries in a general or collective way as well as for papers which pertain to a single type. Also includes private inland transportation.

SEE: PETROLEUM outline for pipelines.

LABOR & MANPOWER outline for labor-management relations, strikes, employee unions, etc.

AVIATION (CIVIL) outline for commercial and private air transportation.

OCEAN SHIPPING outline for merchant shipping and private ocean transportation.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to a specific area or country. Example:

INLAND TRANSPORT IT 6 Companies. Lines

This method will also suffice when the amount of papers to be filed does not warrant folders for areas or countries. In many offices the primary subject INLAND TRANSPORT alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

INLAND TRANSPORT IT 11-12 Ships, Vessels & Equip.	<u>U.S.S.R.</u>
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- C. Subdivide the subject breakdowns by area and/or country if volume warrants. Example:

INLAND TRANSPORT IT 8 Rail	<u>West Germany</u>
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- D. Arrange by name of organization, subdividing by the appropriate subject breakdowns as needed. This method may be used by offices which accumulate this type of material in such quantity that IT 7-3, 8-3, or 11-3 will not suffice. Example:

INLAND TRANSPORT	Central Rhine Com.
IT 11-1 Policy. Plans.	(Wwy)

IT - INLAND TRANSPORT

- | | | |
|------|--------------------------------------|--|
| 1 | GENERAL 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 | GENERAL REPORTS &
STATISTICS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 3 | ORGANIZATIONS &
CONFERENCES | Other than companies and lines. Use only for materials which cannot be filed under one of the more specific subjects in this outline. Subdivide by name of organization and name, date, and location of conference if volume warrants. |
| 4 | AGREEMENTS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 5 | LAWS & REGULATIONS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 6 | COMPANIES. LINES. | Subdivide by name if volume warrants. |
| 7 | HIGHWAY | |
| 7-1 | Policy. Plans. (Hwy) | |
| 7-2 | Reports & Statistics (Hwy) | |
| 7-3 | Organizations &
Conferences (Hwy) | Other than companies and lines, for which SEE: IT 7-6. |
| 7-4 | Agreements (Hwy) | |
| 7-5 | Laws & Regulations (Hwy) | |
| 7-6 | Companies. Lines. (Hwy) | Subdivide by name if volume warrants. |
| 7-7 | Visits (Hwy) | |
| 7-8 | Taxes & Fees (Hwy) | |
| 7-9 | Routes & Schedules (Hwy) | |
| 7-10 | Rates & Charges (Hwy) | Subdivide by "Freight" and "Passenger" if volume warrants. |
| 7-11 | Shipments (Hwy) | Includes storage on or within vehicles, containers, and dangerous goods. |
| 7-12 | Vehicles & Equipment
(Hwy) | Trucks, buses, automobiles, etc. Subdivide by types if volume warrants. |

IT - INLAND TRANSPORT

7 HIGHWAY (cont'd)

- 7-13 Safety & Control (Hwy) Use for all material for regulating, warning or guiding traffic. Includes numbering and marking systems.
- 7-14 Terminals (Hwy)
- 7-15 Bridges & Structures (Hwy) Includes tunnels, culverts and viaducts.
- 7-16 Highways. Transportation Network. Includes construction, maintenance, etc., of roads and streets, arteries and systems. Subdivide by name if volume warrants.
- 7-17 Traffic (Hwy) Use for material which does not pertain solely to a specific company or line, for which SEE: IT 7-6. Includes density and volume statistics. Subdivide by "Freight" and "Passenger" if volume warrants.
- 7-18 Highway Transport Personnel Do not use for labor matters, for which SEE: LAB outline.

8 RAIL

- 8-1 Policy. Plans. (Rail)
- 8-2 Reports & Statistics (Rail)
- 8-3 Organizations & Conferences (Rail) Other than companies and lines, for which SEE: IT 8-6.
- 8-4 Agreements (Rail)
- 8-5 Laws & Regulations (Rail)
- 8-6 Companies. Lines. (Rail) Subdivide by name if volume warrants.
- 8-7 Visits (Rail)
- 8-8 Taxes & Fees (Rail)
- 8-9 Routes & Schedules (Rail)
- 8-10 Rates & Charges (Rail) Subdivide by "Freight" and "Passenger" if volume warrants.
- 8-11 Shipments (Rail) Includes storage on or within rolling stock, containers, and dangerous goods.
- 8-12 Locomotives, Rolling Stock & Equipment Subdivide by types if volume warrants.
- 8-13 Safety & Control (Rail)
- 8-14 Terminals (Rail)

IT - INLAND TRANSPORT

8 RAIL (cont'd)

- 8-15 Bridges & Structures (Rail) Includes tunnels, culverts, viaducts.
- 8-16 Roadbeds. Ties. Rails.
- 8-17 Traffic (Rail) Use for material which does not pertain to a specific company, for which SEE: IT 8-6. Includes density and volume statistics. Subdivide by "Freight" and "Passenger" if volume warrants.
- 8-18 Rail Transport Personnel Do not use for labor matters, for which SEE: LAB outline.
- 8-19 Tramways. Subways. Includes interurban, rapid transit, monorail, etc.

9 ROPEWAY

10 CABLE CARS

11 WATERWAY

Includes flood prevention.

- 11-1 Policy. Plans. (Wwy)
- 11-2 Reports & Statistics (Wwy)
- 11-3 Organizations & Conferences (Wwy) Other than companies and lines, for which SEE: IT 11-6.
- 11-4 Agreements (Wwy)
- 11-5 Laws & Regulations (Wwy)
- 11-6 Companies. Lines. (Wwy) Subdivide by name if volume warrants.
- 11-7 Visits (Wwy)
- 11-8 Taxes & Fees (Wwy)
- 11-9 Routes & Schedules (Wwy)
- 11-10 Rates & Charges (Wwy) Subdivide by "Freight" and "Passenger" if volume warrants.
- 11-11 Cargoes (Wwy) Includes storage, containers, dangerous cargoes, and cargo gear.
- 11-12 Ships, Vessels & Equipment Subdivide by types if volume warrants.
- 11-13 Navigation & Safety (Wwy)

IT - INLAND TRANSPORT

11 WATERWAY (cont'd)

11-14 Ports & Harbors

11-15 Bridges & Structures (Wwy)

11-16 Canals. Rivers. Lakes.

Subdivide by name if volume warrants.
Includes dredging.

11-17 Traffic (Wwy)

Use for material which does not pertain
solely to a specific company or line,
for which SEE: IT 11-6. Includes
density and volume statistics. Subdivide
by "Freight" and "Passenger" if volume
warrants.11-18 Waterway Transport
PersonnelDo not use for labor matters, for which
SEE: LAB outline.

LABOR & MANPOWER

Instructions

Use for papers on labor and manpower which have economic significance, such as labor market, national labor force, labor requirements and availability, and manpower utilization and programs.

SEE: POLITICAL AFFAIRS & RELATIONS outline for the political influence and activities of labor organizations.

COMMUNISM outline for Communist efforts to infiltrate and influence labor organizations.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to a specific area, country, type of labor, etc. Example:

LABOR & MANPOWER
LAB 8 Mobilization. Manpower Reserves.

This method will also suffice when the amount of papers to be filed does not warrant folders for areas, countries, etc. In many offices the primary subject LABOR & MANPOWER alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns shown if volume warrants. Example:

LABOR & MANPOWER Austria
LAB 12 Productivity

- C. Subdivide the subject breakdowns by area and/or country, if volume warrants. Example:

LABOR & MANPOWER
LAB 6-1 Disputes. Strikes. Great Britain

- D. Arrange by name of organization, subdividing by the appropriate subject breakdowns as needed. This method may be used by offices which accumulate this type of material in such quantity that LAB 3 and its subdivisions will not suffice. Example:

LABOR & MANPOWER	<u>ILO</u>
LAB 13-1 Technology Effects on Labor	

- E. Arrange by types of workers, according to the kinds of industries, services, etc., in which they are employed. Example:

LABOR & MANPOWER	<u>Metalworkers</u>
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Subdivide by area, country, or subject, if volume warrants.

LAB - LABOR & MANPOWER

- | | | |
|-----|--------------------------------------|--|
| 1 | GENERAL 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 | GENERAL REPORTS &
STATISTICS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 3 | ORGANIZATIONS &
CONFERENCES | Arrange by the tertiary subjects shown, and/or alphabetically by name, if volume warrants. |
| 3-1 | Local Labor
Organizations | Labor units of a particular craft or industry. |
| 3-2 | National Labor
Organizations | Country-wide organizations of a particular craft or industry (national trade unions) and combinations of industrial or craft unions (such as Australian Council of Trade Unions, National Confederation of Industrial Workers, and American Federation of Labor). |
| 3-3 | International Labor
Organizations | Combinations of national confederations of more than one country (such as ICFTU); independent federations of national unions from different countries, operating in specific or related trades or industries, such as metal workers or transport workers (international trade secretariats and departments); the ILO; and other intergovernmental labor organizations. |
| 4 | AGREEMENTS | Use for material on national and intergovernmental agreements which are so general in nature they cannot be filed under one of the more specific subjects in this outline. For agreements and contracts in labor-management relations, SEE: LAB 6. |
| 5 | LAWS & REGULATIONS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 6 | LABOR-MANAGEMENT
RELATIONS | Policies and activities engaged in by organized labor and management for the promotion of their common or separate interests. Includes disputes, strikes, cooperation, collective bargaining, arbitration, contracts, and agreements. |
| 6-1 | Disputes. Strikes. | Causes, results, machinery of settlement, mediation, conciliation, etc. Includes lockouts and slowdowns. |

LAB - LABOR & MANPOWER

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|------|---|--|
| 7 | VISITS | By labor and union officials, representative labor groups, etc. |
| 8 | MOBILIZATION.
MANPOWER RESERVES. | For total mobilization, SEE: DEF 1-8; for industrial mobilization, SEE: INCO 8. |
| 9 | LABOR EDUCATION &
TRAINING | Includes trade schools, training courses and projects, and apprenticeship. |
| 9-1 | Labor Institutes | |
| 10 | SPECIAL GROUPS | Use for material on special categories of labor, such as farm labor, child labor, convict labor, migratory labor, handicapped workers, foreign importees, exchanges, etc. Subdivide by category if volume warrants. SEE: SCI 12 for scientific manpower. |
| 11 | WAGES. HOURS. WORKING
CONDITIONS. | Wages and supplementary benefits, including wage structure, bonuses, differentials, incentive wages, cost of living allowances, profit-sharing plans, workmen's compensation, hours of work, and working conditions. |
| 11-1 | Safety. Accidents. | Includes provision and use of safety devices. |
| 12 | PRODUCTIVITY | Amount of work done (e.g., output in man-hours). |
| 13 | EMPLOYMENT.
UNEMPLOYMENT.
TURNOVER. | Includes underemployment, hazardous employment, and unemployment compensation. |
| 13-1 | Technology Effects
on Labor | Effect of automation, mechanization, and other technological advances on employment, etc. |
| 13-2 | Economic Integration
Effects on Labor | |
| 14 | FORCED LABOR | Includes slavery, peonage. For human rights aspects, SEE: SOC 14. |
| 15 | REPLACEMENT OF
FOREIGN LABOR | By native labor. Extent and effect of such replacement. |
| 16 | SOCIAL SECURITY.
RETIREMENT. PENSIONS. | |

OCEAN SHIPPING

Instructions

Use for papers on the commercial ocean transportation industries and private ocean transportation. Includes merchant marine and coastal shipping.

SEE: PROTECTIVE SERVICES outline for consular services performed for shipping and seamen.

LABOR & MANPOWER outline for labor matters pertaining to shipyard, dock, or maritime employees.

PETROLEUM outline for pipeline and tanker transportation.

INLAND TRANSPORT outline for commercial and private highway, rail, inland waterway, etc., transportation.

STRATEGIC TRADE CONTROL outline for shipping controls on export of strategic items to Communist countries.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific areas or countries. Example:

OCEAN SHIPPING
OS 5 Laws & Regulations

This method will also suffice when the amount of papers to be filed does not warrant folders for areas or countries. In some offices the primary subject OCEAN SHIPPING alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

OCEAN SHIPPING France
OS 17 Traffic

- C. Subdivide the subject breakdowns by area and/or country if volume warrants. Example:

OCEAN SHIPPING OS 14 Ports & Harbors	<u>Brazil</u>
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- D. Arrange by name of organization, subdividing by the appropriate subject breakdowns as needed. This method may be used by offices which accumulate material of this kind in such quantity that OS 3 will not suffice. Example:

OCEAN SHIPPING OS 16 Oil Pollution	<u>IMCO</u>
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OS - OCEAN SHIPPING

- | | | |
|------|---|--|
| 1 | GENERAL POLICY &
PLANNING | Use only for general material of a policy or planning nature which is so broad it cannot be filed under one of the more specific subjects in this outline. |
| 2 | GENERAL REPORTS &
STATISTICS | Use only for materials which cannot be filed under more specific subjects in this outline. |
| 3 | ORGANIZATIONS &
CONFERENCES | Other than companies and lines. Use only for material which cannot be filed under one of the more specific subjects elsewhere in this outline. Subdivide by name of organization (e.g., Intergovernmental Maritime Consultative Organization (IMCO)) and name, date, and location of conference, if volume warrants. |
| 4 | AGREEMENTS | Use only for agreements which cannot be filed under more specific subjects in this outline. |
| 5 | LAWS & REGULATIONS | Use for materials which cannot be filed under more specific subjects in this outline. Subdivide by title, number or other identification if volume warrants. |
| 6 | COMPANIES. LINES. | Subdivide by name if volume warrants. For labor-management relations, strikes, etc., SEE: LAB 6. |
| 7 | VISITS | |
| 8 | TAXES & FEES | |
| 9 | ROUTES & SCHEDULES | |
| 10 | RATES & CHARGES | |
| 10-1 | Freight Rates | |
| 10-2 | Passenger Rates | |
| 11 | CARGOES | |
| 11-1 | Dangerous Cargoes | |
| 11-2 | Cargo Storage | Includes containers. |
| 11-3 | Cargo Gear | |
| 11-4 | Cargo Preference | |
| 11-5 | Discrimination. Boycott
of Shipping. | Includes seizure of cargoes. |

OS - OCEAN SHIPPING

- 12 SHIPS. VESSELS.
EQUIPMENT. Subdivide by types or names of vessels if volume warrants. For inland waterway vessels, SEE: IT 11-12.
- 12-1 Shipbuilding. Repairs. Includes subsidies, plans, and designs.
- 12-2 Sale. Purchase. Transfer. Includes registration resulting from these actions.
- 12-3 Flags of Convenience Sometimes called "flags of necessity." Includes transfer of registry under foreign flag.
- 12-4 Documentation
- 12-5 Accidents Includes salvage and scrapping, and liability of vessels in collisions.
- 12-6 Charter
- 12-7 Nuclear Propulsion
- 12-8 Tonnage
- 12-9 Liens
- 12-10 Loan
- 12-11 Reserve Fleet
- 12-12 Movement of Vessels
- 13 NAVIGATION & SAFETY
- 13-1 Search and Rescue
- 13-2 Navigational Aids Includes buoys, markers, and lighthouses as well as radio-navigational aids.
- 13-3 Navigational Hazards
- 13-4 Pilotage
- 13-5 Safety of Life at Sea
- 14 PORTS & HARBORS
- 14-1 Construction & Maintenance Includes dredging.
- 14-2 Port Facilities & Services
- 14-3 Port Authority
- 14-4 Port Security
- 14-5 Berthing

OS - OCEAN SHIPPING

- 15 LOAD LINES Convention ratification, acceptances, violations, amendments, etc.
- 16 OIL POLLUTION Includes violations, enforcement of regulations, studies, etc.
- 17 TRAFFIC Use for material which does not pertain solely to a specific company or line, for which SEE: OS 6. Includes density and volume statistics.
- 17-1 Freight Traffic
- 17-2 Passenger Traffic
- 18 MERCHANT & MARINE
 PERSONNEL Do not use for labor matters, for which SEE: LAB outline or consular services to seamen, for which SEE: PS 7-5. Includes such matters as desertion, mutiny, licensing of maritime navigators, merchant marine academies, etc.

PETROLEUM

Instructions

Use for papers on the petroleum industry in general, its subordinate industries, petroleum as a commodity, and for petroleum products.

SEE: FUELS & ENERGY outline for fuels other than petroleum.

DEFENSE AFFAIRS outline for stockpiling of strategic and critical materials.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to a specific area or country. Example:

PETROLEUM PET 2 General Reports & Statistics

This method will also suffice when the amount of papers to be filed does not warrant folders for areas or countries. In many offices the primary subject PETROLEUM alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

PETROLEUM PET 12 Prod. & Consump.	<u>Rumania</u>
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- C. Subdivide the subject breakdowns by area and/or country if volume warrants. Example:

PETROLEUM PET 18-1 Pipelines & Facilities	<u>Saudi Arabia</u>
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PET

- D. Arrange by name of organization, subdividing by the appropriate subject breakdowns as needed. This method may be used by offices which accumulate material of this kind in such quantity that PET 3 will not suffice. Example:

PETROLEUM	<u>WPC</u>
PET 1 General Policy. Plans.	

PET - PETROLEUM

- | | | |
|------|----------------------------------|--|
| 1 | GENERAL 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. Includes material on Military Advisory Petroleum Board and the NATO Petroleum Planning Commission. |
| 2 | GENERAL REPORTS &
STATISTICS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 3 | ORGANIZATIONS &
CONFERENCES | Other than companies, for which SEE: PET 6. Use only for materials which cannot be filed under one of the more specific subjects in this outline. Subdivide by type and/or name of organization and name, date, and location of conference if volume warrants. |
| 3-1 | Governmental | |
| 3-2 | Industrial | |
| 3-3 | International | |
| 4 | AGREEMENTS | Use only for material which cannot be filed under one of the more specific subjects in this outline. For concessions and leases, SEE: PET 10-3. |
| 5 | LAWS & REGULATIONS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 6 | COMPANIES | For refineries, SEE: PET 11-2. For industrial organization and control, SEE: PET 15. |
| 7 | VISITS | |
| 8 | | (Reserved for future use.) |
| 9 | | (Reserved for future use.) |
| 10 | RESOURCES, OIL FIELDS, | |
| 10-1 | Conservation | |
| 10-2 | Exploration & Development | |
| 10-3 | Concessions. Leases. | |
| 10-4 | Tidelands, Continental
Shelf. | |

PET - PETROLEUM

- 11 REFINING Use for refining of crude oil, technological advances, etc.
- 11-1 Research & Technology
- 11-2 Refineries
- 11-3 Refined Products
- 12 PRODUCTION & CONSUMPTION Includes oil production, consumption volume, technological advances, etc.
- 12-1 Research & Technology
- 12-2 Stocks Includes oil supplies, stockpiling, etc.
- 12-3 Surpluses. Shortages. Includes storage, disposal, rationing, etc.
- 13 MARKETING & DISTRIBUTION
- 14 PRICES
- 15 INDUSTRIAL ORGANIZATION & CONTROL Use for material on organization of petroleum industry, ownership, nationalization, cartels and monopolies, etc. For labor-management relations, strikes, etc., SEE: LAB 6.
- 15-1 Restrictive Business Practices
- 15-2 Nationalization. Expropriation.
- 16 (Reserved for future use.)
- 17 TRADE Includes Communist penetration of petroleum market.
- 17-1 Exports Subdivide by destination if volume warrants.
- 17-2 Imports Subdivide by source if volume warrants. Includes U.S. Oil Imports Restrictions Program.
- 18 TRANSPORTATION
- 18-1 Pipelines & Facilities Includes pumping stations, taplines, construction, maintenance, etc.
- 18-2 Tankers

POSTAL AFFAIRS

Instructions

Use for papers on international postal problems, postal systems, rates, use of mails, membership in international postal organizations, agreements, and related matters.

SEE: COMMUNICATIONS & RECORDS outline for matters pertaining to agency and Foreign Service mail, and to U.S. Government-wide and inter-agency mail policies and procedures.

TELECOMMUNICATIONS outline for communications transmitted by wire.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to a specific area or country. Example:

POSTAL AFFAIRS PO 6 Stamps

This method will also suffice when the amount of papers to be filed does not warrant folders for areas or countries. In many offices, the primary subject POSTAL AFFAIRS alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

POSTAL AFFAIRS	<u>West Germany</u>
PO 9 Postal Systems & Services	

- C. Subdivide the subject breakdowns by area and/or country if volume warrants. Example:

POSTAL AFFAIRS	
PO 2 Gen. Repts. & Stat.	<u>Chile</u>

PO

- D. Arrange by name of organization, subdividing by the appropriate subject breakdowns as needed. This method may be used by offices which accumulate this type of material in such quantity that PO 3 will not suffice. Example:

POSTAL AFFAIRS PO 10 Postal Rates

<u>UPU</u>

PO - POSTAL AFFAIRS

- | | | |
|-----|---------------------------------|---|
| 1 | GENERAL POLICY, PLANS. | Use only for material which is too broad in content that it cannot be filed under one of the more specific subjects in this outline. |
| 2 | GENERAL REPORTS &
STATISTICS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 3 | ORGANIZATIONS &
CONFERENCES | Use only for materials which cannot be filed under one of the more specific subjects in this outline. Subdivide by name of organization and name, date, and location of conference, if volume warrants. Includes UPU. |
| 4 | AGREEMENTS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 5 | LAWS & REGULATIONS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 6 | STAMPS | Includes commemorative stamps, counterfeiting, etc. For stamp collecting as a hobby, SEE: EDU 15. |
| 7 | VISITS | |
| 8 | CENSORSHIP | Of mail. For censorship of press, SEE: INF 11-1; of motion pictures, INF 12-1. |
| 9 | POSTAL SYSTEMS & SERVICES | Includes studies, improvement, and automation; complaints, use, etc. |
| 9-1 | Use of Mails | Includes fraudulent use, policy on use by aliens, legality of use for mailing certain items, etc. |
| 9-2 | Loss. Theft.
Non-Delivery. | |
| 10 | RATES | |

STRATEGIC TRADE CONTROL

Instructions

Use for papers on the control of exports for economic defense purposes, commonly referred to as "EXCON," "East-West Trade," "Security Trade Control," "Economic Defense," "Economic Warfare," and "Battle Act." Includes materials on the "Trading with the Enemy Act" (P.L. 91, 65th Congress). Also includes control of foreign assets, transaction control, and import control for economic defense purposes.

