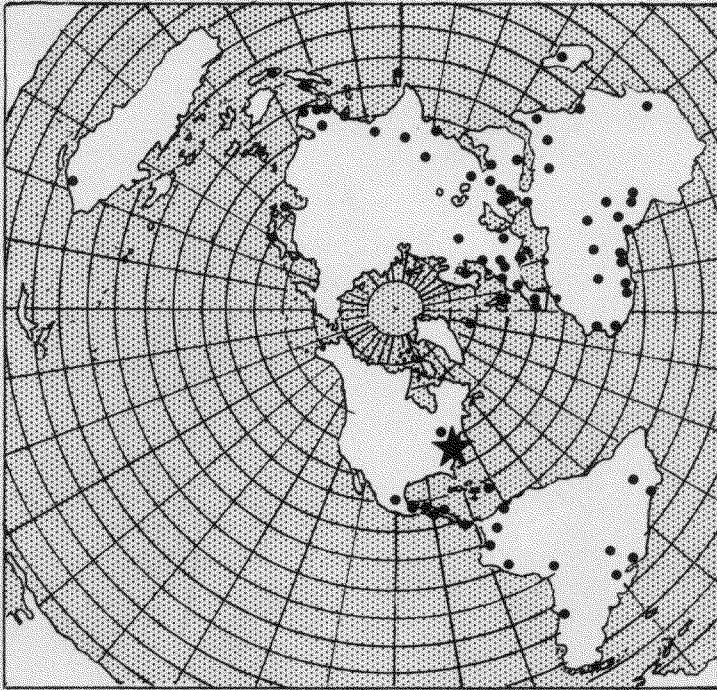


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Records Classification Handbook



DEPARTMENT OF STATE
UNITED STATES INFORMATION AGENCY

Classification Handbook

1. MATERIAL TRANSMITTED:

Revised Records Classification Handbook.

2. EXPLANATION:

UNIFORM STATE/USIA HANDBOOK

a. Adoption of Official File System by USIA Overseas Establishments

- (1) USIA CA-1609 (December 4, 1964) prescribed the use of the State Department's official file system for use by all USIA overseas establishments effective January 1, 1965. In view of the delay in issuance of the revised Handbook, USIA CA-2161 (February 4, 1965) postponed installation of the new system until receipt of this Handbook. Detailed instructions, a conversion table, and an initial supply of preprinted labels have been sent to all USIA overseas establishments.
- (2) Post Communications and Records Supervisors are urged to provide the necessary technical guidance and assistance to USIS personnel to ensure that the system is properly installed as quickly and smoothly as possible. New and returning USIS American secretaries are now receiving training in Washington in the official file system under a Joint State/USIA training program. Training of local employees in the new system should be conducted as a joint effort by USIS secretaries and State Communications and Records Supervisors.

b. Revised Format of Handbook

- (1) The Records Classification Handbook, which embodies the official uniform file system, was originally issued under TL:RC-1, March 1, 1963. It has now been prepared in a new format to reduce its bulk and is reissued as a UNIFORM STATE/USIA HANDBOOK. The content of the Handbook is essentially the same, except that the detailed information concerning methods of arrangements with label examples at the beginning of each outline has been eliminated with a few exceptions. The common methods of arrangement are now described and illustrated in Section D of the Introduction.
- (2) The Alphabetical List of Industries and Commodities, formerly printed on yellow pages and referred to as INCO (YP), now appears at the end of the INDUSTRIES and COMMODITIES (GENERAL) outline. The list has been expanded and is to be referred to henceforth as INCO(AL).

c. Changes in Outlines

- (1) The changes in the CSM, POL, INT and SCI outlines issued as enclosures to CA-6685 (January 7, 1964) have been incorporated in the revised Handbook.
- (2) The CULTURE & INFORMATION outlines have been revised to meet the subject matter requirements of the Department and USIA overseas establishments.
- (3) Certain changes and additions have been made in other sections of the Handbook to update outlines, to provide additional subject matter coverage required by certain offices, and to clarify explanatory notes. Significant changes have been made in the following sections:

ADMINISTRATION: ACC 23-15 through 23-20; BG 20; revised CR outline; FSV 3; and TRV 14-8 thru 16-4.