SEE: FOREIGN TRADE outline for trade controls for other purposes.

FINANCE outline for financial controls for other purposes.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific areas and countries. Example:

STRATEGIC TRADE CONTROL
STR 6 Battle Act.

This method will also suffice when the amount of papers to be filed does not warrant folders for areas or countries. In some offices, the primary subject STRATEGIC TRADE CONTROL alone will suffice.

- B. Arrange by area and/or country. Subdivide by subject if volume warrants. Example:

STRATEGIC TRADE CONTROL U.S.
STR 10-1 Bunkering of Vessels.

- C. Subdivide the subject breakdowns by area and/or country if volume warrants. Example:

STRATEGIC TRADE CONTROL
STR 13-2 Reports of Licenses Granted U.K.

STR

- D. Subdivide by name of firm or product if desired. Example:

STRATEGIC TRADE CONTROL (Petroleum
Equipment)

STR - STRATEGIC TRADE CONTROL

- | | | |
|-----|--|---|
| 1 | GENERAL 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 | GENERAL REPORTS &
STATISTICS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 3 | ORGANIZATIONS &
CONFERENCES | Use only for materials which cannot be filed under one of the more specific subjects in this outline. Subdivide by name of organization and name, date, and location of conference, if volume warrants. |
| 4 | ECONOMIC DEFENSE
ADVISORY COMMITTEE
(EDAC) | All activities of EDAC, an inter-departmental committee which coordinates U.S. Government activities concerned with export controls. Includes membership of Committee, inter-agency working groups, and standing panels. Subdivide by name and number of group or panel if volume warrants. |
| 4-1 | Administrative Action
Program (AAP) | Administrative actions taken jointly by members of EDAC on firms violating U.S. or international security control regulations. Subdivide by AAP number or firm name if volume warrants. |
| 5 | EXPORT CONTROL
REGULATIONS &
PROCEDURES | If desired, maintain U.S. and foreign separately. |
| 6 | BATTLE ACT | Also known as the "Mutual Defense Assistance Control Act of 1951." |
| 6-1 | Lists | Subdivide by Title I - Category A (arms, ammunition and implements of war), Title I - Category B (goods used principally for production of armaments), and Title II - (goods of lesser importance but subject to U.S. controls). Further subdivisions should be by item number. |
| 6-2 | Quarterly Report
of Shipments | Subdivide by country (i.e., post reviewing Presidential Determinations). |
| 6-3 | Presidential
Determinations | On whether or not U.S. aid should be given to a country which knowingly permits shipments of embargoed-list items to Communist bloc countries. Includes "Exception Letters" allowing aid to continue to such countries. For Presidential determinations on aid matters not involving strategic trade control, SEE: AID 1-1. |

STR - STRATEGIC TRADE CONTROL

- 7 SHIPMENTS OF U.S. GOODS Includes exportation of goods, services and technology from U.S. under U.S. security export controls. Includes export licenses and acquisition and disposition of IC/DV and TAC certificates. For multilateral operations of IC/DV and TAC systems, SEE: STR 12. Maintain files by OC (Department of Commerce Operating Committee) and ACEP (Advisory Committee on Export Policy) document number or by item and topic as appropriate if volume warrants.
- 7-1 Transaction Checks Also known as "End-Use Checks." Pertains to pre-licensing checks (PL checks), post-shipment checks (PS checks), and investigate checks (INVEST checks) by the Investigation Staff of Department of Commerce. Subdivide by BIP number, if any. Subdivide further by type if volume warrants.
- 7-2 Technical Data Controls For control of export to non-Communist bloc countries of technical data related to strategic commodities, SEE FT 18-2.
- 7-3 Violations Actual violations of U.S. security export controls. For recommendations made by Foreign Service posts for consideration of administrative actions by U.S. Government agencies, SEE: STR 4-1. Subdivide by BIP number, if any.
- 8 U.S. EXPORT CONTROL LISTS Includes Security Export Control List (SECL) and Positive List.
- 9 FINANCIAL CONTROLS Use only for material on U.S. controls under Section 5(b) of the Trading with the Enemy Act, administered by the U.S. Treasury Department or Department of Justice.
- 9-1 Foreign Assets Control Licensing control on transactions involving designated foreign countries or their nationals, including, as applicable, blocked assets, import control, and transactions by foreign subsidiaries of U.S. firms.
- 9-2 Transaction Control Licensing control on transactions involving the shipment of certain merchandise from any foreign country to certain designated countries (Sino-Soviet bloc). This control supplements other U.S. security export controls. File by International List item if volume warrants.

STR - STRATEGIC TRADE CONTROL

- 10 TRANSPORTATION CONTROLS Placed on ships and aircraft carrying strategic goods to Communist bloc countries.
- 10-1 Bunkering of Vessels Restrictions placed on supplying bunkers and marine lubricants to vessels bound for or returning from certain Communist bloc ports. Subdivide by name of vessel if volume warrants.
- 10-2 Refueling of Aircraft Restrictions on supplying fuel and lubricants to aircraft for flights to or from certain Communist bloc countries.
- 10-3 Ship Manifests
- 10-4 Transportation Orders U.S. Department of Commerce Transportation Orders restricting vessels and aircraft from transporting strategic items to Communist bloc countries. Subdivide by Transport Order number if volume warrants.
- 11 FOREIGN EXCESS PROPERTY DISPOSAL Use only for strategic control aspects of this subject. Subdivide by bidder's name.
- 11-1 U.S. Foreign Excess Property Disposal by U.S. Government of foreign excess property.
- 11-2 Military Assistance Program (MAP) Excess Property Disposal by foreign governments of MAP excess property. For MAP equipment and supplies program, SEE: DEF 19-3.
- 12 INTERNATIONAL CONTROL SYSTEMS Multilateral systems of destination, transshipment, transit, and transaction controls, devised by free-world countries to discourage illegal trade with Communist bloc countries.
- 12-1 Import Certificate-Delivery Verification (IC/DV) Use for material on the multilateral administrative control system designed to deter transshipments or other diversions of strategic commodities to Communist bloc countries. For use of IC/DV's on specific shipments, SEE: STR 7 or STR 12-3.
- 12-2 Transit Authorization Certificate (TAC) Use for material on the multilateral administrative system of preventing embargoed goods, moving in transit through a participating country, from being diverted to Communist bloc countries. For use of TAC's on specific shipments, SEE: STR 7 or STR 12-3.

STR - STRATEGIC TRADE CONTROL

- 12 INTERNATIONAL CONTROL SYSTEMS (cont'd)
- 12-3 Shipments of Non-U.S. Origin Goods Actual shipments. Includes license, shipment, transshipment, and diversion of strategic goods into Communist bloc countries.
- 13 CONSULTATIVE GROUP (CG) Operations, meetings, negotiations, etc., of CG on strategic trade controls of European participating countries. Use for materials involving both Coordinating Committee (COCOM) and China Committee (CHINCOM).
- 13-1 Coordinating Committee (COCOM) Operations, meetings, actions, etc., of this Committee on trade controls and enforcement measures for European Soviet bloc. Includes policy decisions of participating members of this Committee. Subdivide by International List item if volume warrants.
- 13-2 Reports of Licenses Granted Subdivide by reporting country.
- 13-3 China Committee (CHINCOM) Operations, meetings, actions, etc., of this Committee on trade controls over shipments to Communist China and certain other Far Eastern Communist bloc countries.
- 14 INTERNATIONAL LIST I Embargo list approved by COCOM members, including atomic energy and munitions items. Includes List reviews and annexes. Subdivide by item if volume warrants.
- 14-1 Exceptions Which permit a country to issue license for export of embargoed items to Communist bloc countries under the various COCOM principles and procedures. Subdivide by item if volume warrants.
- 15 INTERNATIONAL LIST IV Includes items formerly on International Lists II and III. Known also as "Watch List" or "Surveillance List." Items are under surveillance control. Includes List reviews. Subdivide by items if volume warrants.
- 16 CHINA CONTROL LIST Embargo list formerly approved by CHINCOM members.
- 17 CUBA CONTROL LIST

STR - STRATEGIC TRADE CONTROL

18 COUNTRY LISTS

Use for export control lists issued or published by individual countries in carrying out their own unilateral controls.

19 BLACK LISTS

TELECOMMUNICATIONS

Instructions

Use for papers on the telecommunications industry as a whole, on the industries which comprise it (radio, TV, telephone, etc.) and for other telecommunications matters which do not pertain to the cultural uses of telecommunications media (such as educational TV) or informational matters of the type for which the United States Information Agency is primarily responsible.

SEE: EDUCATION & CULTURE outline for matters concerning educational uses of telecommunications media.

INFORMATION ACTIVITIES (GEN.), RADIO (USIS) and TV (USIS) outlines for matters involving the dissemination of information through various telecommunications media.

SPACE & ASTRONAUTICS outline for noncommercial aspects of space communications.

TRANSPORTATION outlines for use of telecommunications in navigational aids.

COMMUNICATIONS & RECORDS outline for agency telecommunications facilities and services.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific areas, countries, companies, etc. (i.e., purely subjective matters). Example:

TELECOMMUNICATIONS
TEL 8-1 Radio Frequencies

This method will also suffice when the amount of papers to be filed does not warrant folders for countries, companies, etc. In many offices, the primary subject TELECOMMUNICATIONS alone will suffice.

TEL

- B. Arrange by area and/or country. Subdivide by the subject breakdowns, if volume warrants. Example:

TELECOMMUNICATIONS	<u>Norway</u>
TEL 10 Telegraph	

- C. Subdivide the subject breakdowns by area and/or country, if volume warrants. Example:

TELECOMMUNICATIONS	<u>Austria</u>
TEL 9-2 TV Broadcasting	

- D. Arrange by name of organization, subdividing by the appropriate subject breakdown as needed. This method may be used by offices which accumulate material of this type in such quantity that TEL 3 will not suffice. Example:

TELECOMMUNICATIONS	<u>ITU</u>
TEL 8-1 Radio Frequencies	

TEL - TELECOMMUNICATIONS

- | | | |
|-----|-------------------------------------|---|
| 1 | GENERAL 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 | GENERAL REPORTS &
STATISTICS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 3 | ORGANIZATIONS &
CONFERENCES | Use only for materials which cannot be filed under one of the more specific subjects in this outline. Subdivide by name of organization and name, date, and location of conference, if volume warrants. |
| 4 | AGREEMENTS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 5 | LAWS & REGULATIONS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 6 | SPACE COMMUNICATIONS | Includes commercial space satellite communications system, communications satellites (e.g., Telstar, Relay, etc.), and private ownership and operation. SEE: SP 12-1 for noncommercial aspects of space communications. |
| 6-1 | Space Communications
Frequencies | |
| 7 | VISITS | |
| 8 | RADIO | Includes the radio broadcasting industry, amateur radio matters, overseas radio service, radio-navigation systems and aids, etc. |
| 8-1 | Radio Frequencies | Includes assignment, registration, coordination, transfer, etc. |
| 8-2 | Radio Broadcasting | Includes agreements, organizations, networks, stations, companies, etc. Subdivide by name of organization, company, etc., if volume warrants. |
| 8-3 | Radio Censorship | |
| 8-4 | Radio Interference | |

TEL - TELECOMMUNICATIONS

- 8 RADIO (cont'd)
- 8-5 Navigational Systems & Aids Subdivide by category (e.g., Aeronautical Fixed Communications, Marine Mobile Communications) and/or by type (e.g., Decca, Vortor, Loran-C). For their uses in civil aviation, SEE: AV 13-2; in merchant and private water transportation, SEE: OS 13-2 and IT 11-13; in military transportation, SEE: DEF 17-2.
- 9 TELEVISION Includes the TV industry.
- 9-1 TV Frequencies Subdivide by type (e.g., UHF, VHF, etc.) if volume warrants.
- 9-2 TV Broadcasting Includes agreements, organizations, networks, stations, companies, etc. Subdivide by name of organization, company, etc., if volume warrants.
- 9-3 TV Censorship
- 9-4 TV Interference
- 10 TELEGRAPH Includes agreements, rates, licensing, organizations, companies, etc. Subdivide by name if volume warrants.
- 10-1 Telegraph Cables
- 11 TELEPHONE Includes agreements, rates, systems, organizations, companies, etc. Subdivide by name if volume warrants.
- 11-1 Telephone Cables
- 12 TELECOMMUNICATIONS EQUIPMENT

TRADE PROMOTION & ASSISTANCE

Instructions

Use for papers on the promotional methods and programs which contribute to the expansion of foreign trade, and for papers on information provided the business community on present and prospective trading relations with foreign countries; for personalized services to businessmen requesting specific information; for assistance to foreign businessmen who desire to establish or expand commercial relations with U.S. firms; and related matters categorized as "commercial intelligence."

SEE: FOREIGN TRADE outline for international trade matters in general.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific countries. Example:

TRADE PROM. & ASSIST.
TP 21 Advertising

This method will also suffice when the amount of papers to be filed does not warrant folders for countries. In some offices the primary subject TRADE PROMOTION & ASSISTANCE alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example

TRADE PROM. & ASSIST. Philippines
TP 7 Visits. Missions.

- C. Subdivide the subject breakdowns by country if volume warrants. Example:

TRADE PROM. & ASSIST.
TP 8 Fairs & Exhibitions. Sweden

TP

TP - TRADE PROMOTION & ASSISTANCE

- 1 GENERAL POLICY. PLANS.
COORDINATION. 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.
- 1-1 Field Suggestions
- 2 GENERAL REPORTS &
STATISTICS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 3 ORGANIZATIONS &
CONFERENCES Use only for materials which cannot be filed under one of the more specific subjects in this outline. Subdivide by name of organization and name, date, and location of conference, if volume warrants. For commercial organizations, such as chambers of commerce, SEE: TP 6.
- 4 BUY AMERICAN Use for material requiring U.S. Government agencies to procure supplies for public use in the U.S.
- 5 LAWS & REGULATIONS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 6 COMMERCIAL
ORGANIZATIONS Interested in promotion of trade. Subdivide by name if volume warrants.
- 6-1 Chambers of Commerce
- 7 VISITS. MISSIONS.
- 7-1 U.S. Citizens Visits of U.S. businessmen to foreign countries and assistance rendered by posts to them. Subdivide by name of U.S. firm represented and/or name of individuals if volume warrants.
- 7-2 Foreign Nationals Visits of foreign businessmen to the United States and assistance rendered to them. Subdivide by name of foreign firm represented and/or name of individuals if volume warrants.
- 7-3 Tourism Includes Travel Centers.
- 8 FAIRS & EXHIBITIONS All kinds of trade shows, fairs, exhibitions, etc., regardless of whether they are national, regional, or international. Subdivide by name, location, and date if volume warrants.

TP - TRADE PROMOTION & ASSISTANCE

8 FAIRS & EXHIBITIONS (cont'd)

8-1 U.S. Participation

Use for all U.S. departmental and inter-departmental committees and boards responsible for or participating in such fairs and exhibitions; U.S. policy and planning; administrative aspects, etc.

8-2 Foreign Participation

9 PRIVATE INVESTMENT OPPORTUNITIES

Use only for private investment opportunities, i.e., opportunities to invest in new plants, mines, plantations, etc. Includes licensing of foreign-owned patents. For policy and objectives concerning private foreign investment in general and actual investments, SEE: FN 9. Subdivide by name of firm or individual if volume warrants.

10 TRADE COMPLAINTS & DISPUTES

Includes arbitration. Subdivide by name of firm and/or individual if volume warrants. Maintain complaints and disputes arising abroad separately from those arising in the U.S. if desired. SEE: PS 8-3 for consular services to specific firms and individuals so involved.

11 COMMERCIAL LIBRARIES

Includes reading room.

12 CLAIMS AGAINST HOST GOVERNMENT

13 MARKET SURVEYS

Made primarily to collect data for use by businessmen. SEE: INCO 13-1 for market research.

14 TRADE CONTACT SURVEYS

Subdivide by firm if volume warrants.

15 TRADE INQUIRIES & TRADE OPPORTUNITIES

Requests for information on general or specific aspects of trade relations between the U.S. and foreign countries, and for trade opportunities of U.S. and foreign firms to establish business relations abroad. Subdivide by name of firm and/or individual if volume warrants. Maintain U.S. firm inquiries separately from those of foreign firms if desired. Exclude specific private investments, for which SEE: TP 9.

15-1 Bids & Tenders

TP - TRADE PROMOTION & ASSISTANCE

- 16 TRADE LISTS Use for material which lists persons, firms, and other organizations engaged in the same type trade, industry, service or profession. Subdivide by type if volume warrants.
- 17 WORLD TRADE DIRECTORY REPORTS These reports are referred to as "WTD's." Use for general material only; actual copies of these reports should be maintained in a separate WTD file, alphabetically by name of firm or individual.
- 18 WORLD TRADE INFORMATION SERVICE Referred to as "WTIS."
- 19 ASSISTANCE TO/ PROTECTION OF U.S. FIRMS Except trade inquiries and opportunities, for which SEE: TP 15. Includes assistance and protective measures given to foreign branches of U.S. firms, to foreign firms owned or partly owned by American citizens, and to foreign subsidiaries of U.S. firms (including subsidiaries partly owned by foreign interests). Subdivide by name of firm if volume warrants. For consular services to protect American property, SEE: PS 8.
- 20 TRADE CENTERS. TRADE INFORMATION CENTERS.
- 21 ADVERTISING Includes directories and guides.

TRANSPORTATION (GENERAL)

Instructions

Use for papers on commercial transportation industries not limited solely to civil aviation, inland transport or to ocean shipping (e.g., general analyses of transportation facilities or data covering several types of transportation). Also includes general papers on private transportation.

SEE: AVIATION (CIVIL) outline for matters pertaining to that industry.

INLAND TRANSPORT outline for matters pertaining to highway, rail, and inland waterway transportation industries, and ropeways.

OCEAN SHIPPING outline for matters pertaining to that industry.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not relate to a specific area or country. Example:

TRANSPORTATION (GEN.) TR 3 Organizations & Conferences.
--

This method will also suffice when the amount of papers to be filed does not warrant folders for areas or countries. In some offices the primary subject TRANSPORTATION (GEN.) alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

TRANSPORTATION (GEN.) TR 1 Policy. Plans.	<u>Peru</u>
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- C. Subdivide the subject breakdowns by area and/or country if volume warrants. Example:

TRANSPORTATION (GEN.) TR 5 Laws & Regulations	<u>Portugal</u>
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TR - TRANSPORTATION (GENERAL)

- 1 POLICY. PLANS.
- 2 REPORTS & STATISTICS
- 3 ORGANIZATIONS &
CONFERENCES Other than companies and lines, for
which SEE: TR 6. Subdivide by name
of organization and name, date, and
location of conference if volume
warrants.
- 4 AGREEMENTS
- 5 LAWS & REGULATIONS
- 6 COMPANIES. LINES. Subdivide by name if volume warrants.
For labor-management relations,
strikes, etc., SEE: LAB 6.
- 7 VISITS

RECORDS CLASSIFICATION HANDBOOK

POLITICAL & DEFENSE

TABLE OF CONTENTS

<u>PRIMARY SUBJECT</u>	<u>CODE SYMBOL</u>
COMMUNISM	CSM
DEFENSE	DEF
INTELLIGENCE	INT
POLITICAL AFFAIRS & RELATIONS	POL

COMMUNISM

Instructions

Use for papers on the world political strategy of Communism, i.e., its aims, motives, and methods as an international movement. This includes the overt and covert activities of international Communists and national Communist parties to penetrate other governments, exploit and control key individuals, infiltrate and influence organizations, and engage in espionage, terrorism, etc. It also includes ideological differences within the Communist bloc, information on the specific Communist party within a country, and anti-Communist activities.

While such international activities of the Communist bloc as aid, trade, and cultural relations are carried on in terms of their maximum benefits in political power, basically they themselves are not political activities. For this reason, they are covered in other subject outlines.

Posts in Communist countries, where the party controls the government and all political activity, will find this outline applicable only to general subjects on Communism (e.g., ideology). Such posts should use the POLITICAL AFFAIRS & RELATIONS outline for papers concerning the domestic political affairs and international political relations of the country in which the post is located.

Papers concerning conventional political relations between Communist and non-Communist countries should be filed under the POLITICAL AFFAIRS & RELATIONS outline.

SEE: AID outline for economic and technical aid and assistance activities of the Communist bloc.

ECONOMIC AFFAIRS (GEN.) outline for Communist bloc economic penetration.

PETROLEUM outline for Communist penetration of the petroleum market.

FOREIGN TRADE outline for Communist bloc trade.

DEFENSE AFFAIRS outline for military assistance furnished by the Communist bloc.

STRATEGIC TRADE CONTROL outline for security control of exports to Communist bloc countries.

EDUCATIONAL & CULTURAL EXCHANGE outline for East/West exchanges.

INFORMATION ACTIVITIES (GEN.) and USIS outlines for programs to counter Communist movement and propaganda.

POLITICAL AFFAIRS & RELATIONS outline for counter-insurgency program.

EDUCATION & CULTURE outline for Communist activities in the educational and cultural fields.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific countries, organizations, individuals, etc., (i.e., purely subjective record materials). Example:

COMMUNISM
CSM 1 Doctrine. Party Line. Objectives.

This method also will suffice when the amount of papers is so small that folders for countries, organizations, etc., are not warranted. In many offices, the primary subject COMMUNISM alone will also suffice.

- B. Arrange geographically (area, country, province, city, regions within countries, etc.). Subdivide these files by subject, if volume warrants. Example:

COMMUNISM Latin America
CSM 10 Communist Propaganda

Intra-bloc relations should be shown as follows:

COMMUNISM USSR - Red China

- C. Subdivide the subject breakdowns geographically. Example:

COMMUNISM
CSM 6 Fronts. Affiliates. Brazil

CSM - COMMUNISM

- 1 DOCTRINE. PARTY LINE. OBJECTIVES. Party policy, ideology, statements and position on given issues. Actual goals. Subdivide by doctrine, issue, goal, etc., as volume warrants (e.g., peaceful co-existence, goals in less-developed countries).
- 1-1 Schisms. Deviation. Includes all indications of vulnerability, such as deviationism, revisionism, intra-party factions, inter-party disputes, dissidents, purges, and liquidation.
- 2 GENERAL REPORTS & STATISTICS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 3 INTERNATIONAL PARTY ORGANIZATION & CONFERENCES Subdivide by name, location, number, date or other identification of meeting, congress, etc., if volume warrants.
- 3-1 Elections
- 4 AGREEMENTS & TREATIES Of friendship, alliance, and mutual assistance between and among Communist countries.
- 5 NATIONAL PARTY ORGANIZATION & MEETINGS National party of host country. Strength, membership, composition, financial support, etc. Includes cells and so-called "fractions."
- 6 FRONTS. AFFILIATES. Communist-dominated and pro-Communist organizations, both national and international. Subdivide by category ("National," "International") and/or by name (such as World Federation of Democratic Youth, and World Peace Council), if volume warrants.
- 7 VISITS
- 8 COMMUNISTS. FELLOW TRAVELERS. Party members and individuals who are sympathetic toward Communism or toward individual Communists. Arrange alphabetically by name if volume warrants.
- 8-1 Recruitment & Training of Communists Worldwide, as well as local.
- 9 COMMUNIST ACTIVITIES Includes both covert and overt operations, except propaganda, for which SEE: CSM 10.
- 9-1 Demonstrations. Riots. For anti-Communist demonstrations, SEE: CSM 13-1.

CSM - COMMUNISM

9 COMMUNIST ACTIVITIES
(cont'd)9-2 Terrorism. Kidnapping.
Assassination.

Includes intimidation and coercion through threats and displays of force.

9-3 Espionage

9-4 Arrests by Communists

For arrests of Communists, SEE: CSM 13-4.

9-5 Sabotage.

9-6 Infiltration. Subversion.

Communist efforts to penetrate, participate in, and influence other organizations, both governmental and non-governmental. Includes support of other governments. Subdivide by type of organization affected (e.g., labor, armed forces, specific industry, political party, education, etc.).

10 COMMUNIST PROPAGANDA

Produced by both Communist and pro-Communist sources. Includes exploitation of global, regional, and local issues. Subdivide by medium or source from which propaganda emanates, if volume warrants. For anti-Communist propaganda, SEE: CSM 13-2.

10-1 Radio. Television.

10-2 Press & Publications

Includes newspapers, periodicals, pamphlets, bulletins, books, and leaflets. Subdivide by source (e.g., Izvestia) if volume warrants.

11 GOVERNMENT ATTITUDE
TOWARD COMMUNISMGeneral policy and position of host country, U.S., or third country, and segments of such governments (e.g., favorable, lax, tolerant, stiffening, etc.). SEE: CSM 13 for specific anti-Communist activities.12 POPULAR ATTITUDE
TOWARD COMMUNISM13 ANTI-COMMUNIST
ACTIVITIES

Of government, political parties, private organizations, etc.

13-1 Demonstrations
(Anti-Comm.)

For Communist demonstrations, SEE: CSM 9-1.

CSM - COMMUNISM13 ANTI-COMMUNIST
ACTIVITIES (cont'd)13-2 Propaganda
(Anti-Comm.)

Includes all media of both government and non-government sources. Excludes activities of USIA, for which SEE: INF and USIS outlines. For Communist propaganda, SEE: CSM 10.

13-3 Organizations & Meetings
(Anti-Comm.)13-4 Control. Repression.
(Anti-Comm.)

Includes registration, arrests and trials, travel control, observation, laws and regulations controlling or banning Communist party, curbing and hampering of Communist activities by various means, etc. For arrests by Communists, SEE: CSM 9-4.

14 COMMUNIST YOUTH

14-1 Movement

14-2 Festivals

DEFENSE AFFAIRS

Instructions

Use for papers on such national and international defense affairs as multilateral and bilateral arrangements for mutual defense purposes; national military organization, strength, training, etc.; plans and preparations for defense of civilian populations against attack; weapons matters and military assistance. Matters concerning warfare and related military operations are not included.

SEE: POLITICAL AFFAIRS & RELATIONS outline
for civil and international warfare and
hostilities.

SPACE & ASTRONAUTICS outline for develop-
ment of rockets, non-military use of space, etc.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific countries, organizations, bases, etc., (i.e., purely subjective record materials). Example:

DEFENSE AFFAIRS DEF 18 Arms Control & Disarmament
--

This method will also suffice when the amount of papers to be filed is so small that folders for countries, organizations, etc., are not warranted. In many offices, the primary subject DEFENSE AFFAIRS alone will suffice.

- B. Arrange geographically (area, country, city, etc.) as needed. Subdivide these files by subject if volume warrants. Example:

DEFENSE AFFAIRS	<u>Brazil</u>
DEF 6 Armed Forces	

- C. Subdivide the subject breakdowns geographically. Example:

DEFENSE AFFAIRS	
DEF 15 Bases. Installations.	<u>Spain</u>

- D. Arrange by name of collective defense organization (NATO, SEATO, IADB, CENTO, Warsaw Pact, etc.), subdividing by the appropriate subject breakdowns as needed. This method may be used by offices which accumulate this type of material in such quantity that DEF 4 will not suffice. Example:

DEFENSE AFFAIRS

NATO

DEF 9 Exercises. Maneuvers.

DEF - DEFENSE AFFAIRS

- 1 POLICY. PLANS. READINESS.
- 1-1 Contingency Planning
- 1-2 Stockpiling of Strategic & Critical Materials SEE: DEF 12-2 for stockpiling of weapons and other armaments.
- 1-3 Military Capabilities Includes war potential.
- 1-4 Air Defense Plans, systems, etc., for air defense of specified areas (e.g., NORAD).
- 1-5 Alert Measures Includes early warning systems, such as BMEWS, DEW Line, MIDAS, Tropospheric Scatter, and NUDETS. SEE: DEF 15 when bases are involved.
- 1-6 Civilian Defense Includes civil air patrol. For civilian defense measures within U.S. Government buildings, SEE: BG 13.
- 1-7 (Reserved for future use).
- 1-8 Mobilization of Resources Use for materials on general or total mobilization. For mobilization of armed forces only, SEE: DEF 6-8, for manpower only, SEE: LAB 8; for industry only, SEE: INCO 8.
- 2 GENERAL REPORTS & STATISTICS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 3 ORGANIZATIONS & CONFERENCES Use only for materials which cannot be filed under one of the more specific subjects in this outline. Excludes collective defense organizations, for which SEE: DEF 4. Subdivide by name of organization and name, date, and location of conference, if volume warrants.
- 4 COLLECTIVE DEFENSE PACTS & ALLIANCES Includes both bilateral and multilateral agreements, treaties, and organizations for mutual defense purposes, such as NATO, SEATO, etc. Subdivide by name if volume warrants. Offices which accumulate large amounts of substantive materials on particular organizations of this type should see Instruction D immediately preceding this outline.
- 5 LAWS & REGULATIONS Use only for material which cannot be filed under one of the more specific subjects in this outline.

DEF - DEFENSE AFFAIRS

- 6 ARMED FORCES Includes order of battle, strength, joint service matters, force goals and composition of forces. Also includes country commitments when collective defense forces are involved. For role of armed forces in military operations, SEE: POL 27.
- 6-1 Army
- 6-2 Navy Includes Marines (and Coast Guard in time of war).
- 6-3 Air Force
- 6-4 Militia. Reserves. Includes National Guard.
- 6-5 Paramilitary Forces Irregular forces specially trained in non-conventional warfare.
- 6-6 Military Decorations & Awards Indicate nationality of recipient if desired.
- 6-7 Personnel Includes recruitment, enlistment, conscription, selective service, use of aliens, service in foreign armed forces, pay and allowances, morale, discipline, and related matters. Exclude: Status of Forces matters, for which SEE: DEF 15-3. For prisoners of war, SEE: POL 27-7; for consular assistance to POW's, SEE: PS 7; for consular services performed on behalf of Veterans Administration and Selective Service, SEE: PS 11-1 and 11-2, respectively.
- 6-8 Mobilization. Demobilization.
- 6-9 Schools. Academies. Includes admission of foreigners to study in government military schools.
- 6-10 Military Cemeteries. War Dead. For casualties in military operations, SEE: POL 27-15.
- 7 VISITS. MISSIONS. Of military aircraft, vessels and personnel to and from a given country. Includes clearances. For flight clearances and authorized overflights for military aircraft, SEE: DEF 17-1. Does not include advisory groups provided under military assistance, for which SEE: DEF 19-2.
- 8 COMMAND STRUCTURE International. For joint service command of one country, SEE: DEF 6; for command of a single branch of service, SEE: DEF 6-1 through 6-5.

DEF - DEFENSE AFFAIRS

- 9 EXERCISES. MANEUVERS. International. For joint exercises and maneuvers of one country, SEE: DEF 6; for those of a single branch of service, SEE: DEF 6-1 through 6-5.
- 10 EXCHANGE OF MILITARY INFORMATION For exchange of scientific information, SEE: SCI 10.
- 10-1 Agreements (Military Information Exchange)
- 11 RESEARCH & DEVELOPMENT General materials only. For research and development in armaments, SEE: DEF 12-1.
- 12 ARMAMENTS Includes related devices, equipment, and supplies, military aircraft, vessels, submarines, etc. Subdivide into broad categories (e.g., Atomic, Non-Atomic) and/or types if volume warrants. SEE: DEF 18 for arms control and disarmament.
- 12-1 Research & Development. Testing. For detection of tests as an arms control measure, SEE: DEF 18-8; for the Mutual Weapons Development Program (MWDP), SEE: DEF 19-5.
- 12-2 Stockpiling. Storage.
- 12-3 Surplus SEE: DEF 19-3 for surpluses provided under military assistance programs.
- 12-4 Production. Repair. SEE: INCO (GEN.) outline for the economic aspects of such production; for offshore procurement, SEE: DEF 19-3.
- 12-5 Procurement. Sale.
- 13 LOGISTICAL MATTERS General matters only. If pertaining to support of a base, SEE: DEF 15-6.
- 14 NON-MILITARY ACTIVITIES Of armed forces, such as rescue during civil disaster, civic action, public works, mapping and survey, and other operations not involved in defense and military activities.
- 15 BASES. INSTALLATIONS. Subdivide into categories (e.g., U.S., Foreign, NATO, Radar, etc.) as appropriate, or by location and name, if volume warrants.
- 15-1 Establishment. Construction.
- 15-2 Base Reports

DEF - DEFENSE AFFAIRS

15 BASES, INSTALLATIONS.
(cont'd)

- 15-3 Status of Forces Subdivide by Article of SOF agreement if volume warrants.
- 15-4 Base Agreements
- 15-5 Base Facilities Includes fueling of aircraft and vessels, hospitals, commissaries, PX's, etc.
- 15-6 Logistics Support of Bases
- 15-7 Community Relations at Bases
- 15-8 Base Requirements
- 15-9 Infrastructure Term applied to all fixed installations and facilities for the deployment, support, control, and operation of military forces. Usually for common defense purposes, financed collectively on cost-sharing basis by mutual agreement between countries involved.
- 15-10 Termination Includes deactivation, dismantling, etc.

16 WEAPONS DELIVERY SYSTEMS

Means by which a warhead or payload is delivered to a target.

17 MILITARY TRANSPORTATION

- 17-1 Flight Clearances. Overflights. Authorized overflights only. For alleged or actual unauthorized overflights, SEE: POL 31-1.
- 17-2 Navigational Aids

18 ARMS CONTROL & DISARMAMENT

For research and testing of arms not involved in arms control and disarmament, SEE: DEF 12-1; for controls over export and import of arms, SEE: FT 18; for control over export of arms and other strategic materials for economic defense purposes, SEE: STR outline.

- 18-1 General Policy. Plans.
- 18-2 General Reports & Data
- 18-3 Organizations & Conferences
- 18-4 Agreements & Treaties
- 18-5 Laws & Legal Matters

DEF - DEFENSE AFFAIRS

- 18 ARMS CONTROL &
DISARMAMENT (cont'd)
- 18-6 Control Measures
- 18-7 Inspection. Surveillance.
Verification.
- 18-8 Testing & Detection
- 18-9 Demilitarized &
Nuclear-Free Zones
- 19 MILITARY ASSISTANCE
- Includes Military Assistance Program (MAP). Also includes military assistance activities of other countries. Show furnishing and/or receiving country, if volume warrants. For supporting assistance, SEE: AID 10.
- 19-1 Military Construction
- 19-2 Advisory & Training
Assistance
- Includes MAAG. Subdivide by type (e.g., regular, guerrilla, etc.), if volume warrants.
- 19-3 Equipment & Supplies
(Mil. Assistance)
- Includes offshore procurement, MAP surpluses, lend-lease, etc. Subdivide into Cash Sales, Credit Sales, Grants, Loans, etc., and/or categories and types of equipment and supplies if volume warrants. For disposal of MAP excess property by foreign governments, SEE: STR 11-2. For military offset program, SEE: FN 12.
- 19-4 Agreements (Mil.
Assistance)
- 19-5 Mutual Weapons Development
Program (MWDP)
- 19-6 Communist Bloc Assistance
- Military assistance supplied by Communist bloc countries. Subdivide into Cash Sales, Credit Sales, Grants, etc., if volume warrants.
- 20 MILITARY USES OF SPACE
- Includes satellites.
- 21 MILITARY COMMUNICATIONS
SYSTEM
- Use only for papers which deal with this subject in a general or collective way. For early warning systems, SEE: DEF 1-5; for communications facilities at bases, SEE: DEF 15-5; for military transportation navigational aids, SEE: DEF 17-2; for military space communications matters, SEE: DEF 20.

INTELLIGENCE

Instructions

Use for papers on the organization, plans, policies, procedures, and activities of intelligence organizations of the United States and other governments. Papers on economic, political, social, military, and other subjects, collected by intelligence organizations for evaluation and research, should be filed under the specific subject outlines provided for them.

SEE: POLITICAL AFFAIRS & RELATIONS outline for biographic information on other than Communists and fellow travelers.

COMMUNISM outline for information on Communists and fellow travelers.

DEFENSE AFFAIRS outline for exchange of military information.

SCIENCE & TECHNOLOGY outline for exchange of scientific information.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to a specific area, country, etc. (i.e., purely subjective record material). Example:

INTELLIGENCE INT 6 Collection of Intelligence
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This method will also suffice when the amount of papers to be filed is so small that folders for areas, countries, etc., are not warranted. In many offices the primary subject INTELLIGENCE alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

INTELLIGENCE INT 4 Agreements	<u>Italy</u>
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- C. Subdivide the subject breakdowns by area and/or country if volume warrants. Example:

INTELLIGENCE
INT 9 Counterintelligence <u>Great Britain</u>

INT - INTELLIGENCE

- 1 GENERAL POLICY.
COORDINATION.
- 2 ESTIMATES & REPORTS Use only for procedures and instructions for preparation, submission, distribution, etc.
- 3 INTELLIGENCE ORGANIZATIONS Includes their conferences. Subdivide by name of organization (e.g., USIB), and name, date, and location of conference if volume warrants.
- 4 AGREEMENTS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 5 LAWS & REGULATIONS
- 6 COLLECTION OF INTELLIGENCE Methods, programs of collection, types to be collected, etc. Subdivide by type if volume warrants (e.g., geographic, photographic, publications, etc.). For publications procurement, SEE: FSV 8; for publications exchange agreements, SEE: INF 4-3.
- 7 VISITS. MISSIONS.
- 8 DISSEMINATION OF INTELLIGENCE Planning and coordination, distribution lists, restrictions, etc.
- 9 COUNTERINTELLIGENCE
- 10 (Reserved for future use).
- 11 RESEARCH Includes research by non-government sources. Plans, methods, projects, effectiveness, etc. Subdivide by source and/or type, project etc., if volume warrants.

POLITICAL AFFAIRS & RELATIONS

Instructions

Use for papers on the internal (domestic) political situation and developments within a country, its provinces, dependencies, etc., and for papers on the external (foreign) political relationships of countries, both bilateral and multilateral. Included are such matters as the formation and structure of government, its stability, attempts to overthrow or secede from the national government, armed conflicts in supporting or putting down rebellion, political organizations, international hostilities, and territorial claims and disputes (air, land, and water).

Use also for papers on the organization and activities of the Communist Party in Communist bloc countries where it constitutes the government.

SEE: COMMUNISM outline for political relations within the Communist bloc, international Communism, the national Communist party organization and activities in other than Communist countries, and anti-Communist activities.

DEFENSE AFFAIRS outline for regional and collective defense pacts, such as NATO, SEATO, Warsaw Pact, etc.

PROTECTIVE SERVICES outline for matters relating to the protection of persons and property, both U.S. and foreign.

ECONOMIC INTEGRATION outline for economic collaboration and integration on an international regional basis.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific countries, organizations, persons, etc., (i.e., purely subjective record materials). Example:

POLITICAL AFFAIRS & REL.
POL 10 Colonialism. Imperialism.

This method will also suffice when the amount of papers to be filed is so small that folders for countries, organizations, persons, etc., are not warranted. In many offices the primary subject POLITICAL AFFAIRS & RELATIONS alone will suffice.

- B. Arrange geographically (area, country or countries, province, city, etc.) as needed. Subdivide these files by subject if volume warrants. Example:

POLITICAL AFFAIRS & REL. France
POL 14 Elections

Relations between countries should be shown as follows:

POLITICAL AFFAIRS & REL. India-Pakistan

Subdivide by appropriate subject if desired. Example:

POLITICAL AFFAIRS & REL. India-Pakistan
POL 32 Territory. Boundaries.

- C. Subdivide the subject breakdowns geographically (e.g., by area, country, city, etc.). Example:

POLITICAL AFFAIRS & REL.
POL 11 Nationalism Latin America

- D. Arrange by name of political community of nations, regional alignment, etc. (UN, OAS, Arab League, etc.), subdividing by the appropriate subject breakdowns as needed. This method may be used by offices which accumulate this type of material in such quantity that POL 3 will not suffice. Example:

POLITICAL AFFAIRS & REL. UN
POL 8 Neutralism. Non-Alignment.

POL - POLITICAL AFFAIRS & RELATIONS

- | | | |
|-----|---------------------------------|--|
| 1 | GENERAL POLICY.
BACKGROUND. | Includes history and general briefing information, general foreign and national policy trends, bibliography, and similar materials of general political significance. |
| 2 | GENERAL REPORTS &
STATISTICS | General political analyses, "picture" of local situations, such as country situation reports, and similar material which cannot be filed under one of the more specific subjects in this outline. Subdivide by type or title if volume warrants. |
| 2-1 | Joint Weekas | |
| 2-2 | Political Summaries | |
| 2-3 | Politico-Economic Reports | |
| 2-4 | Politico-Military Reports | |
| 3 | ORGANIZATIONS &
ALIGNMENTS | Political communities of nations, regional alignments and groupings, such as United Nations, Nordic Council, Organization of American States (OAS), Council of Europe, and such federations and leagues as Arab League, Afghan-Pak Confederation, and Guinea-Ghana-Mali Union. Includes conferences of such organizations. Subdivide by name of organization and name, date, and location of conference, if volume warrants. |
| 4 | AGREEMENTS. TREATIES. | Use only for material which cannot be filed under one of the more specific subjects in this outline. Includes lists of treaties signed during a given period, general treaties, registration and publication of treaties and international agreements, and Circular 175 instructions. |
| 5 | LAWS | Use only for material which cannot be filed under one of the more specific subjects in this or other outlines. |
| 5-1 | Domestic | For agency legislative program and legal matters of a general nature, SEE: LEG outline. |
| 5-2 | International | Limit materials on international law bodies to such matters as membership, country support and participation, meetings, and their activities in general. Subdivide by name if volume warrants (e.g., International Court of Justice (ICJ), International Law Commission (ILC), International Juridical Commission (IJC). |

POL - POLITICAL AFFAIRS & RELATIONS

- 6 PROMINENT PERSONS Other than military personnel, for which SEE: DEF 6-7; government officials in office, for which SEE: POL 15; and Communists and fellow travelers, for which SEE: CSM 8 (except posts in Communist countries which should use POL 6 or 15).
- 6-1 Biographic Data
- 6-2 Congratulations & Condolences
- 6-3 Awards & Gifts
- 7 VISITS. MEETINGS. Includes planned, proposed, or actual trips and tours of heads of state and other prominent political personages; special Presidential missions; meetings of groups of key political leaders; and political conferences and meetings other than those of organizations, for which SEE: POL 3. If desired, subdivide by surname, title or rank, and country of individual. Indicate most common identification, such as "Kennedy-DeGaulle Talks." Indicate regularly-held meetings by name (e.g., Foreign Ministers Meetings). Exclude: Military visits and missions, for which SEE: DEF 7; CODELS, for which SEE: LEG 7.
- 7-1 Arrangements
- 8 NEUTRALISM.
NON-ALIGNMENT. Includes materials on neutralism as such, and neutralist blocs and their conferences and pronouncements on this subject. Exclude: Neutrality declarations and related materials resulting from outbreak of war, for which SEE: POL 27-13.
- 9 INTERVENTION Includes definitions, treaties and agreements, and international conferences on the subject, as well as materials pertaining to actual or alleged intervention in the internal affairs of a specific country.
- 10 COLONIALISM.
IMPERIALISM. Use for materials on colonialism and neo-colonialism as a matter of international interest or contention, policy and position statements on colonialism, and similar matters which do not concern a specific colony, for which SEE: POL 19.
- 11 NATIONALISM For nationalist organizations, SEE: POL 13-9; for achievement of independence, SEE: POL 16.

POL - POLITICAL AFFAIRS & RELATIONS

- 15 GOVERNMENT
- Formation, structure, reorganization, operating efficiency, centralism or decentralization, etc., of the central government. If useful, designate by name of head (e.g., DeGaulle Government, MacMillan Government). Subdivide by branches and/or by specific elements or positions (e.g., President, King, Premier, Ministry of Finance) as appropriate for the particular country involved.
- 15-1 Head of State. Executive Branch.
- 15-2 Legislature
- Includes parliament, diet, etc. For general material on laws promulgated by legislative bodies, SEE: POL 5; for agency relations with Congress, SEE: LEG outline.
- 15-3 Judiciary
- 15-4 Administration of Government
- General matters, such as efficiency, relative honesty, corruption, graft, reform, civil service, etc.
- 15-5 Constitution
- 15-6 National Symbols. Anthem.
- E.g., flag, seal, coat of arms.
- 15-7 Church-State Relations
- General materials only. For political activities and influence of religious groups as non-party blocs, SEE: POL 13-6.
- 16 INDEPENDENCE. RECOGNITION.
- Whether or not a country is to be recognized as independent, self-governing, and its government politically acceptable, as well as actual recognition. Includes messages of congratulation on independence and recognition of new countries. SEE: POL 17 for diplomatic and consular representation; POL 17-4 for commemorative celebration messages.
- 17 DIPLOMATIC & CONSULAR REPRESENTATION
- Both U.S. and foreign. Subdivide by country represented first, and country in which represented second, if volume warrants. Includes establishment, status, termination, persona non grata, and protocol. SEE: Administration outlines for personnel, travel, and other administrative matters involving U.S. diplomatic and consular personnel.

POL - POLITICAL AFFAIRS & RELATIONS

- 17 DIPLOMATIC & CONSULAR REPRESENTATION (cont'd)
- 17-1 Acceptability & Accreditation Includes letters of credence and exequator.
- 17-2 Immunities. Privileges. Includes free entry and customs courtesies, and denial, withholding, and restrictions re immunities and privileges.
- 17-3 Diplomatic & Consular Lists
- 17-4 Ceremonial & Social Affairs Includes Independence Day celebrations and social contacts with Communist representatives. For commemorative celebrations and holidays not involving diplomatic relations, SEE: EDU 12-4.
- 17-5 Arrival & Departure. Change in Status. Notices sent or received concerning temporary absences, arrivals, departures, changes of rank, etc., of diplomatic and consular personnel.
- 18 PROVINCIAL, MUNICIPAL & STATE GOVERNMENT Use for materials on the political affairs of provinces, municipalities, and other political subdivisions of countries. Includes tribal administration. Subdivide by name of province, city, sheikdom, etc., if volume warrants.
- 18-1 Elections
- 19 GOVERNMENT OF DEPENDENCIES Includes administration of dependencies and territories, relationship to mother country and self-determination. Also includes activities of such bodies as Caribbean Organization, South Pacific Commission, and UN Trusteeship Council. Subdivide by name of dependency, organization, etc., if volume warrants.
- 20 INTERIM CONTROL & SURVEILLANCE Provided during transition period in which a country is emerging from dependent to independent status.
- 21 PEACE. NON-AGGRESSION. Includes treaties of peace, friendship and amity, general expressions of good will, anti-war treaties, and similar matters concerning the maintenance of peace and friendly relations. Use also for peace organizations (other than the UN), and peace petitions, subdividing by the name of the organization involved if volume warrants.

POL - POLITICAL AFFAIRS & RELATIONS

- 22 INCIDENTS, DISPUTES. Other than those involving air space, territory, waters, and boundaries, for which SEE: POL 31-1, 32-1, 33-4, 33-5 and 33-6.
- 23 INTERNAL SECURITY
- 23-1 Plans
- 23-2 Forces Organization, strength, capabilities, coordination, and political reliability. For their actual involvement in suppression of a riot, rebellion, coup, etc., SEE: POL 25 and 26, respectively.
- 24 SUBVERSION, ESPIONAGE, SABOTAGE. Other than Communist, for which SEE: CSM 9-3, 9-5, and 9-6.
- 25 DEMONSTRATIONS, PROTESTS, RIOTS. Other than those involving rebellion, for which SEE: POL 26; and pro-Communist, for which SEE: CSM 9-1. Includes such disorders and violent acts as arson, bombings, stonings, shootings, and atrocities, as well as passive opposition and nonviolent activities, such as picketing and petitions. Also includes suppression and control.
- 25-1 Anti-Government
- 25-2 Pro-Government
- 25-3 Anti-Foreign Other than anti-Communist, for which SEE: CSM 13-1.
- 26 REBELLION, COUPS, INSURGENCY. Includes any type of planned, attempted, or actual revolt and actions to suppress it.
- 26-1 Counter-Insurgency Use for program to strengthen internal defense of modernizing societies as means of counteracting potential or actual insurgency. For non-military activities of armed forces in this regard, SEE: DEF 14; for role of internal security forces, SEE: POL 23-2; for role of AID and USIA, SEE: AID, INF and USIS outlines.

POL - POLITICAL AFFAIRS & RELATIONS

- 27 MILITARY OPERATIONS
- Use for declared or undeclared warfare involving two or more nations, i.e., that in which different nations attack one another, cross boundaries, etc., and for civil war and other kinds of armed conflict which are limited to within a single country, such as restoration of law and order, and protection of the civil population. Includes use of military forces as a deterrent or to exert political pressure, even though such forces are not engaged in combat.
- 27-1 Invasion
- 27-2 Blockade Includes military quarantine.
- 27-3 Use of Foreign Country Forces
- 27-4 Use of International Forces Includes UN Emergency Forces.
- 27-5 Show of Force E.g., troop or ship movements as deterrent or to exert political pressure.
- 27-6 Logistics
- 27-7 Prisoners of War. Hostages. Civilian Internees. Includes treatment of, attempts to brain-wash, exchange of, etc. For assistance to such persons, SEE: PS 7.
- 27-8 Looting For restitution of looted cultural property, SEE: EDU 12-1.
- 27-9 War Damage For claims and protection of U.S. interests resulting from war damage, SEE: PS 8-4.
- 27-10 Chemical & Germ Warfare
- 27-11 Guerrilla Warfare Includes counter-guerrilla activities.
- 27-12 War Crimes & Criminals
- 27-13 Neutrality Use only for neutrality declarations and related material resulting from outbreak of war.
- 27-14 Truce. Cease-Fire. Armistice. Includes agreements and their supervision by such bodies as UN Truce Supervisory Organization (UNTSO) and Mixed Armistice Commission (MAC).
- 27-15 Casualties
- 28 GOVERNMENT OF OCCUPIED AREAS Subdivide by country or city if volume warrants.

POL - POLITICAL AFFAIRS & RELATIONS

- 29 ARRESTS. DETENTION. Includes treatment, trials, amnesty, pardons, and executions. Also includes detention of citizens in a country.
- 29-1 Political Prisoners
- 30 DEFECTORS & EXPELLEES Use for materials on defector and expellee matters in general, such as asylum policy, and for materials on individuals in or from host country, usually of importance or prominence in political, professional, or private life, who have been forced to leave or who voluntarily leave their native country because of their political views. Includes departure and arrival, request for and refusal or granting of asylum, and their political activities in behalf of their native country while in exile. Subdivide by name of individual if volume warrants. For refugees as a social problem, SEE: REF outline; for visa matters concerning refugees and escapees, SEE: V outline.
- 30-1 Asylum Policy
- 30-2 Exile Political Activities Use for materials on the political actions of exiles, such as anti-government declarations and propaganda, conspiracies, governments-in-exile, and opposition-in-exile.
- 31 AIR SPACE. BOUNDARIES. Use for materials, including claims, on problems arising from the use of air-space, such as alleged or actual contamination of air over international boundaries, violations of air boundaries, and similar matters. Exclude: Materials on international civil aviation and military defense matters, for which SEE: AV and DEF outlines.
- 31-1 Air Disputes. Violations. Includes alleged or actual unauthorized overflights. For authorized overflights, SEE: AV 15-1 and DEF 17-1.
- 32 TERRITORY. BOUNDARIES.
- 32-1 Territory & Boundary Disputes. Violations. Incidents. Other than those involving airspace or water, for which SEE: POL 31-1, 33-4, 33-5, and 33-6. Includes territorial claims and irredentism.
- 32-2 Territory & Boundary Delimitation. Mapping. Includes demarcation.

POL - POLITICAL AFFAIRS & RELATIONS

- 32 TERRITORY. BOUNDARIES. (cont'd)
- 32-3 Partition of Territory
- 32-4 Unification of Territories Includes reunification and merger.
- 32-5 Internationalization of Territory. Guaranties.
- 32-6 Island Claims
- 33 WATERS. BOUNDARIES. Includes flood prevention on international waters.
- 33-1 Boundary & International Rivers & Seaways Use for material on river boundaries and international rivers flowing through or between countries, such as water diversion, water rights, dam construction, bridges, sanitation, etc. Subdivide by name of river or seaway and thereunder by case or project title as volume warrants.
- 33-2 Boundary Lakes Subdivide by name of lake and thereunder by case or project title as volume warrants.
- 33-3 International Canals Subdivide by name of canal and thereunder by case or project title as volume warrants.
- 33-4 Territorial Waters Includes contiguous zone, subadjacent seabed and subsoil, limits, baselines, right of innocent passage, fishing, and disputes, violations, incidents, and claims, etc.
- 33-5 Continental Shelf Includes drilling, rights of coastal states, mineral and other non-living resources of the seabed and subsoil, living sedentary organisms, limits; and disputes, violations, incidents, and claims.
- 33-6 High Seas Use for such matters as freedom of navigation, piracy, right of hot pursuit, exploitation of the seabed, laying of cables and pipelines, rights to fish on the high seas, detention of ships; and disputes, violations, incidents, and claims.
- 33-7 Free Access to Sea Right of innocent transit towards and from the sea, through the territories of other states, by land-locked countries. Includes such related matters as access to and use of ports, right to fly maritime flags, right of transit states to protect their interests, etc.

POL - POLITICAL AFFAIRS & RELATIONS

33 WATERS. BOUNDARIES. (cont'd)

33-8 Law of the Sea

Use only for materials of a general nature, such as conferences, agenda, summary reports of meetings, which cannot be filed under the more specific subjects in this outline.

34 INTERNATIONAL BRIDGES
& TUNNELS

Use only for materials on international bridges and tunnels which do not relate to an international river, for which SEE: POL 33-1.

35 BOUNDARY COMMISSION

Exclude: Specific case or project materials, for which see subjects elsewhere in this outline. Use only for materials on the organization, membership, meetings, and general activities of international boundary commissions. Subdivide by name if volume warrants.

36 TRAVEL CONTROL.
OBSERVATION.

Includes exit permits, residence, border control, lists of travelers, etc. For passport and visa matters, SEE: PPT and V outlines. For restrictions on travel of diplomatic representatives, SEE: POL 17-2.

37 AGENTS

Other than diplomatic or consular. Includes self-styled or bogus agents.

37-1 Registration

SCIENCE

TABLE OF CONTENTS

<u>PRIMARY SUBJECT</u>	<u>CODE SYMBOL</u>
ATOMIC ENERGY (GENERAL)	AE
SCIENCE & TECHNOLOGY	SCI
SPACE & ASTRONAUTICS	SP

ATOMIC ENERGY (GENERAL)

Instructions

Use for papers on exploratory, basic research and development in the field of atomic/nuclear energy and for papers which are so general they cannot be filed elsewhere under subjects provided for the practical applications of such energy.

SEE: AGRICULTURE outline for use of atomic energy products in agriculture.

AID outline for grants or technical assistance involved in the Atoms for Peace program.

HEALTH & MEDICAL CARE outline for material on radiation hazards, medical use of radioactive isotopes, and irradiation for food preservation purposes.

DEFENSE AFFAIRS outline for atomic weapons matters and nuclear propulsion of submarines, vessels, etc.

FUELS & ENERGY outline for industrial uses of nuclear energy.

SPACE & ASTRONAUTICS outline for nuclear propulsion and other applications of atomic power in space exploration and travel.

TRANSPORTATION outlines for nuclear propulsion in civil transportation.

Ways of arranging these papers are:

- A. Use the subjects shown, as needed. This will be necessary for papers which do not pertain to specific areas, countries, etc., (i.e., purely subjective matters). Example:

ATOMIC ENERGY (GEN)
AE 10-2 Radioactive Waste Disposal

This method will also suffice when the amount of papers to be filed does not warrant separate folders for specific areas, countries, etc. In many offices, the primary subject ATOMIC ENERGY (GEN.) will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

ATOMIC ENERGY (GEN) AE 11-2 Reactor Development	<u>France</u>
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- C. Subdivide the subject breakdowns by areas and/or countries if volume warrants. Example:

ATOMIC ENERGY (GEN) AE 5 Laws & Regulations	<u>Canada</u>
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- D. Arrange by name of organization (e.g., EURATOM, IAEA), subdividing by the appropriate subject breakdowns as needed.

This method may be used by offices which accumulate material of this type in such quantity that AE 3 will not suffice. Example:

ATOMIC ENERGY (GEN) AE 12 Nuclear Liability	<u>IAEA</u>
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AE - ATOMIC ENERGY (GENERAL)

- | | | |
|------|--------------------------------|---|
| 1 | GENERAL 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. |
| 1-1 | International Cooperation | |
| 2 | GENERAL REPORTS & STATISTICS | Use only 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. Subdivide by name of organization, and name, date, and location of conference, if volume warrants. |
| 4 | AGREEMENTS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 5 | LAWS & REGULATIONS | Use only for material which cannot be filed under one of the more specific subjects in this outline. |
| 6 | PEACEFUL USES OF ATOMIC ENERGY | Use only for materials which deal with peaceful uses in a general or collective way. For specific applications to agriculture, medicine, power, etc., use appropriate subject outline. |
| 7 | VISITS. MISSIONS. | |
| 8 | EXHIBITS. EXHIBITIONS. | Subdivide by location if volume warrants. |
| 9 | EDUCATION & TRAINING | |
| 10 | RADIATION | Use only for materials which deal with radiation in general. SEE: HLTH 10 for health aspects and HLTH 16-1 for irradiation of foods. |
| 10-1 | Radiation of Solids | E.g., effect on plastics, damage to metals and alloys, etc. |
| 10-2 | Radioactive Waste Disposal | E.g., tank, sea, and ground burial. |
| 11 | RESEARCH & DEVELOPMENT | Includes European Council for Nuclear Research. |
| 11-1 | Isotopes Development | |

AE - ATOMIC ENERGY (GENERAL)

- 11 RESEARCH &
DEVELOPMENT (cont'd)
- 11-2 Reactor Development Subdivide by type if volume warrants.
- 11-3 Laboratories
- 12 NUCLEAR LIABILITY Policy and procedural material on nuclear liability for incidents involving land-based installations, nuclear-powered ships, etc.
- 13 SAFEGUARDS General material on safeguards to assure that special fissionable materials, other materials, services, equipment, facilities, and information are not used to further any military purpose. SEE: FT 18 for control of armaments, atomic items, and technical data; STR outline for export control of items to Communist countries; HLTH 10 for protection against radiation.

SCIENCE & TECHNOLOGY

Instructions

Use for papers which concern exploratory, basic research in the sciences, international cooperation, scientific manpower, technological developments of a general nature, and similar matters.

The subject breakdowns shown below are for use in filing papers of a general nature. The alphabetical list which follows thereafter is intended for use as a guide in arranging papers on particular sciences.

SEE: INDUSTRIES & COMMODITIES (GEN.) outline for matters which pertain to applied research and development in the industrial world.

INDUSTRIES & COMMODITIES (yellow pages) for the manufacture of scientific instruments and equipment.

AGRICULTURE (GEN.), FUELS & ENERGY, PETROLEUM and other outlines on certain major industries for research and technology as applied to these industries.

ATOMIC ENERGY (GEN.) outline for atomic/nuclear basic research and development.

SPACE & ASTRONAUTICS outline for space research, exploration and travel.

DEFENSE AFFAIRS outline for military research and development, including armaments.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary when papers do not pertain to specific countries, organizations, persons, etc. (i.e., purely subjective record material).
Example:

SCIENCE & TECHNOLOGY
SCI 6 Assistance to Scientists

This method will also suffice when the amount of papers to be filed is so small that folders for countries, organizations, etc., are not warranted. For many offices, the primary subject SCIENCE & TECHNOLOGY alone will suffice.

- B. Arrange by country. Subdivide by the subject breakdowns if volume warrants. Example:

SCIENCE & TECHNOLOGY	<u>France</u>
SCI 12 Scientific Manpower	

- C. Subdivide the subject breakdowns by country if volume warrants. Example:

SCIENCE & TECHNOLOGY	<u>USSR</u>
SCI 8 Exhibits, Fairs & Expos.	

- D. Arrange by name of organization, subdividing by the appropriate subject breakdowns as needed. This method may be used by offices which accumulate material of this type in such quantity that SCI 3 will not suffice. Example:

SCIENCE & TECHNOLOGY	<u>IUGG</u>
SCI 2 Gen. Repts. & Statistics	

- E. Arrange by branch of science. Example:

SCIENCE & TECHNOLOGY	<u>Oceanography</u>
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SCI - SCIENCE & TECHNOLOGY

- 1 GENERAL POLICY, PROGRAMS. 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.
- 1-1 International Cooperation Includes World Data Centers. Indicate specific period of each International Geophysical Year (IGY).
- 2 GENERAL REPORTS & STATISTICS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 2-1 Scientific-Economic Reports
- 3 ORGANIZATIONS & CONFERENCES Subdivide by name of organization and name, date, and location of conference if volume warrants. Cross-reference to appropriate subjects in this outline, or to the alphabetical list which follows, when desirable because of nature or importance of organization or conference.
- 4 AGREEMENTS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 5 LAWS & REGULATIONS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 6 ASSISTANCE TO SCIENTISTS Other than obtaining of visas, for which SEE: V outline.
- 6-1 Grants All types. Subdivide by type and/or name.
- 7 VISITS. MISSIONS.
- 8 EXHIBITS, FAIRS, & EXPOSITIONS Subdivide by location if volume warrants.
- 9 SCIENCE EDUCATION & TRAINING
- 10 SCIENTIFIC INFORMATION Exchange, translation, etc. For exchange of military information, SEE: DEF 10.
- 11 RESEARCH For scientific research in general.
- 11-1 Area Research Programs Use for research programs and expeditions centering on given geographic regions which involve a number of scientific fields (e.g., Arctic, Antarctic, Arid Zones, etc.). Subdivide by region or name of program if volume warrants.

SCI - SCIENCE & TECHNOLOGY

- 12 SCIENTIFIC MANPOWER
- 13 RESEARCH LABORATORIES & CENTERS Physical facilities only.
- 14 AUTOMATION Use only for material on automation in general. For application to specific subject matter fields (e.g., industry, records, etc.), see appropriate subject outline; for effects on labor, SEE: LAB 13-1.
-

NOTE: The following list is to be used as a guide in filing materials on a particular branch of science or scientific research, including any expeditions involved. Other specific branches of science or scientific research may be added to the list as necessary.

Archaeology

Astronomy

Biology

Anthropology

Botany

Entomology

Genetics

Zoology

Biochemistry

Biophysics

Calendar Reform

Chemistry

Engineering

For engineering industry or profession,
SEE: INCO (yellow pages).

Geophysics

Geochemistry

Geography

Geology

Hydrology

Mathematics

Meteorology

Medical Science

SEE: HLTH outline for practice of
medicine.

Oceanography

Physics

SEE: AE outline for atomic/nuclear
physics.

Psychology

Seismology

Statistics

Weights & Measures

SPACE & ASTRONAUTICS

SP

Instructions

Use for papers having to do with the exploration of space, the vehicles and facilities involved in space research and travel, international considerations of space problems and uses, space law, disputes and claims, actual space "shots," and the comparative progress of nations in space science and technology and the application thereof.

SEE: DEFENSE AFFAIRS outline for the military uses of space, military rockets and missiles, etc.

TELECOMMUNICATIONS outline for commercial space communications matters.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific countries (i.e., purely subjective matters). Example:

SPACE & ASTRONAUTICS
SP 12-1 Communications Satellites

This method will also suffice when the amount of papers to be filed is so small that folders for countries are not warranted. In many offices, the primary subject SPACE & ASTRONAUTICS alone will suffice.

- B. Arrange by country. Subdivide by the subject breakdowns if volume warrants. Example:

SPACE & ASTRONAUTICS U.S.S.R.
SP 10 Space Flight & Exploration

- C. Subdivide the subject breakdowns by country or countries if volume warrants. Example:

SPACE & ASTRONAUTICS
SP 1-1 Internat'l Cooperation US-USSR

- D. Arrange by name of organization, subdividing by the appropriate subject breakdowns as needed. This method may be used by offices which accumulate this type of material in such quantity that SP 3 will not suffice. Example:

SPACE & ASTRONAUTICS
SP 12-3 Weather Satellites

WMO

SP - SPACE & ASTRONAUTICS

- 1 GENERAL POLICY. PLANS. COORDINATION. 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.
- 1-1 International Cooperation
- 2 GENERAL REPORTS & STATISTICS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 3 ORGANIZATIONS & CONFERENCES Use only for materials which cannot be filed under one of the more specific subjects in this outline. Subdivide by name of organization and name, date, and location of conference if volume warrants.
- 4 AGREEMENTS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 5 LAWS & REGULATIONS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 6 PEACEFUL USES OF SPACE Use only for materials which deal with peaceful uses in a general or collective way. For specific peaceful uses, see subjects elsewhere in this outline. For military uses, SEE: DEF 20.
- 8 EXHIBITS. EXHIBITIONS. Subdivide by location if volume warrants.
- 9 SPACE EDUCATION & TRAINING
- 10 SPACE FLIGHT & EXPLORATION Manned and unmanned projects. Includes lunar, interplanetary and interstellar flight; placing of spacecraft in orbit around moon, etc.; obtaining of data on properties of interplanetary space, cosmic rays, solar storms, surface and composition of planets; placing of instruments and man on the earth's neighboring bodies; and extraterrestrial bases. Subdivide by name of project if volume warrants (e.g., Project Mercury, Project Apollo). Includes special types of spacecraft, such as the X-15 and Dyna-Soar.
- 10-1 Astronauts. Cosmonauts. Use only for papers about them as persons.

SP - SPACE & ASTRONAUTICS

- 11 RESEARCH & DEVELOPMENT Use only for material too general in nature to be filed under more specific subjects in this outline.
- 12 SATELLITES Arrange by type and/or by common designation (e.g., Echo I, Explorer III, Sputnik I, etc.) if volume warrants. For military uses, SEE: DEF 20.
- 12-1 Communications Satellites SEE: TEL 6 for commercial aspects, including allocation of frequencies, private ownership, etc.
- 12-2 Navigational Satellites
- 12-3 Weather Satellites
- 12-4 Scientific Satellites Used for solar, geophysical, and astronomical observations.
- 12-5 Reconnaissance Satellites
- 13 ROCKETS. BOOSTERS. Arrange by type (e.g., Sounding Rockets, Launching Rockets) and/or common designation (e.g., Argo D-8, Thor-Able, Juno II, etc.) if volume warrants.
- 14 BALLOONS Used in space research and development. For balloon satellites, SEE: SP 12.
- 15 SPACE VEHICLE TRACKING Includes tracking stations. SEE: DEF 15 for base agreements and the manning of military bases involved.
- 16 FRAGMENTS. UNIDENTIFIED FLYING OBJECTS.

SOCIAL

TABLE OF CONTENTS

PRIMARY SUBJECT

CODE SYMBOL

HEALTH & MEDICAL CARE

HLTH

REFUGEES & MIGRATION

REF

SOCIAL CONDITIONS

SOC

SOCIAL

HEALTH & MEDICAL CARE

Instructions

Use for papers on health and medical care programs of a local, national or international nature. This includes surveys and projects to improve health conditions throughout the world; the establishment and maintenance of public health services and facilities; measures for the prevention, control, and eradication of diseases; regulations for the manufacture and sale of drugs, pharmaceuticals, and food products; and programs and projects to improve sanitation and hygiene and to protect the population from the effects of atomic radiation.

SEE: SOCIAL CONDITIONS outline for population problems, vital statistics, social welfare services, and disaster relief other than epidemics.

REFUGEES & MIGRATION outline for medical care of refugees in camps and centers.

AID outline for technical assistance projects in health and medical care.

PERSONNEL outline for health and medical matters relating to U.S. Government employees.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to specific areas or countries. Example:

HEALTH & MEDICAL CARE HLTH 10 Radiation Hazards & Effects
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This method will also suffice when the amount of papers to be filed does not warrant folders for areas or countries. In many offices, the primary subject HEALTH & MEDICAL CARE alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

HEALTH & MEDICAL CARE HLTH 16 Food & Nutrition	<u>Nigeria</u>
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- C. Subdivide the subject breakdowns by area and/or country if volume warrants. Example:

HEALTH & MEDICAL CARE	
HLTH 5 Laws & Regulations	<u>Finland</u>

- D. Arrange by name of organization, subdividing by the appropriate subject breakdowns as needed. This method may be used by offices which accumulate this type of material in such quantity that HLTH 3 will not suffice. Example:

HEALTH & MEDICAL CARE	<u>WHO</u>
HLTH 15 Sanitation & Hygiene	

HLTH - HEALTH & MEDICAL CARE

- 1 GENERAL 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 GENERAL REPORTS & STATISTICS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 3 ORGANIZATIONS & CONFERENCES Use only for materials which cannot be filed under one of the more specific subjects in this outline. Subdivide by name of organization, such as WHO, and name, date, and location of conference, if volume warrants.
- 4 AGREEMENTS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 5 LAWS & REGULATIONS Use only for material which cannot be filed under one of the more specific subjects in this outline.
- 6 INTERNATIONAL HEALTH PROGRAMS Subdivide by specific projects, such as Medico, Project Hope, etc., if volume warrants. Includes world health surveys.
- 7 VISITS
- 8 DISEASES & CONDITIONS Other than those from atomic radiation, for which SEE: HLTH 10. Subdivide by type (e.g., malaria, alcoholism, etc.) if volume warrants.
 - 8-1 Diagnosis & Treatment
 - 8-2 Prevention. Control. Eradication. Other than epidemics, for which SEE: HLTH 8-3.
 - 8-3 Epidemics For other types of disasters and disaster relief, SEE: SOC 10.
- 9 MEDICAL EDUCATION & TRAINING Use for medical students, interns, nurses, etc. For grantees and exchange visitors, SEE: EDX outline; for training of the public in health matters, SEE: HLTH 14-1.
- 10 RADIATION HAZARDS & EFFECTS Use for health aspects of pollution of air and water by atomic radiation; environmental radioactive contamination; and radiation injuries and treatment. For irradiation of food for preservation purposes, SEE: HLTH 16-1; for radioactive waste disposal, SEE: AE 10-2.

HLTH - HEALTH & MEDICAL CARE

- 10 RADIATION HAZARDS & EFFECTS (cont'd)
- 10-1 Fallout
- 10-2 Protection Includes protective standards and control.
- 11 RESEARCH Use only for materials which pertain to medical research plans and programs of a broad, comprehensive nature which cannot be filed under more specific subjects in this outline, such as food and nutrition (HLTH 16), diseases and conditions (HLTH 8), or radiation hazards (HLTH 10), etc.
- 12 MEDICAL BANKS Blood, tissue, bone, eye, etc.
- 13 PHYSICAL FITNESS
- 14 HEALTH & MEDICAL SERVICES Both public and private. For medical examination of visa applicants, SEE: V 24; for sanitation and hygiene, SEE: HLTH 15.
- 14-1 Public Health Education & Training Use only for education and training of public on health matters, first aid, etc.
- 14-2 Medical Treatment. Rehabilitation. Includes surgery, dentistry, optometry, etc., and rehabilitation of physically-handicapped.
- 14-3 Nursing For nurses' training, SEE: HLTH 9.
- 14-4 Mental Health
- 14-5 Maternal & Child Health
- 14-6 Hospitals. Clinics. Laboratories. Includes health centers, sanatoriums, laboratory services, supplies, and equipment, etc.
- 14-7 Health & Medical Plans Use for medical care plans, hospitalization and medical insurance. For social insurance, SEE: LAB 16; for Government employee health program, SEE: PER 14.
- 15 SANITATION & HYGIENE Subdivide by type and name of project if volume warrants. SEE: AID 8 for technical assistance projects.

HLTH - HEALTH & MEDICAL CARE

15 SANITATION & HYGIENE
(cont'd)

15-1 Inspection. Quarantine.

Use for inspection and quarantine matters within or required by a country, including disinfecting of planes, vessels, etc. SEE: FT 15 for quarantine regulations affecting entry of meat, live animals and plants.

15-2 Sewage Disposal &
Treatment

15-3 Pollution. Purification.

Other than pollution by radiation, for which SEE: HLTH 10. Subdivide by air, water, etc., if volume warrants. Includes fluorination.

15-4 Extermination of Vermin

Includes insects, small animals, and birds as disease carriers.

16 FOOD & NUTRITION

As health factors. Includes diet adequacy, caloric intake, vitamins and other dietary supplements, food additives, research in the food and nutrition fields, etc. Subdivide by type of food if volume warrants. For food and drug laws and regulations, SEE: HLTH 17; for national and world food supply, SEE: AGR 15; for technical assistance projects, SEE: AID 8; for economic aspects of food (e.g., production and consumption data, manufacturing industries, etc.), SEE: INCO (yellow pages); for food donations under PL 480, SEE: SOC 9 and 10 or AID 15-9 and 15-10.

16-1 Food Preservation.
Irradiation.

Includes use of radiation to preserve grains and other raw food materials, to prolong the life of shelf foods, and to disinfestate foods.

17 FOOD & DRUG LAWS &
REGULATIONS

For trade aspects, SEE: FT 17.

REFUGEES & MIGRATION

Instructions

Use for papers on the policy, plans, legislation, and program operations for handling refugees, escapees, and displaced persons as a social welfare problem. This includes the international organizations and conferences and governmental agencies concerned with refugee matters, the activities of the voluntary agencies, and the efforts of reception centers and camps to assist and care for the refugees until they can be re-settled, find jobs and become self-supporting in their new environment. Assistance provided to refugees under various aid programs is also included.

SEE: POLITICAL AFFAIRS & RELATIONS outline for material on individual defectors, expellees, and emigres who have been forced to leave or have left their native country because of their political views. Such persons are usually prominent in political, professional, or private life and granting them asylum constitutes a political rather than social problem.

SOCIAL CONDITIONS outline for material relating to internal population shifts and discrimination towards and persecution of minorities, including racism, anti-Semitism, genocide and mass deportations.

LABOR & MANPOWER outline for matters concerning migrant labor.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to a specific area or country. Example:

REFUGEES & MIGRATION
REF 2 Gen. Repts. & Statistics

This method will also suffice when the amount of papers to be filed does not warrant folders for areas or countries. In many offices, the primary subject REFUGEES & MIGRATION alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

REFUGEES & MIGRATION Yugoslavia
REF 9 Camps. Centers.

- C. Subdivide the subject breakdowns by area and/or country if volume warrants. Example:

REFUGEES & MIGRATION REF 11-1 Movement	<u>Greece</u>
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- D. Arrange by name of organization involved in refugee and migration programs (UNHCR, ICEM, UNRWA, etc.), subdividing by the appropriate subject breakdowns as needed. This method may be used by offices which accumulate this type of material in such quantity that REF 3 will not suffice. Example:

REFUGEES & MIGRATION REF 1 General Policy. Plans.	<u>UNRWA</u>
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Offices which have only a small amount of such papers should use REF 3.

- E. Arrange by type or nationality of refugees if volume warrants. Subdivide by the subject breakdowns if volume warrants.

REFUGEES & MIGRATION	<u>Chinese</u>
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REF - REFUGEES & MIGRATION

1. GENERAL POLICY. PLANS. Includes government policy on granting asylum to refugees and escapees, assisting them in resettlement, and providing interim care.
2. GENERAL REPORTS & STATISTICS Includes surveys and analyses of refugee population and problem, statistical data, etc.
3. ORGANIZATIONS & CONFERENCES Except voluntary agencies, for which SEE: REF 6. Subdivide by name, if volume warrants.
4. AGREEMENTS Does not include contracts with voluntary agencies, for which SEE: REF 6.
5. LAWS & REGULATIONS Use for laws and regulations governing operation of refugee program, including parole authority granted to Attorney General.
6. VOLUNTARY AGENCIES Use for participation of voluntary agencies in refugee program, including contracts and relations with agencies. Subdivide by name of agency if volume warrants.
7. ELIGIBILITY CRITERIA For refugee classification and status under specific refugee legislation. For refugees as a special visa category, SEE: V 29-8.
8. REGISTRATION & SCREENING
9. CAMPS. CENTERS. Includes centers established to process refugees and camps to care for them until resettlement or integration. Subdivide by name of camp or center and location if volume warrants.
10. CARE & MAINTENANCE Subdivide by type of assistance if volume warrants.
 - 10-1 Education & Training Includes language and vocational training.
 - 10-2 Medical Care.
Rehabilitation.
 - 10-3 Housing
 - 10-4 Food
 - 10-5 Clothing
 - 10-6 Financial Assistance
 - 10-7 Employment Includes help in locating employment.

REF _ REFUGEES & MIGRATION

11 REESTABLISHMENT

11-1 Movement

Policies and procedures for the movement of refugees, negotiations and arrangements for all transportation needs, coordination of movements, and related matters. Includes movement requests and costs.

11-2 Resettlement

Settlement of refugees in new homes, etc.

11-3 Integration

Into local environment.

12 REPATRIATION

Use only for repatriation of refugees. For repatriation as a factor in retaining or resuming citizenship, SEE: PPT 9-26; for financial assistance to citizens for repatriation purposes, SEE: PS 7-6.

SOCIAL CONDITIONS

Instructions

Use for papers on social conditions, customs and problems, plans for and effects of social development, and social welfare services provided by public and private organizations. This outline covers population statistics and growth problems; human rights, including the status of women and protection of the rights of minority groups; and race relations involving discrimination, persecution, genocide, and other forms of race prejudice.

SEE: ECONOMIC AFFAIRS (GEN.) outline for material relating to living standards and living conditions, including prices, cost of living, land use and reform, etc.

AID outline for materials relating to technical assistance aspects of community or rural development projects.

REFUGEES & MIGRATION outline for material relating to refugees, escapees, and displaced persons as a social welfare problem.

HEALTH & MEDICAL CARE outline for material relating to international health program, public health services provided to improve and protect health of the population, and medical assistance rendered in epidemics.

EDUCATION & CULTURE outline for material relating to a nation's culture, cultural development and conflicts, tribal customs, educational levels and development, etc.

LABOR & MANPOWER outline for matters regarding social security, retirement and pensions.

Ways of arranging these papers are:

- A. Use the subjects shown as needed. This will be necessary for papers which do not pertain to a specific area or country.
Example:

SOCIAL CONDITIONS
SOC 14 Human Rights. Race Relations.

This method will also suffice when the amount of papers to be filed does not warrant folders for areas or countries. In some offices the primary subject SOCIAL CONDITIONS alone will suffice.

- B. Arrange by area and/or country. Subdivide by the subject breakdowns if volume warrants. Example:

SOCIAL CONDITIONS	<u>Mexico</u>
SOC 11-1 Crime Prevention	

- C. Subdivide the subject breakdowns by area and/or country if volume warrants. Example:

SOCIAL CONDITIONS	<u>Iraq</u>
SOC 13-2 Census, Vital Stat.	

- D. Arrange by name of organization, subdividing by the appropriate subject breakdowns as needed. This method may be used by offices which accumulate this type of material in such quantity that SOC 3 will not suffice. Example:

SOCIAL CONDITIONS	<u>UN Social Comm.</u>
SOC 6-3 Housing	

SOC - SOCIAL CONDITIONS

- | | | |
|-----|--|---|
| 1 | GENERAL 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 | 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 in this outline. |
| 2-1 | Socio-Economic Reports | |
| 2-2 | Socio-Political Reports | |
| 3 | ORGANIZATIONS &
CONFERENCES | 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. Includes UN Social Commission and ECOSOC's social programs. |
| 4 | MANNERS & CUSTOMS | SEE: SOC 14 for human rights matters, such as status of women, rights of children, etc. |
| 4-1 | Marriage & Divorce | For marriage of U.S. citizens abroad, SEE: PPT 13. |
| 4-2 | Family Life | |
| 5 | LAWS & REGULATIONS | 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. |
| 6 | SOCIAL DEVELOPMENT | Use for social improvement in life of people, including effects of industrialization and urbanization, rural and community development, etc. Subdivide by type if volume warrants. |
| 6-1 | Social Strata | Class structure of society and levels of social development. |
| 6-2 | Urbanization | Includes city planning and urban renewal. For technical assistance projects, SEE: AID 8. |
| 6-3 | Housing | Use for social effect of improved housing on population and need for more adequate housing. SEE: INCO (yellow pages) for housing as an industry. |
| 6-4 | Industrialization &
Technology, Effect of | |

SOC - SOCIAL CONDITIONS

- 6 SOCIAL DEVELOPMENT (cont'd)
- 6-5 Community Development Use for matters other than those pertaining to projects carried out under technical assistance programs, for which SEE: AID 8.
- 7 VISITS
- 8 SOCIAL PROBLEMS Use for social ills and problems other than crimes, for which SEE: SOC 11. Includes "social defense", e.g., efforts to prevent and overcome problems.
- 8-1 Juvenile Delinquency
- 8-2 Illegitimacy For problem involving military personnel, SEE: DEF 15-7; for nationality of children born out of wedlock, SEE: PPT 9-4.
- 9 SOCIAL WELFARE SERVICES Includes charities and philanthropic activities. Does not include disaster relief, for which SEE: SOC 10. Subdivide by type of service or project, if volume warrants.
- 9-1 Social Workers' Education & Training
- 9-2 Welfare Agencies Public and private organizations engaged in social welfare work. Subdivide by name of organization if volume warrants.
- 10 DISASTERS & DISASTER RELIEF Use for emergencies affecting large masses of people on either a short-term or prolonged basis, such as in famines, droughts, earthquakes, floods, fires, tornadoes, typhoons, etc., and for assistance and relief rendered by the Red Cross or other organizations in this connection. Subdivide by type of disaster and location if volume warrants. For epidemics, SEE: HLTH 8-3; for assistance to U.S. citizens involved in disasters abroad, SEE: PS 7-6.

SOC - SOCIAL CONDITIONS

- 11 CRIME & LAW ENFORCEMENT Use for various types of crimes and measures taken by law enforcement agencies to protect and preserve public order and safety. Includes criminal code and crime incidence. Subdivide by type of crime if volume warrants. SEE: POL 27-12 for war crimes and criminals. For juvenile delinquency as a social problem, SEE: SOC 8-1; for suppression and control of political demonstrations, riots, etc., SEE: POL 25.
- 11-1 Crime Prevention Includes regulation and control of fire-arms for this purpose.
- 11-2 Police System Non-political matters only. Includes INTERPOL. For police as a component of internal security forces, SEE: POL 23-2. For their participation in suppressing riots, coups, etc., SEE: POL 25 and 26.
- 11-3 Prosecution Includes criminal courts and sentencing of criminals.
- 11-4 Correction. Punishment. Rehabilitation. Includes prisons, reformatories, penal colonies, etc.
- 11-5 Traffic in Narcotics SEE: INCO (yellow pages) for manufacture of narcotics; HLTH 8 for narcotics used for medicinal purposes.
- 11-6 Traffic in Persons
- 11-7 Traffic in Obscene Material Includes pornography.
- 12 RELIGION Use for religious beliefs and sects, moral rearmament program, etc. Subdivide by religion, sect, or organization if volume warrants. SEE: POL 15-7 for church-state relations.
- 12-1 Churches. Sects. Includes clergy, priests, nuns, etc.
- 12-2 Missionaries SEE: PS 7 for protection of missionaries serving abroad.
- 12-3 Atheism. Secularism.
- 12-4 Sorcery Includes witchcraft, voodooism, black magic, etc.

SOC - SOCIAL CONDITIONS

- 13 POPULATION
- Use for population statistics and problems, demographic policies and trends, etc. Subdivide by types, races or nationalities if volume warrants.
- 13-1 Population Shifts
- Use for extent and nature of population shifts within a country. SEE: REF outline for external migration.
- 13-2 Census, Vital Statistics.
- For services performed by U.S. consular offices on behalf of the U.S. Census Bureau, SEE: PS 11; for reports of birth and death of U.S. citizens abroad, SEE: PPT 12 and PS 9, respectively.
- 13-3 Growth, Decline.
- Includes birth control and family planning as means of coping with over-population.
- 14 HUMAN RIGHTS, RACE RELATIONS.
- Includes race riots.
- 14-1 Discrimination, Protection of Minorities.
- Includes prevention of discrimination, "apartheid," protection of minorities, segregation, and desegregation. Subdivide by race, group, or type of discrimination (e.g., employment, education, religion, political rights, etc.).
- 14-2 Status of Women
- Includes political and civil rights, economic opportunities, family status and rights, educational opportunities, etc.
- 14-3 Children, Youth.
- Includes White House Conference on Children and Youth; protection of children's rights. For child labor, SEE: LAB 10.
- 14-4 Genocide, Mass Deportations.
- 14-5 Captive Peoples, Slavery.
- Use for social aspects only. For labor aspects, SEE: LAB 12.
- 14-6 Statelessness
- 15 POST-WAR RECONSTRUCTION

SPECIAL INSTRUCTIONS

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INTERNATIONAL ORGANIZATIONS & CONFERENCES

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SPECIAL INSTRUCTION

INTERNATIONAL ORGANIZATIONS AND CONFERENCES

The following special instruction is for the use of offices which:

- A. Accumulate so many papers on particular international organizations and/or conferences that they cannot be adequately filed within the subject outlines under the "3 Organizations & Conferences" classification or according to Instruction D preceding most of the outlines;
or
- B. Have a primary interest in international organizations and their meetings rather than in the substantive programs and activities of these organizations.

The special instruction will also apply when an organization is of a multi-purpose nature and, therefore, papers concerning it cannot be properly filed under a single subject outline (e.g., UNESCO, ECOSOC, etc.).

Ways of arranging papers under this special instruction follow:

A. Administrative Material

Where a considerable number of papers of an administrative nature accumulate on an international organization (e.g., its organizational structure, budget and finance, staffing, etc.), the standard administrative subjects listed in this special instruction should be used to subdivide the papers under the name of the organization or, if volume warrants, a subordinate element thereof. Likewise, administrative papers relating to the recurring sessions of international organizations of a continuing nature or one-time conferences of bodies of a temporary nature should be arranged according to the appropriate subject breakdowns in the list. Examples:

WORLD HEALTH ORG. (WHO)
8 Structure & Functions

WORLD HEALTH ORG. (WHO) 13th WHA
22-1 U.S. Delegation

WHO Executive Board 21st. Sess.
3-1 Agenda & Minutes

Where the abbreviated title of the organization is well-known, its full name need not be written out on the folder labels.

B. Substantive Material

In those offices having a primary interest in a specific international organization or conference rather than in the substantive programs with which it is concerned, papers should be arranged first by the name of the organization or conference and thereunder by the appropriate subjects selected from any outlines in the Handbook.

Examples:

WORLD HEALTH ORG. (WHO)
HLTH 8 Diseases & Conditions (Malaria)

WORLD HEALTH ORG. (WHO)
INCO - Drugs & Pharmaceuticals

The program subject folders under the name of any organization or conference should be arranged alphabetically by code symbol following the administrative subject folders.

LIST OF ADMINISTRATIVE SUBJECTS

- 1 POLICY. PLANS.
- 1-1 Coordination. Relations. Includes relationships with other international organizations and government agencies which do not pertain solely to a substantive program which should be filed subjectively. Subdivide by name of organization or agency if volume warrants. For relations with nongovernment organizations, SEE: 16-6.
- 1-2 Instructions. Position Papers. Includes instructions to Chairman of USDEL or US Representative stating US position or policy on subject matter of meetings.
- 2 REPORTS Use only for reports of a general nature that cannot be filed under more specific subject in this list. Includes annual reports of UN specialized agencies and other organizations and conferences. For USDEL report, SEE: 22-1; for financial and audit reports, SEE: 10; for publications prepared for public consumption, SEE: 16-2.
- 3 MEETINGS Use only for notices of meetings to be held, invitations to attend, organization of meeting, etc. For meetings of USDEL, SEE: 22-1.
- 3-1 Agenda & Minutes
- 3-2 Calendar of Meetings
- 4 AGREEMENTS Use for agreements of a general nature that cannot be filed under more specific subjects in this list. Includes agreements between UN and its specialized agencies.
- 5 LAWS. LEGISLATION. Includes enabling legislation.
- 5-1 Participation Authority Includes treaties, agreements, laws, etc., re US participation in international organizations. For staff study recommending US participation in specific conference, SEE: 22-1.
- 5-2 Charter. Constitution. Includes amendments.
- 6 MEMBERSHIP. ASSOCIATION. Includes consultative status.
- 6-1 Invitation. Acceptance.
- 6-2 Withdrawal. Exclusion.

7	VISITS	
8	STRUCTURE & FUNCTIONS	Includes background history of organization, objectives, transfer of functions, reorganization, elections, etc. Subdivide by organizational element if volume warrants.
8-1	Director General	
8-2	Executive Board. Council.	Includes Board of Governors or other executive organizational elements.
8-3	Secretariat	Includes Secretary General. For staffing, SEE: 12.
8-4	Committees. Working Groups.	
8-5	Rules of Procedure	
9	SEAL. FLAG.	
10	BUDGET & FINANCE	Includes financial regulations, accounting and disbursing, financial and audit reports, etc.
10-1	Budget Estimates	Includes review and hearings.
10-2	Financial Plans	
10-3	Appropriations. Funds.	Includes bonds, working capital fund, etc.
10-4	Contributions	Includes scale of assessments, cost-sharing formulae, collection and payment, etc. Subdivide by "Assessed" and "Voluntary" contributions if volume warrants.
10-5	Rates of Exchange	
11	BIOGRAPHIC INFORMATION	Other than that included in personnel folders.
12	PERSONNEL	Includes staff lists and regulations, Secretariat staffing, contract personnel, etc. Subdivide by type of personnel if volume warrants.
12-1	Employment	Includes applicants, appointment, assignment, examination, recruitment, and termination of employment. For loyalty, SEE: 12-6; for geographic distribution, SEE: 12-7.
12-2	Privileges & Immunities	Includes commissary and PX privileges, free entry, tax exemption, etc.

12	PERSONNEL (cont'd)	
12-3	Compensation	Includes salary, allowances, taxation problems, etc.
12-4	Health & Welfare	Includes pension plan, fringe benefits, etc.
12-5	Employee Relations & Services	Includes employee passes except identification cards, for which SEE: 12-6.
12-6	Security. Loyalty.	Includes clearances, identification cards, etc.
12-7	Geographic Distribution	Of personnel.
13	COMMUNICATIONS & RECORDS	Except documents, for which SEE: 14.
13-1	Periodic Summary Telegrams	
14	DOCUMENTS	Use only for number of languages, copy requirements, reproduction and distribution, etc. Sets of numbered conference documents should be filed separately.
14-1	Proceedings	
14-2	Resolutions	Other than those filed subjectively.
15	SPEECHES	
16	PUBLIC INFORMATION	Use for general information program and relations with public.
16-1	Press	Includes relations with press, accreditation of correspondents, press releases, etc.
16-2	Publications	Except reports, for which SEE: 2.
16-3	Visuals	Includes photographs, posters, exhibits and displays, etc.
16-4	Radio & TV	
16-5	Public Inquiries & Opinion	Includes requests for information, publications, etc.; popular comment; petitions and polls.
16-6	Nongovernmental Liaison	Includes relations with citizen groups and private organizations. Subdivide by name if volume warrants.

- 17 BUILDINGS & GROUNDS Includes selection and acquisition of site, construction of headquarters building, assignment of space, etc.
- 17-1 Headquarters Site.
Building.
- 17-2 Regional Offices
- 17-3 Conference Site
- 17-4 Office Space
- 18 EQUIPMENT, SUPPLIES
& SERVICES
- 19 TRAVEL & TRANSPORTATION
- 20 HOTEL & HOUSING
ACCOMMODATIONS
- 21 ENTERTAINMENT
- 22 DELEGATIONS Includes credentials.
- 22-1 U.S. Delegation Includes staff studies re US participation, approval of USDEL, letter to President, report of USDEL, etc. For instructions to USDEL Chairman or U.S. Representative, SEE: 1-2.
- 22-2 Foreign Country
Delegations
- 22-3 Lists of Delegates

SPECIAL INSTRUCTION

FOR COMMERCIAL OFFICERS

This special instruction has been prepared for the use of Commercial Officers assigned to the Foreign Service posts of the Department of State and for other officers who are assigned responsibility for commercial-economic reporting. The subjects listed below have been selected from the various subject matter outlines in the Department of State Records Classification Handbook as being those on which commercial-economic reports are required to be submitted through Department of State facilities to the Department of Commerce for action. The records classification symbols shown for these subjects are identical with those appearing in the outlines from which they have been selected.

The classification symbol should be typed in parentheses following the subject line of each report submitted to the Department. Such precoding of reports will not only expedite processing and distribution to interested end-users but also will facilitate planned future deeper indexing of such reports for incorporation into an information processing system designed to store international commercial-economic information for rapid retrieval. The classification symbol is to be used in addition to CERP item numbers.

Special attention is called to the treatment of industries and commodities in the Handbook. The outline entitled "Industries and Commodities (General)" - INCO - is intended to cover material which deals collectively with business, industry, manufacturing, commodities, products, etc. Special outlines have been developed for certain industries and commodities of particular significance or importance in the international commercial-economic reporting field (e.g., Agriculture (General), Fuels & Energy, Petroleum, Telecommunications and specific forms of transportation). In order to take care of all other specific industries and commodities, an alphabetical listing of some of the more common ones follows the INCO(General) outline. This listing, which is referred to as INCO (YP) - i.e., yellow pages - may be expanded through the addition of other specific or broad categories of industries and commodities that may be needed by the office or post concerned. Where the volume of material on any specific industry or commodity for which the INCO (YP) listing is used requires further subdivision, the appropriate numbered breakdowns preceding the alphabetical listing should be applied. Folders should only be prepared for those specific industries and commodities in the alphabetical listing which are required by the actual amount of material to be filed.

The availability of this special instruction will make it unnecessary for Commercial Officers or others responsible for the commercial-economic reporting function to familiarize themselves with the comprehensive subject matter contained in the entire Records Classification Handbook. While the majority of subjects have been drawn from the Economic Section of the Handbook, a small number of subjects from other sections are also represented. However, this list should be considered only as a basic guide and any other subjects from the Handbook should be added to it as the need for reporting on them arises. Care should be taken to insure that the proper classification symbol is always used.

The list of subjects contained in this special instruction also will serve as an index to those portions of the Records Classification Handbook in which Commercial Officers and others responsible for commercial-economic reporting have a primary interest. The main index to the Handbook, however, should prove useful in locating other subjects that may be of informational interest or for which the Commerce Department may be assigned action responsibility in the future.

At the time any necessary revisions are made in the Records Classification Handbook, this instruction will be updated concurrently. Any questions or suggestions concerning specific subjects listed in this instruction or the Handbook should be directed to the Records Management Staff, Department of State.

The files maintained by the Commercial Unit within the Economic Section of a post may constitute authorized decentralized files or information working files depending upon the arrangement made with the Central Records Unit. Regardless of their official or nonrecord character, the files should be arranged according to the system prescribed in the Records Classification and Records Management Handbooks. Technical advice concerning proper organization, maintenance, use and disposition should be requested from the Central Records Unit if necessary.

LIST OF SUBJECTS PRESENTLY BEING DISTRIBUTED
TO THE DEPARTMENT OF COMMERCE FOR ACTION

<u>SUBJECT</u>	<u>FILE SYMBOL</u>
Administrative Action Program (AAP)	STR 4-1
Advertising	TP 21
Balance of Payments (Statistical)	FN 12
Bids and Tenders	TP 15-1
Claims against Host Government	TP 12
Commercial Libraries	TP 11
Construction Reporting	INCO (YP)
Domestic Trade (Statistical)	INCO 13
Economic Information, Summaries of Basic	E 2
Economic Reports, Annual	E 2-3
Electric Power Facilities	FSE 12
Essential Foreign Requirements of Certain U.S. Commodities under Export Control	STR
Fairs and Exhibitions (Trade)	TP 8
Food Supply (Re Food Codes)	AGR 15
Foreign Investment (Private)	FN 9
Foreign Trade (Statistical)	FT 2
Highway Reporting	IT 7-2
Industrial Products	INCO (YP) or appropriate industry outline.
Inland Waterways and Inland Waterway Transport	IT 11
Insurance	FN 18
Investment Opportunities (Private)	TP 9
Merchant Shipping and Shipbuilding:	
Acquisition and Transfer of Ships	OS 12-2
Charter of War-Built U.S. Ships	OS 12-6
Mortgages and Insurance	OS 12-10

<u>SUBJECT</u>	<u>FILE SYMBOL</u>
Merchant Shipping and Shipbuilding (cont'd)	
National Defense Reserve Fleets	OS 12-11
Ocean Services and Lines Essential for the Development and Maintenance of U.S. Foreign Commerce	OS 6
Rates and Charges	OS 10
Registry, Change of	OS 12-3
Routes & Schedules	OS 9
Shipbuilding, Construction, Repair and Reconditioning of Ships	OS 12-1
Subsidies and Aids	OS 12-10
Tariffs and Fees	OS 8
Type, Size, Speed and Other Requirements of Ships to Provide Adequate Service on Sea Routes	OS 12
Wharfage, Dock, Warehouse, or Terminal Facilities to Common Carriers	OS 14-2
Market Surveys	TP 13
Packaging of Goods	INCO 12 or INCO (YP)
Patents and Trademarks	
Patents, except Ratification of or Adherence to Treaties and Policy Matters	INCO 11-1
Trademarks, except Ratification of or Adherence to Treaties and Policy Matters	INCO 11-2
Assistance to/Protection of U.S. Firms	TP 19
Railway Reporting	IT 8-2
Seaports and Harbors	OS 14
Shipments of U.S. Goods (EXCON)	STR 7
Transaction Checks	STR 7-1
Technical Data Controls	STR 7-2
Violations	STR 7-3
Trade Centers. Trade Information Centers.	TP 20
Trade Complaints & Disputes	TP 10

Trade Contact Surveys	TP 14
Trade Inquiries	TP 15
Trade Lists	TP 16
Trade Opportunities	TP 15
Trade and Other Economic Relations with the Soviet Bloc Countries	
Repetitive Statistical Data	FT 6
Transshipment of U.S. Origin Goods	STR 7
Transportation	TR
Travel and Tourism	TP 7-3
World Trade Directories (WTD)	TP 17
World Trade Information Service	TP 18

SPECIAL INSTRUCTION

PEACE CORPS REPRESENTATIVES

The Department of State Records Classification Handbook is to be used by Peace Corps Representatives as a guide for maintaining their files.

The Handbook was prepared by the Department to provide a uniform file system for use by all Departmental offices and overseas posts. For this reason it is extremely broad in its subject matter coverage. Many sections are, of course, not applicable to the Peace Corps and may be disregarded.

The most pertinent section is the one on Administration. In order to coordinate United States overseas administrative operations to the maximum extent possible, Peace Corps Representatives should arrange their administrative files under subject headings contained in this section. In most cases the 15 primary subjects should suffice without the need for further subject breakdowns. However, wherever volume warrants, further subdivisions by the specific secondary and tertiary subjects in the outlines may be made.

It is recognized that most of the files accumulated by Peace Corps Representatives relate to specific Volunteer programs, which will be maintained in a separate file series.

Any questions or comments regarding use of the Handbook should be referred to PC/Washington.

SPECIAL INSTRUCTION

U. S. INFORMATION SERVICE

At certain posts throughout the world records pertaining to the program and operations of the U.S. Information Service are maintained in the Central Records Unit by Department of State personnel. In order to provide adequate subject matter coverage for USIS records within the post central files, five special outlines have been developed in co-operation with the Records Management Staff of the U. S. Information Agency. These outlines, which are included in the Culture and Information section of the handbook, are quite similar to those comprising the present USIS file system contained in the USIA Overseas Records Management Handbook (MOA III 600, September 1961). The USIS outlines, as well as other subject outlines, in the Department's Records Classification Handbook are not to be used by USIS personnel who maintain decentralized files. They will continue to use the USIS file system prescribed in the USIA Records Management Handbook.

The five USIS outlines in the Department's Records Classification Handbook cover the special information media programs carried on by USIS, namely: cultural activities; motion pictures; press, publications and visuals; radio; and television. Each of these special outlines has been identified as pertaining to the USIS program by including the USIS symbol as a part of the primary subject title, e.g., CULTURAL ACTIVITIES (USIS), RADIO (USIS), etc.

Papers relating to the overall USIA information program or to more than one of the specific media programs are covered by the INFORMATION ACTIVITIES (GENERAL) outline in the same section of the handbook. The English language teaching program sponsored by the USIA Language Institutes is covered in the EDUCATION & CULTURE outline along with similar programs conducted by other agencies overseas, such as AID and the Peace Corps. Papers relating to USIS activities in connection with carrying on the exchange of persons and cultural presentations programs for the Department overseas fall within the EDUCATIONAL & CULTURAL EXCHANGE outline.

The public information activities conducted by USIA for other Federal agencies overseas may be documented in records filed under outlines in the CULTURE and INFORMATION section or in other appropriate subject files. For example, the USIS role in publicizing a trade fair would be filed under TP 8 - Trade Fairs in the TRADE PROMOTION & ASSISTANCE outline in the Economic section of the handbook; or USIS press and motion picture coverage of the arrival of a shipment of surplus commodities under the PL 480 or Food For Peace program would be filed under AID 15 - PL 480 Program, etc.

At those posts where USIS records are maintained in the post central files, copies of the Records Classification Handbook should be provided to USIS personnel so they may become familiar with the new file system. Assistance in determining the proper file designation should be sought from USIS personnel whenever necessary to insure accurate records classification and ready accessibility for reference use.

ABBREVIATIONS

TABLE OF CONTENTS

COUNTRY ABBREVIATIONS

COMMON ABBREVIATIONS

ABBREVIATIONS

Borneo (Indonesia)	INDON	Caroline Islands (Trust Territory of the Pacific Islands, U. S.)	TT PAC
Borneo, British	BR BORNEO	Cat Island (British West Indies)	BWI
Borneo, North (British Borneo)	BR BORNEO	Cayenne (French Guiana)	FR GU
Bougainville Island (Solomon Islands)	SOL IS	Cayman Islands (British West Indies)	BWI
Branco Island (Cape Verde Islands)	CAPE VERDE IS	Celebes (Indonesia)	INDON
Brava Island (Cape Verde Islands)	CAPE VERDE IS	Central African Republic	C AFR
Brazil	BRAZ	Central America	CEN AM
British Borneo	BR BORNEO	Ceylon	CEYLON
British Columbia (Canada)	CAN	Chad, Republic of	CHAD
British Guiana	BR GU	Chesterfield Islands (New Caledonia)	NEW CAL
British Honduras	BR HOND	Chile	CHILE
British South Africa	BR S AFR	China	CHINA
British West Indies	BWI	China (Communist)	CHICOM
Brunei	BRUNEI	China (Nationalist)	CHINAT
Bulgaria	BUL	Christmas Island (Indian Ocean)(Australia)	CHRIS I (INDIAN O)
Burma	BURMA	Christmas Island (Pacific Ocean)(British)	CHRIS I (PAC O)
Burundi	BURUNDI	Cocos (Keeling) Islands	COCOS (KEELING) IS
		Colombia	COL
		Comoro Islands	COMORO IS
		Congo, Republic of	CONGO
		Congo, Republic of the	THE CONGO
		Cook Islands (New Zealand)	NZ
		Costa Rica	COSTA RICA
		Crete	CRETE
		Crooked Island (British West Indies)	BWI
		Crozet Island	CROZET I
		Cuba	CUBA
		Curacao (Netherlands Antilles)	NETH ANT
		Cyprus	CYP
		Cyrenaica (Libya)	LIBYA
		Czechoslovakia	CZECH

C

Cabinda (Angola)	ANG
Caicos Islands (British West Indies)	BWI
Cambodia	CAMB
Cameroon, Federal Republic of	GAM
Canada	CAN
Canal Zone, U. S.	CZ
Canary Islands	CANARY IS
Cape of Good Hope (Republic of South Africa)	S AFR
Cape Verde Islands	CAPE VERDE IS
Caribbean Area	CARIB

D

Dahomey, Republic of	DAHOMY
Damao (India)	INDIA
Denmark	DEN
Diu (India)	INDIA
Djibouti (French Somaliland)	FR SOM
Dominica Island (British West Indies)	BWI
Dominican Republic	DOM REP
Dutch Guiana (Surinam)	SUR

E

East Africa	E AFR
East Germany	E GER
Eastern Europe	E EUR
Ecuador	ECUADOR
El Salvador	EL SAL
Eleuthera (British West Indies)	BWI
Ellice Islands (Gilbert and Ellice Islands)	GIL & ELLICE IS
England (United Kingdom)	UK
Eniwetok Islands (Trust Territory of the Pacific Islands, U. S.)	TT PAC
Eritrea (Ethiopia)	ETH
Estonia	EST
Ethiopia	ETH
Europe	EUR
Europe, Eastern	E EUR
Europe, Western	W EUR
Exuma (British West Indies)	BWI

F

Faeroe Islands	FAEROE IS
Falkland Islands	FALK IS

Far East	FAR EAST
Federated Malay States (Malaya)	MALAYA
Fernando Po Island (Spanish Guinea)	SP GUIN
Fiji Islands	FLJI
Finland	FIN
Fogo Island (Cape Verde Islands)	CAPE VERDE IS
Formosa (Nationalist China)	CHINAT
France	FR
French Guiana	FR GU
French India	FR INDIA
French Polynesia	FR POLY
French Somaliland	FR SOM
French West Africa	FR W AFR
French West Indies	FR WI

G

Gabon, Republic of	GABON
Galapagos Islands (Ecuador)	ECUADOR
Gambia	GAMBIA
Germany	GER
Germany, East (Russian Zone)	E GER
Germany, Polish Administration	GER (POL)
Germany, West (U. S., British and French Zones)	W GER
Ghana	GHANA
Gibraltar	GIB
Gilbert and Ellice Islands	GIL & ELLICE IS
Goa (India)	INDIA
Gough Island (St. Helena Island)	ST. HELENA I
Great Britain (United Kingdom)	UK
Great Inagua Island (Bahama Islands)	BAH IS
Greece	GREECE

Greenland	GREENLAND	Indochina	INDOCH
Grenada (British West Indies)	BWI	Indonesia, Republic of	INDON
Grenadines (British West Indies)	BWI	Iran	IRAN
Guadeloupe (French West Indies)	FR WI	Iraq	IRAQ
Guam	GUAM	Ireland	IRE
Guatemala	GUAT	Ireland, Northern	N IRE
Guiana, British	BR GU	Irian (West New Guinea)	W NEW GUIN
Guiana, French	FR GU	Irish Free State (Ireland)	IRE
Guiana, Netherlands (Surinam)	SUR	Iron Curtain Countries (Eastern Europe)	E EUR
Guinea, New	NEW GUIN	Isle of Pines (Cuba)	CUBA
Guinea, Portuguese	PORT GUIN	Isle of Pines (New Caledonia)	NEW CAL
Guinea, Republic of	GUIN	Israel	ISR
Guinea, Spanish	SP GUIN	Italy	IT
		Ivory Coast, Republic of the	IV CST

H

Hadhramaut (Aden)	ADEN
Haiti	HAI
Harbour Island (British West Indies)	BWI
Hawaii (United States)	US
Hebrides, New	NEW HEBR
Honduras	HOND
Honduras, British	BR HOND
Hong Kong	HK
Hungary	HUNG
Huon Islands (New Caledonia)	NEW CAL

I

Iceland	ICE
Inagua Island (Bahama Islands)	BAH IS
India	INDIA
India, French	FR INDIA
Indies, Netherlands (Indonesia)	INDON

J

Jamaica	JAM
Japan	JAP
Java (Indonesia)	INDON
Johnston Island	JOHNSTON I
Jordan	JORDAN

K

Keeling (Cocos) Islands	COCOS (KEELING) IS
Kenya	KENYA
Kermadec Islands (New Zealand)	NZ
Korea	KOR
Korea, North	N KOR
Korea, South	S KOR
Kuril Islands	KURIL IS
Kuwait, State of	KUW

L

		Mali, Republic of	MALI
		Malta	MALTA
Labrador	CAN	Manchuria	MANCH
Laccadive Islands	LACCADIVE IS	Mandated Pacific Islands (Trust Territory of the Pacific Islands, U. S.)	TIT PAC
Landana (Angola)	ANG	Manitoba (Canada)	CAN
Laos	LAOS	Marcus Islands	MARCUS IS
Latin America	LAT AM	Mariana Islands (Trust Territory of the Pacific Islands, U. S.)	TIT PAC
Latvia	LATVIA	Marie-Galante (French West Indies)	FR WI
Lebanon	LEB	Marquesas Islands (French Polynesia)	FR POLY
Leeward Islands, British (British West Indies)	BWI	Marshall Islands (Trust Territory of the Pacific Islands, U. S.)	TIT PAC
Leeward Islands, French (French Polynesia)	FR POLY	Martinique (French West Indies)	FR WI
Leeward Islands, Netherlands (Netherlands Antilles)	NETH ANT	Mauritania, Islamic Republic of	MAURITANIA
Liberia	LIB	Mauritius	MAURITIUS
Libya	LIBYA	Mayaguana Island (British West Indies)	BWI
Liechtenstein	LIECH	Mayotte Islands	MAYOTTE IS
Lithuania	LITH	Mediterranean	MEDIT
Lombok Island (Indonesia)	INDON	Mexico	MEX
Long Island (British West Indies)	BWI	Middle East	MID EAST
Loyalty Islands (New Caledonia)	NEW CAL	Midway Islands	MIDWAY IS
Luxembourg	LUX	Miquelon Islands	MIQUELON IS
Luzia (Cape Verde Islands)	CAPE VERDE IS	Molucca Islands (Indonesia)	INDON
		Monaco	MONACO
		Mongolia	MONG
		Montserrat Island (British West Indies)	BWI
		Moon	MOON
		Morant Cays (British West Indies)	BWI
		Morocco	MOR
		Mozambique	MOZ
		Muscat and Oman	MUSCAT & OMAN

M

Macao	MACAO
Madagascar (Malagasy)	MALAG
Madeira	MADEIRA
Maio Island (Cape Verde Islands)	CAPE VERDE IS
Malacca (Malaya)	MALAYA
Malagasy Republic	MALAG
Malaya	MALAYA
Maldive Islands	MALDIVE IS

N

Near East	NR EAST
Nepal	NEPAL
Netherlands	NETH
Netherlands Antilles	NETH ANT
Netherlands Guiana (Surinam)	SUR
Netherlands Indies (Indonesia)	INDON
Netherlands New Guinea (West New Guinea)	W NEW GUIN
Netherlands West Indies (Netherlands Antilles)	NETH ANT
Nevis Island (British West Indies)	BWI
New Brunswick (Canada)	CAN
New Caledonia	NEW CAL
Newfoundland (Canada)	CAN
New Guinea	NEW GUIN
New Guinea, Netherlands (West New Guinea)	W NEW GUIN
New Guinea, West	W NEW GUIN
New Hebrides	NEW HEBR
New Providence Island (British West Indies)	BWI
New Zealand	NZ
Nicaragua	NIC
Nicobar Islands	NICOBAR IS
Niger, Republic of	NIGER
Nigeria, Federation of	NIGERIA
Norfolk Island	NORFOLK I
North Borneo	N BORNEO
North Korea	N KOR
North Vietnam	N VIET
Northern Ireland	N IRE
Norway	NOR
Nova Scotia (Canada)	CAN

Nyasaland
(Rhodesia and Nyasaland
Federation)

RHOD & NYAS

O

Okinawa (Ryukyu Islands)	RYU IS
Oman (Muscat and Oman)	MUSCAT & OMAN
Ontario (Canada)	CAN
Orkney Islands	ORKNEY IS
Outer Space	OUTER SP

P

Pacific Ocean	PAC O
Pahang (Malaya)	MALAYA
Pakistan	PAK
Palau Islands (Trust Territory of the Pacific Islands, U. S.)	TT PAC
Palestine	PAL
Panama	PAN
Panama Canal Zone (Canal Zone)	CZ
Papua	PAPUA
Paraguay	PAR
Pedro Cays (British West Indies)	BWI
Penang (Malaya)	MALAYA
Penghu (Nationalist China)	CHINAT
Perak (Malaya)	MALAYA
Perico Islands (British West Indies)	BWI
Perim Island (Aden)	ADEN
Perlis (Malaya)	MALAYA
Peru	PERU
Pescadores Islands (Nationalist China)	CHINAT
Philippines, Republic of	PHIL

Pines, Isle of (Cuba)	CUBA	Sahara	SAHARA
Pines, Isle of (New Caledonia)	NEW CAL	St. Barthelemy (French West Indies)	FR WI
Pitcairn Island	PITCAIRN I	St. Christopher Island (British West Indies)	BWI
Poland	POL	St. Croix Island (Virgin Islands, U. S.)	VIR IS
Polish Administration (Germany)	GER (POL)	St. Eustatius Island (Netherlands Antilles)	NETH ANT
Polynesia, French	FR POLY	St. Helena Island	ST. HELENA I
Pondicherry (India)	INDIA	St. John Island (Virgin Islands, U. S.)	VIR IS
Portugal	PORT	St. Kitts Island (British West Indies)	BWI
Portuguese East Africa (Mozambique)	MOZ	St. Lucia Island (British West Indies)	BWI
Portuguese Guinea	PORT GUIN	St. Pierre Islands	ST. PIERRE IS
Portuguese India	PORT INDIA	St. Thomas Island (Virgin Islands, U.S.)	VIR IS
Portuguese West Africa (Angola)	ANG	St. Vincent Island (British West Indies)	BWI
Prince Edward Island (Canada)	CAN	Salvador (El Salvador)	EL SAL
Principe, Sao Tome and	SAO TOME & PRINCIPE	Samoa, American	AM SAMOA
Puerto Rico	PR	Samoa, Western	W SAMOA
Q			
Quatar	QUATAR	San Marino	SAN MARINO
Quebec (Canada)	CAN	San Salvador Island (Bahama Islands)	BAH IS
Queensland (Australia)	AUSTL	Santo Antao Island (Cape Verde Islands)	CAPE VERDE IS
R			
Ragged Island (British West Indies)	BWI	Sao Tome and Principe	SAO TOME & PRIN
Redonda Island (British West Indies)	BWI	Sarawak	SARAWAK
Rhodesia and Nyasaland Federation	RHOD & NYAS	Saskatchewan (Canada)	CAN
Rio Muni (Spanish Guinea)	SP GUIN	Saudi Arabia	SAUD
Rum Cay (British West Indies)	BWI	Scandinavia	SCAND
Rumania	RUM	Scotland	SCOT
Russia (Union of Soviet Socialist Republics)	USSR	Selangor (Malaya)	MALAYA
Rwanda, Republic of	RWANDA	Senegal, Republic of	SENEG
Ryukyu Islands	RYU IS	Seychelles	SEY
S			
Saar (West Germany)	W GER	Shetland Islands	SHETLAND IS

COUNTRY ABBREVIATIONS

A			
ADEN	Aden Colony and Protectorate (Hadhramaut, Perim Island, Socotra Island)	BEL	Belgium
AFG	Afghanistan	BERMUDA	Bermuda
AFR	Africa	BHU	Bhutan
ALB	Albania	BIS ARCH	Bismarck Archipelago
ALG	Algeria	BOL	Bolivia
AM SAMOA	American Samoa (Tutuila Island)	BONIN IS	Bonin Islands
AMSTERDAM I	Amsterdam Island	BRAZ	Brazil
ANDAMAN IS	Andaman Islands	BR BORNEO	British Borneo (North Borneo)
ANDORRA	Andorra	BR GU	British Guiana
ANG	Angola (Benguela, Cabinda, Landana, Portuguese West Africa)	BR HOND	British Honduras
ANT	Antarctica	BR S AFR	British South Africa
ARAB	Arabia	BRUNEI	Brunei
ARC	Arctic	BUL	Bulgaria
ARG	Argentina	BURMA	Burma
ARMENIA	Armenia	BURUNDI	Burundi
ASCENSION I	Ascension Island	BWI	British West Indies (Abaco, Acklin, Andros, Anguilla, Antigua, Barbados, Barbuda, Caicos, Cat, Cayman, Crooked, Dominica, Eleuthera, Exuma, Grenada, Grenadines, Harbour, Leeward, Long, Mayaguana, Montserrat, Morant Cays, Nevis, New Providence, Pedro Cays, Perico, Ragged, Redona, Rum Cay, St. Christopher, St. Kitts, St. Lucia, St. Vincent, Sombrero, Turks, Watlings, Windward)
ASIA	Asia		
ATL O	Atlantic Ocean		
AUS	Austria		
AUSTL	Australia (Queensland, Tasmania)		
AZORES	Azores		
B		C	
BAH IS	Bahama Islands (Great Inagua, Inagua, San Salvador)	CAM	Cameroon, Federal Republic of
BAHREIN IS	Bahrein Islands	CAMB	Cambodia
BALEARIC IS	Balearic Islands	CAN	Canada (Alberta, British Columbia, Manitoba, New Brunswick, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan, Yukon, Newfoundland, Labrador)
BALI	Bali	CANARY IS	Canary Islands
BANGKA I	Bangka Islands	CAPE VERDE IS	Cape Verde Islands (Boa Vista, Branco, Brava, Fogo, Luzia, Maio, Santo Antao)
BAS	Basutoland	CARIB	Caribbean Area
BECH	BechuanaLand		

C AFR	Central African Republic	E GER	East Germany (Russian Zone)
CEN AM	Central America	EL SAL	El Salvador (Salvador)
CEYLON	Ceylon	EST	Estonia
CHAD	Chad, Republic of	ETH	Ethiopia (Eritrea)
CHILE	Chile	EUR	Europe
CHINA	China		
CHICOM	China (Communist)		
CHINAT	China (Nationalist) (Formosa, Penghu, Pescadores Islands, Taiwan)		
CHRIS I (INDIAN O)	Christmas Island (Indian Ocean) (Australia)		
CHRIS I (PAC O)	Christmas Island (Pacific Ocean) (British)		
COCOS (KEELING) IS	Cocos (Keeling) Islands		
COL	Colombia		
COMORO IS	Comoro Islands		
CONGO	Congo, Republic of		
COSTA RICA	Costa Rica		
CRETE	Crete		
CROZET	Crozet Island		
CUBA	Cuba (Isle of Pines)		
CYP	Cyprus		
CZ	Canal Zone, U. S. (Panama Canal Zone)		
CZECH	Czechoslovakia		
	D		
DAHOMY	Dahomey, Republic of		
DEN	Denmark		
DOM REP	Dominican Republic		
	E		
E AFR	East Africa		
ECUADOR	Ecuador (Galapagos)		
E EUR	Eastern Europe (Iron Curtain Countries)		
			F
		FAEROE IS	Faeroe Islands
		FALK IS	Falkland Islands
		FAR EAST	Far East
		FIJI	Fiji Islands
		FIN	Finland (Aland Islands)
		FR	France
		FR GU	French Guiana (Cayenne)
		FR INDIA	French India
		FR POLY	French Polynesia (Leeward, Marquesas, Society, Tahiti)
		FR SOM	French Somaliland (Djibouti)
		FR W AFR	French West Africa
		FR WI	French West Indies (Guadeloupe, Marie-Galente, Martinique, St. Barthelemy)
			G
		GABON	Gabon, Republic of
		GAMBIA	Gambia
		GER	Germany
		GER (POL)	Germany, Polish Administration
		GHANA	Ghana
		GIB	Gibraltar
		GIL & ELLICE IS	Gilbert and Ellice Islands
		GREECE	Greece
		GREENLAND	Greenland
		GUAM	Guam
		GUAT	Guatemala
		GUIN	Guinea, Republic of

H

HAI Haiti
 HOND Honduras
 HK Hong Kong
 HUNG Hungary

I

ICE Iceland
 INDIA India (Damao, Diu,
 Goa, Pondicherry)
 INDOCH Indochina
 INDON Indonesia (Borneo, Celebes,
 Java, Lombok, Molucca,
 Netherlands Indies, Sumatra)
 IRAN Iran (Azerbaijan)
 IRAQ Iraq
 IRE Ireland (Irish Free State)
 ISR Israel
 IT Italy
 IV CST Ivory Coast, Republic of the

J

JAM Jamaica
 JAP Japan
 JOHNSTON I Johnston Island
 JORDAN Jordan

K

KENYA Kenya
 KOR Korea
 KURIL IS Kuril Island
 KUW Kuwait, State of

L

LACCADIVE IS Laccadive Islands
 LAOS Laos
 LAT AM Latin America
 LATVIA Latvia
 LEB Lebanon
 LIB Liberia
 LIBYA Libya (Benghazi, Cyrenaica, Tripoli)
 LIECH Liechtenstein
 LITH Lithuania
 LUX Luxembourg

M

MACAO Macao
 MADEIRA Madeira
 MALAG Malagasy Republic (Madagascar)
 MALAYA Malaya (Federated Malay States,
 Malacca, Perlis, Selangor,
 Pahang, Perak, Penang, Trengganu)
 MALDIVE IS Maldives Islands
 MALI Mali, Republic of
 MALTA Malta
 MANCH Manchuria
 MARCUS IS Marcus Islands
 MAURITANIA Mauritania, Islamic Republic of
 MAURITIUS Mauritius
 MAYOTTE IS Mayotte Islands
 MEDIT Mediterranean
 MEX Mexico
 MID EAST Middle East
 MIDWAY IS Midway Islands
 MIQUELON IS Miquelon Islands

MONACO Monaco
 MONG Mongolia
 MOON Moon
 MOR Morocco
 MOZ Mozambique (Portuguese East Africa)
 MUSCAT & OMAN Muscat and Oman

N

N BORNEO North Borneo
 NEPAL Nepal
 NETH Netherlands
 NETH ANT Netherlands Antilles (Aruba, Bonaire, Curacao, Leeward, Netherlands West Indies, St. Eustatius, Windward)
 NEW CAL New Caledonia (Chesterfield, Huon, Isle of Pines, Loyalty, Wallis Archipelago)
 NEW GUIN New Guinea
 NEW HEBR New Hebrides
 NIC Nicaragua
 NICABAR IS Nicabar Islands
 NIGER Niger, Republic of
 NIGERIA Nigeria, Federation of
 N IRE Northern Ireland
 N KOR North Korea
 NOR Norway
 NORFOLK I Norfolk Island
 NR EAST Near East
 N VIET North Viet-Nam
 NZ New Zealand (Cook, Kermadec)

O

ORKNEY IS Orkney Islands
 OUTER SP Outer Space

P

PAC O Pacific Ocean
 PAK Pakistan
 PAL Palestine
 PAN Panama
 PAPUA Papua
 PAR Paraguay
 PERU Peru
 PHIL Philippines, Republic of
 PITCAIRN I Pitcairn Island
 POL Poland
 PORT Portugal
 PORT GUIN Portuguese Guinea (Bijagoz, Bolama)
 PORT INDIA Portuguese India
 PR Puerto Rico

Q

QUATER Quater

R

RHOD & NYAS Rhodesia and Nyasaland Federation
 RUM Rumania
 RWANDA Rwanda, Republic of
 RYU IS Ryukyu Islands (Okinawa)

S

SA South America
 S AFR South Africa, Republic of (Cape of Good Hope)
 SAHARA Sahara
 SAN MARINO San Marino
 SAO TOME & PRIN Sao Tome and Principe

SARAWAK	Sarawak	TONGA IS	Tonga Islands
SAUD	Saudi Arabia	TRIESTE	Trieste
SCAND	Scandinavia	TRIN & TOB	Trinidad and Tobago
SCOT	Scotland	TRISTAN I	Tristan de Cunha Island
SENEG	Senegal, Republic of	TRUCIAL OMAN	Trucial Oman
SEY	Seychelles	TIT PAC	Trust Territory of the Pacific Islands (Caroline, Eniwetok, Mariana, Marshall, Palau)
SHETLAND IS	Shetland Islands	TUN	Tunisia
SING	Singapore (Straits Settlements)	TUR	Turkey
S LEONE	Sierra Leone		
SOL IS	Solomon Islands (Bougainville)		
SOMALI	Somali Republic		
S KOR	South Korea		
SP	Spain	UAR	United Arab Republic
SP GUIN	Spanish Guinea (Annobon, Fernando Po, Rio Muni)	UGANDA	Uganda
ST HELENA I	St. Helena Island (Gough)	UK	United Kingdom (England, Great Britain, Wales)
ST PIERRE IS	St. Pierre Islands	UR	Uruguay
SUDAN	Sudan	US	United States of America
SUR	Surinam (Dutch Guiana, Netherlands Guiana)	USSR	Union of Soviet Socialist Republics (Siberia, Azerbaijan, Ukraine)
S VIET	South Viet-Nam	U VOLTA	Upper Volta, Republic of
SW AFR	South-West Africa		
SWAZ	Swaziland		
SWE	Sweden		
SWITZ	Switzerland	VAT	Vatican City
SYR	Syrian Arab Republic	VEN	Venezuela
		VIET	Viet-Nam
		VIR IS (UK)	Virgin Islands (UK)
		VIR IS (U. S.)	Virgin Islands (U. S.) (St. Croix, St. John, St. Thomas)
TANGAN	Tanganyika		
THAI	Thailand (Siam)		
THE CONGO	Congo, Republic of the		
TIBET	Tibet		
TIMOR	Timor		
TOGO	Togo, Republic of		

W			
W AFR STATES	West African States	W SAHARA	Western Sahara
WAKE I	Wake Island	W SAMOA	Western Samoa
W EUR	Western Europe	WORLD	The World
W GER	West Germany (U. S., British and French Zones, Saar)		
W HEMIS	Western Hemisphere	Y	
WI	West Indies	YEMEN	Yemen
W NEW GUIN	West New Guinea (Irian, Netherlands New Guinea)	YUGO	Yugoslavia
		Z	
		ZAN	Zanzibar

COMMON ABBREVIATIONS

A

AAOEC - Afro-Asian Organization for Economic Cooperation

AAPC - All African Peoples Conference

ACC - Air Coordinating Committee

ACDA - Arms Control and Disarmament Agency (U.S.)

ACEP - Advisory Committee on Export Policy

ACTICE - Authority for Inland Transport in Central Europe (NATO)

ACTISUD - Authority for Inland Transport in Southern Europe (NATO)

ACVFA - Advisory Committee on Voluntary Foreign Aid

ADA - Americans for Democratic Action

AEC - Atomic Energy Commission (U.S.)

AEDF - Asian Economic Development Fund

AF - Air Force (U.S.)

AFL - American Federation of Labor

AFSC - American Friends Service Committee

AGARD - Advisory Group Aeronautical Research and Development (NATO)

AID - Agency for International Development (successor to ICA and DLF-US)

AIDTO - Telegrams from AID/W to field

AK - Allied Kommandatura, Berlin

AKA - Also known as

AL - Arab League - Tunisia, Morocco, UAR, Iraq, Saudi Arabia, Jordan, Lebanon and Sudan.

AIB - Arab League Bank

AMB - Ambassador

ALN - National Army of Liberation (Algeria). Sometimes FIN

AMIDEC - Arab Middle East Industrial Projects Development Corp., Ltd. Incorporated in Luxembourg and participated in by 75 European and 5 American companies.

ANZUS - Australia, New Zealand, U.S. Treaty

AO - Administrative Officer

ARAMCO - Arabian-American Oil Company

ARC - American Red Cross

ASNE - American Society of Newspaper Editors

AT - Atlantic Treaty

ATT - Attaché

B

BASC - Berlin Air Safety Center

b/d - Barrels per day (Petroleum)

BDSA - Business and Defense Services Administration

BENELUX - Belgium, Netherlands, Luxembourg

BFS - Board of Foreign Scholarships
- Board of Foreign Service

BIC - Bureau of International Commerce

BIS - Bank for International Settlements, Basel, Switzerland

BLEU - Belgium-Luxembourg Economic Union

BLS - Bureau of Labor Statistics (U.S.)

BMEWS - Ballistic Missile Early Warning System

BOB - Bureau of the Budget (U.S.)

BOP - Balance of Payments

BOT - Board of Trade (U.K.)

BPC - British Petroleum Company

B/P - Balance of Payments

BUSEC - Telegrams from Department to USEC, Brussels

C			
CAB	- Civil Aeronautics Board (U.S.)	CEMA	- Council for Economic Mutual Assistance (Soviet bloc, a counterpart of the Western OECD)
CABEI	- Central American Bank for Economic Integration	CEMT	- European Conference of Ministers of Transport (also ECMT)
CAMO	- Consolidated Administrative Management Organization	CENTO	- Central Treaty Organization (Iran, Pakistan, U.S. and Turkey. U.S. is a member of the economic and military committees. Successor to the Baghdad Pact). Headquarters in Ankara.
CAO	- Cultural Affairs Officer	CEPAL	- UN Economic Commission for Latin America (Spanish)
CAP	- Common Agricultural Policy (of the European Economic Community)	CERN	- European Nuclear Research Center
	- Civil Air Patrol	CERP	- Current Economic Reporting Program
CAPC	- Civil Aviation Planning Committee (NATO)	CFEP	- Council on Foreign Economic Policy (U.S.)
CARE	- Cooperatives for American Relief Everywhere, Inc.	CFM	- Council of Foreign Ministers (NATO)
CAS	- Controlled American Sources	CFR	- Code of Federal Regulations
CC	- Consultative Council (of the Western European Union)	CG	- Consultative Group (Senior body of the 15 country strategic export control set-up in Paris) see COCOM
CCC	- Commodity Credit Corporation (USDA)		- Consul General
	- Commercial Cable Company		- Commanding General
CCEP	- Consultative Committee for Postal Studies (UPU)	CHICOM	- Communist China
CCHS	- Contract Clearing House Service (conducted jointly by AID and the Department of Commerce to establish direct communications between American and foreign concerns)	CIA	- Central Intelligence Agency (U.S.)
CCIR	- International Radio Consultative Committee (ITU)	CIAS	- Conference of Independent African States
CCITT	- International Telephone and Telegraph Consultative Committee (ITU)	CICR	- Committee on Information Cultural Relations (NATO)
CCP	- Committee on Commodity Problems (FAO)	CICT	- Commission on International Commodity Trade (UN)
CCTA	- Commission for Technical Cooperation in Africa South of the Sahara	CINC	- Commander in Chief
CD	- Community development	CINCPAC	- Commander in Chief of the Pacific
CDA	- Combined Development Agency (A joint US-UK-Canadian agency for procurement and allocation of uranium)	CIO	- Congress of Industrial Organizations
CE	- Council of Europe	CIRCTEL	- Circular Telegram
CEA	- Council of Economic Advisers (U.S.)	CM	- Country Mission
CEAC	- Committee on European Air Space Coordination (NATO)		- European Common Market (See EEC)
CEDTO	- Communications from Paris relating to OECD matters	CO	- Caribbean Organization (replaced Caribbean Commission)
		COAS	- Council for the Organization of American States
		COB	- Close of Business

COCOM	- Coordinating Committee on Export Controls (Paris) List I - embargo list Lists II and III - No longer exist List IV - Surveillance list Annex C - Munitions Embargo Annex D - Atomic Energy Embargo	CY	- Calendar Year - Cryptography Staff (State Department)
D			
CODEL	- Congressional Delegation	DAC	- Development Assistance Committee, OECD. An informal group of free world capital exporting countries established as the Development Assistance Group (DAG) in January 1960 to discuss techniques to facilitate the flow of long-term funds and other means of assistance to underdeveloped countries. The members are Belgium, Canada, France, the Federal Republic of Germany, Italy, Japan, Portugal, the U.K., U.S. and the Commission of the EEC.
COLUX	- Telegrams from USEC, Luxembourg, to Department		
COM	- Chief of Mission		
COMECON	- Council of Mutual Economic Aid of bloc countries (See CEMA).		
Common Market	- (European Economic Community - France, Germany, Italy, Belgium, Luxembourg, the Netherlands)		
CONELRAD	- Control of Electro-Magnetic Radiation (Emergency radio broadcasting system)	DATA	- Defense Air Transportation Administration
CONES	- Telegrams from UNESCO, Paris	DBA	- Doing business as
CP	- Contracting Parties of GATT - Commercial Policy - Communist Party - Colombo Plan	DCM	- Deputy Chief of Mission
C/P	- Counterpart Funds	DELGA	- Telegrams from USDEL, UN General Assembly
CPR	- Committee of Presidential Representatives (OAS)	DEPCIRCTEL	- Department Circular Telegram
CRC	- Central Rhine Commission	DEPTEL	- Department Telegram
CRI	- Committee for Reciprocity Information (Trade Agreements Program)	DEW	- Distant Early Warning System (Radar)
CRO	- Commonwealth Relations Office (UK)	DG	- Director General
CRS	- Catholic Relief Service	DIF	- Development Loan Fund. Now a part of AID
CSC	- European Coal and Steel Community (France, Germany, Italy, the Netherlands, Belgium and Luxembourg) - Civil Service Commission	DO	- Disbursing Officer
CT	- Country Team - a team of U.S. officials led by the Ambassador participating in the assistance programs at the country level.	DOD	- Department of Defense
CU	- Customs Union		- Decade of Development
CUSA	- Council for U.S. Aid (Nationalist China)	DOT	- Dependent overseas territories
CXT	- Common external tariff (European Economic Community)	DP	- Displaced Person
		DPC	- Defense Production Committee (NATO)
		DS	- Defense Support (a category of economic aid)

E			
EAEC	- European Atomic Energy Community (See Euratom)	EMA	- European Monetary Agreement. A Monetary arrangement among OECD members which replaced EPU in December 1958 and provides for settlement through normal exchange markets.
EANDC	- European-American Nuclear Data Committee (IAEA)	EMBTEL	- Embassy Telegram
EBU	- European Broadcasting Union (Composed of Western European countries and is a counterpart of IBO composed of Eastern European countries)	EMCC	- European Military Communication Coordinating Committee (NATO)
ECA	- Economic Commission for Africa (UN)	ENCA	- European Naval Communications Agency (NATO)
ECAC	- European Civil Aviation Conference	End Items	- Processed military goods
ECAFE	- Economic Commission for Asia and the Far East (UN)	ENEA	- European Nuclear Energy Agency (OECD)
ECBUS	- Telegrams from USEC, Brussels, to Department	EO	- Escort Officer - Executive Officer - Executive Order
ECE	- Economic Commission for Europe (UN)	EOD	- Entered on duty
ECLA	- Economic Commission for Latin America (UN)	EPC	- Economic Policy Committee (OECD)
ECME	- Economic Commission for the Middle East (UN)	EPS	- Emergency Procurement Service (GSA)
ECMT	- European Conference of Ministers of Transport (OECD)	EPU	- European Payments Union (now superseded by EMA)
ECON	- Telegrams to ECE (UN)	ERFA	- European Radio Frequency Agency (NATO)
ECONAD	- Committee of Economic Advisers (NATO)	ETA	- Estimated time of arrival
ECOSOC	- Economic and Social Council (UN)	ETAP	- Expanded Technical Assistance Program (UN)
ECSC	- European Coal and Steel Community (see CSC for membership)	ETD	- Estimated time of departure
EDAC	- Economic Defense Advisory Committee (U.S.)	ETO	- European Transport Organization
EEC	- European Economic Community (France, Germany, Italy, Belgium, Netherlands and Luxembourg) - the Six.	EURATOM	- European Atomic Energy Community (composed of the Six)
EF	- European Fund (Provided for in the European Monetary Agreement-see EMA)	EWT	- East-West Trade
EFTA	- European Free Trade Association (UK, Sweden, Austria, Denmark, Norway, Portugal, Switzerland). Also referred to as the Seven.	EXCON	- Export Controls (Message indicator)
ETB	- European Investment Bank	EXTIMBANK	- Export-Import Bank (U.S.).
		EXSEC	- Executive Secretariat

F

FAA - Federal Aviation Agency (U.S.)
 FAC - Foreign Assets Control
 FAM - Foreign Affairs Manual
 FAMA - Foundation for Mutual Assistance
 in Africa South of Sahara (Under
 CCTA auspices)
 FAO - Food and Agriculture Organization
 (UN)
 FAPC - Food and Agriculture Planning
 Committee (NATO)
 FAS - Foreign Agricultural Service (USDA)
 FBI - Federal Bureau of Investigation
 (U.S.)
 FBIS - Foreign Broadcasting Information
 Service (U.S.)
 FBO - Foreign Buildings Office (State
 Department)
 FCC - Federal Communications Commission
 (U.S.)
 FCN - Friendship, Commerce and Navigation
 (treaties)
 FEDOM - European Fund for Development of
 Overseas Countries (French
 abbreviation).
 FEDREP - Federal Republic of Germany
 FFC - Federal Facilities Corporation (U.S.)
 FFP - Food For Peace
 FHC - Freedom From Hunger Campaign (FAO)
 FLN - Algerian National Liberation Front
 FMB - Federal Maritime Board (U.S.)
 FON - Foreign Office Note
 FONMIN - Foreign Minister
 FONOFF - Foreign Office
 FORN - May be made available to foreign
 governments
 FPSC - Foreign Petroleum Supply Committee
 (U.S.)
 FRB - Federal Reserve Board (U.S.)
 FRG - Federal Republic of Germany

FS - Foreign Service
 FSL - Foreign Service Local
 FSPH - Foreign Service Procurement
 Handbook
 FSR - Foreign Service Reserve
 FSS - Foreign Service Staff
 - Federal Supply Service (U.S.)
 FTA - Free Trade Area
 FY - Fiscal Year
 FYI - For your information

G

GA - General Assembly (UN)
 GADEL - Telegrams to USDEL,
 UN General Assembly
 GATT - General Agreement on Tariffs and
 Trade
 GBL - Government Bill of Lading (U.S.)
 GDR - German Democratic Republic (East
 Germany)
 GFR - German Federal Republic
 GMT - Greenwich Meridian Time (Zebra)
 GNP - Gross National Product
 GRT - Gross Tons
 GSA - General Services Administration
 (U.S.)
 GSO - General Services officer
 GTR - Government Travel Request

H

HA - High Authority (executive body of
 the European Coal and Steel
 Community)

		ICC	- International Commodity Clearinghouse
IACB	- Inter-American Coffee Board	ICCICA	- Interim Coordinating Committee for International Commodity Arrangements (UN)
IADB	- Inter-American Defense Board	IC/DV	- Import Certificate and Delivery Verification system (export controls)
IAEA	- International Atomic Energy Agency, with headquarters in Vienna	ICEF	- International Children's Emergency Fund
IA-ECOSOC	- Inter-American Economic and Social Council	ICEM	- Intergovernmental Committee on European Migration
IAH	- Inter-American Highway	ICFTU	- International Confederation of Free Trade Unions
IACI	- Inter-American Children's Institute	ICG	- International Commodity Groups
IAIAS	- Inter-American Institute of Agricultural Sciences	ICJ	- International Court of Justice
IAII	- Inter-American Indian Institute	ICPIP	- International Convention for the Protection of Industrial Property
IANEC	- Inter-American Nuclear Energy Commission	ICRC	- International Committee of the Red Cross (Swiss neutral body)
IAR	- International Authority of the Ruhr	ICS	- International Chamber of Shipping
IARA	- Inter-Allied Reparations Agency (now being dissolved)	IDA	- International Development Association - An organization administered by the IBRD to make long-term loans or terms looser than regular IBRD terms.
IASI	- Inter-American Statistical Institute	IDB	- Inter-American Development Bank
IATA	- International Air Transport Association	IFC	- International Finance Corporation
IBC	- International Boundary Commission - U.S. and Canada	IFRB	- International Frequency Registration Board (under ITU)
IBO	- International Broadcasting Organization (the Eastern European counterpart of the European Broadcasting Union composed of Western European countries). Also known as OIR.	IGA	- Investment Guarantee Agreement
IBRD	- International Bank for Reconstruction and Development	IGY	- International Geophysical Year
IBWC	- International Boundary and Water Commission - U.S. and Mexico	IILAA	- Institute of Inter-American Affairs
IC	- Intersessional Committee (GAIT)	IIE	- Institute of International Education, N.Y.
ICA	- International Cooperation Administration (U.S.). Now a part of AID.	IJC	- International Joint Commission
ICAC	- International Cotton Advisory Committee	IL	- International List
ICAO	- International Civil Aviation Organization (UN)	IILC	- International Law Commission (UN)
ICAITI	- Central American Institute of Industrial Research and Technology	ILO	- International Labor Organization (UN)
ICBM	- Intercontinental Ballistic Missile	IMAC	- Interdepartmental Materials Advisory Committee (U.S.)
		IMCO	- Intergovernmental Maritime Consultative Organization (UN)
		IMF	- International Monetary Fund

IMG	- Informational Media Guaranty	IWA	- International Wheat Agreement
INFOTEL	- Information Telegram	IWSG	- International Wool Study Group
INS	- Immigration and Naturalization Service (U.S.)	IWC	- International Wheat Council
IPU	- International Postal Union (UN) - Inter-Parliamentary Union	IWT	- Inland Water Transport
IRAC	- International Radio Advisory Committee (U.S.)	IZT	- Interzonal Trade (Germany)
IRBM	- Intermediate Range Ballistic Missile		
IRC	- International Red Cross - International Rice Commission - International Rescue Committee	JAMAG	- Joint American Military Advisory Group
IRS	- Internal Revenue Service (Treasury Department)	JCS	- Joint Chiefs of Staff
IRSG	- International Rubber Study Group	JUSMAG	- Joint U.S. Military Assistance Group
IRU	- International Road Transport Union		
IS	- International Staff (NATO)		
ISA	- International Sugar Agreement		
ISC	- Inter-agency Staff Committee on Agricultural Surplus Disposals - International Sugar Council	LAFITA	- Latin American Free Trade Association. A treaty calling for the establishment of LAFITA was signed in February 1960 in Montevideo by seven countries-- Argentina, Brazil, Chile, Mexico, Paraguay, Peru and Uruguay.
ISO	- International Organization for Standardization	LC	- Local Currency
ITA	- International Tin Agreement	L/C	- Letter of Credit
ITC	- International Tin Council	IDC	- Less Developed Countries
ITF	- International Trade Federation - International Transport Federation	LEGAT	- Legal Attache
ITPC	- Inter-agency Technical Property Committee for Defense (a group in Washington responsible for the implementation of agreements to facilitate the interchange of patent rights and technical information for defense purposes)	LIMITTEL	- Code word indicating normal conditions do not prevail and message traffic must be curtailed and controlled.
ITS	- International Tracing Service	List G	- a list of the Common Market external tariff which contains some 70 tariff positions for which rates were established by negotiation between member states of the European Economic Community rather than by the averaging process applying to most of their tariff positions
ITSG	- International Tin Study Group	LORAN	- Long Range Navigational Aid
IT&T	- International Telephone and Telegraph Company	LUXCO	- Telegrams from Department to USEC, Luxembourg
ITU	- International Telecommunications Union (UN)	LWOP	- Leave without pay
IUOTO	- International Union of Official Travel Organizations		

M	N
MAAG - Military Assistance Advisory Group	NAB - National Association of Broadcasters
MAP - Military Assistance Program	NAC - National Advisory Council on International Monetary and Financial Problems
MARAD - Maritime Administration (message indicator)	- North Atlantic Council
MATS - Military Air Transport Service (U.S.)	NAM - National Association of Manufacturers
MB - Managing Board (EMA)	NARBA - North American Regional Broadcasting Agreement
MCL - Military Control List	NASA - National Aeronautics and Space Agency Administration (U.S.)
MDAC - Mutual Defense Assistance Control (Battle Act)	NAT - North Atlantic Treaty
MDAP - Mutual Defense Assistance Program	NATC - North Atlantic Treaty Council
ME - Middle East	NATO - North Atlantic Treaty Organization
MINFIN - Finance Minister	NCWC - National Catholic Welfare Conference
MFM - Meeting of Foreign Ministers (OAS)	NE - Near East
MFN - Most-favored-nation	NEEC - National Export Expansion Program (U.S.)
MTAA - U.S. Mission to International Atomic Energy Agency, Vienna	NESCO - Telegrams to UNESCO, Paris
MIDEC - Middle East Industrial Development Projects Corporation (a holding company incorporated in Luxembourg having 76 European and 5 American companies)	NFCR - No further clearance required
MPC - Military Payment Certificate (valid script used by Armed Forces for transactions in U.S. military establishments in certain countries)	NIACT - Night action (on cable deliveries)
MPEAA - Motion Picture Export Association of America	NIE - National Intelligence Estimates
MPSA - Military Petroleum Supply Agency (U.S.)	NIH - National Institute of Health (U.S.)
MSA - Mutual Security Act (now defunct; superseded by Act for International Development)	NIS - National Intelligence Survey
MSP - Mutual Security Program (now replaced by AID)	NKVD - Soviet Secret Police
MSS - Multilateral System of Settlements (European Monetary Agreement)	NME - National Military Establishment (U.S.)
MSTS - Military Sea Transportation Service (U.S.)	NOCE - Telegrams from ECE (UN)
MSWP - Mutual Special Weapons Program	NOFORN - For no foreign nationals
	NSA - National Security Agency (U.S.)
	NSC - National Security Council (U.S.)
	NSF - National Science Foundation (U.S.)
	NWC - National War College (U.S.)

O

O and D - Origin and Destination (re trade controls)

OAS - Organization of American States

OB - Official Business

OCB - Operations Coordinating Board (terminated February 1961)

OCDM - Office of Civil and Defense Mobilization (functions transferred to Department of Defense and OEP in 1961)

ODECA - Organization of Central American States

OECD - Organization for Economic Cooperation and Development - successor to the OEEC and includes the U.S. and Canada as full members along with former members of the OEEC.

OEEC - Organization for European Economic Cooperation. Members: Austria, Belgium, Denmark, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, Turkey and the UK. Now replaced by OECD.

OEP - Office of Emergency Planning (U.S.)

OIR - Inter-American Radio Office (see IBO)

OM - Operations Memorandum

OPEC - Organization of Petroleum Exporting Countries - set up at Baghdad oil conference, September 14, 1961

OPEX - Operational and Executive Personnel for Civil Services - UN Program of supplying personnel for executive positions in underdeveloped countries.

OSP - Offshore Procurement - procurement from sources abroad, now generally end items for use by U.S. forces and other NATO countries.

OSTP - Office of Scientific and Technical Personnel (OECD)

OT - Overseas Territories

OS - Outer Seven, a term referring to Seven countries members of the EFTA (Austria, Sweden, Switzerland, UK, Norway, Portugal, Denmark)

OSD - Office of Secretary of Defense (U.S.)

OTC - Organization for Trade Cooperation (proposed organization to administer the GATT)

P

PAHO - Pan American Health Organization

PAIGH - Pan American Institute of Geography and History (specialized agency of the OAS)

PAO - Public Affairs Officer

PANHONLIB - refers to ships operating under Panamanian, Honduran, or Liberian flags.

PASB - Pan American Sanitary Bureau

PAU - Pan American Union

PBEIST - Planning Board for European Inland Surface Transportation (NATO)

PBOS - Planning Board for Ocean Shipping (NATO)

PC - Peace Corps
- Preparatory Committee
- Participating Countries

PECTO - Telegrams from Peace Corps Representatives in field

PHS - Public Health Service (U.S.)

PIANC - Permanent International Association of Navigation Conferences

PIK - Payments in kind

PIN - Policy Committee on Immigration and Naturalization

PJBD - Permanent Joint Board on Defense (U.S. and Canada)

PL - Positive List (U.S. Strategic Export Controls)
- Public Law

		Q
PL 480	- Agricultural Trade Development and Assistance Act, 1954 (83rd Congress), as extended and amended, provides for disposal of agricultural surpluses	QC - Quantitative Control (export-import)
	Title I - Sales for local currencies	QR - Quantitative Restrictions (export-import)
	Title II - Grants for Relief	
	Title III - Donations to voluntary agencies and barter	R
	Title IV - Long-term supply contracts	RBP - Restrictive Business Practices
PM	- Prime Minister	RCA - Radio Corporation of America
PO	- Principal Officer	REFTEL - Reference Telegram
	- Purchase Order	REURTEL - In regard to your telegram
PODST	- Principal Officer's Daily Summary Telegram	RFE - Radio Free Europe
POL	- Petroleum, oil and lubricants (petroleum products)	RIAS - Radio in American Sector (Germany)
	- Political Section	RIF - Reduction in Force
POLAD	- Committee of Political Advisers (NATO) (also generic for Political Advisers)	RPC - Regional Printing Center (Manila)
		- Regional Production Center (Manila)
POLTO	- Telegrams from U.S. Mission in Paris (NATO and USRO) to Department	RSA - Rest of the Sterling Area (all sterling area countries except UK)
Positive List	- List of strategic or other items for which a valid license is required for their shipment to all destinations (economic defense)	RSG - Rubber Study Group
POW	- Prisoner of War	RTA - Reciprocal Trade Agreement
PPC	- Petroleum Planning Committee (NATO)	RTAC - Regional Technical Aids Center (established 1956 as a center to produce Spanish language versions of technical publications and films needed for aid programs in Spanish speaking countries).
PPT	- Passport Office (State Department)	RTCA - Radio Technical Commission for Aeronautics
PUAS	- Postal Union of the Americas and Spain	RTCM - Radio Technical Commission for Marine Services
		RTO - Regional Telecommunications Officer

V

VA - Veterans Administration
VHF - Very High Frequency
VIP - Very Important Person
VO - Visa Office (State Department)
VOA - Voice of America
VOR/DME - Short distance air navigation system
(U.S. originated, now an ICAO standard)
VORTAC - U.S. domestic short distance
navigation system

X

XMB - Sometimes used for Export-Import
Bank

Z

Zebra - Greenwich Meridian Time, as distinct
from local time

W

WAE - When actually employed
WEU - Western European Union
WFTU - World Federation of Trade Unions
(Communist dominated)
WG - Working Group
WHO - World Health Organization (UN)
WIROM - Operations Memorandum sent by wire
WMO - World Meteorological Organization
(UN)
WOC - Without compensation
WP - Working Party
WPP - Weapons Production Program (NATO)
WEDR - World Trade Directory Report
WU - Western Union Telegraph Company
WUC - Wheat Utilization Committee (Set up
by wheat exporters under the Food
for Peace Program)

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ECONOMIC COMMISSION FOR ASIA &
 THE FAR EAST (ECAFE) UN E 3

ECONOMIC COMMISSION FOR EUROPE
 (ECE) UN E 3

ECONOMIC COMMISSION FOR LATIN
 AMERICA (ECLA) UN E 3

ECONOMIC COMMISSION FOR THE MIDDLE
 EAST (ECME) UN E 3

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