CONSULAR: PPT 7, 10-13 and 10-14; PS 12; and V 5.

ECONOMIC: AGR 11-3; AID 8-1 through 8-10, AID 14-1 thru 14-6, and AID 16; FN 6, 9 and 11; FT instructions, 4, 6 (deleted), 7 and 11; INCO instructions and Alphabetical List; OS 6-1, 12-5, 12-13 and 12-14; STR instructions; TP 9 and 15 combined and TP 12 deleted.

POLITICAL & DEFENSE: DEF 15 and DEF 19; POL 7, 13-11, 15-8, 17, 19, 23, 24, 27 and 28.

SCIENCE: SCI 20 through 64.

SOCIAL: SOC 11, 14 through 18.

d. Changes in Special Instructions

- (1) International Organizations and Conferences. This instruction has been revised to clarify its proper use. A new exhibit is included which should prove helpful in applying this instruction. The List of Administrative Subjects is expanded.
 - (2) Crisis Files. This is a new instruction which should prove helpful to those offices and posts accumulating a large volume of papers during a prolonged crisis.
 - (3) Commercial Officers. This instruction has been revised and the provision for preclassification eliminated.
-

(4) Peace Corps Representatives. This instruction has been slightly revised to point out additional Peace Corps program subjects added under AID 14.

(5) USIS. This instruction has been deleted since USIA has adopted the Handbook for use by all its overseas establishments.

e. Changes in Abbreviations

(1) The Common Abbreviations have been slightly revised and updated.

(2) The Country Abbreviations have been eliminated but copies can be obtained from the Division of Records Management, upon request.

f. Index

The Index is updated to incorporate all changes in the file outlines.

g. Administrative Reprint

Separate reprints of the Administration Section are not being reproduced because of the reduced size of this Handbook. Therefore, all executive and administrative offices should obtain copies of the complete Handbook.

3. FILING INSTRUCTIONS:

a. The enclosed Records Classification Handbook replaces the March 1963 edition upon receipt by end-users. However, at least one copy of the 1963 edition should be retained by Departmental and post Central Records Units, decentralized file stations and operating offices for reference to the 1963-64 blocks of subject files.

b. Cancel the following issuances:

CA-9017	February 21, 1963	Preclassification of Airgrams
CA-13002	May 20, 1963	RM: Installation of New File System
CA-13961	June 12, 1963	RM: Installation of New File System
CA-1729	August 12, 1963	RM: Preclassification of Airgrams
CA-2394	August 29, 1963	RM: New File System
CA-6685	January 7, 1964	RM: Changes in New Records Classification Handbook
CA-928	July 23, 1964	RM: Postwide Label Requirements

- c. The following issuances should be retained until their substance has been incorporated in revisions of 5 FAM 400 and the Records Management Handbook, Part I:

CA-11430 April 15, 1963 Installation of New File System
(Enclosure 2(a) and 2(b) concerning "Records Classification" and
"Maintenance of Records" constitute the only current instructions
at this time. Copies are still available from RM/S, upon request.)
CA-5076 November 8, 1963 RM: Installation of New File System

4. DISTRIBUTION:

Instructions for obtaining additional copies of the Records Classification Handbook are included in Section G of the Introduction.

THE DEPARTMENT AND OVERSEAS POSTS
AND
USIA OVERSEAS ESTABLISHMENTS



Prepared by
Division of Records Management
Department of State
April 1965

RECORDS CLASSIFICATION HANDBOOK

FOREWORD

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

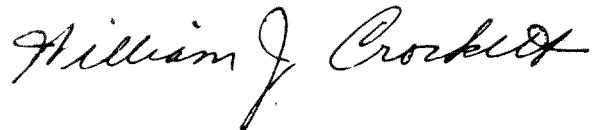
In keeping with our program to improve and modernize our administrative processes, the Department developed a comprehensive records classification system which was installed on a world-wide basis in 1964.

This Records Classification Handbook prescribes the official 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 functions.

The official 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 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 adoption of the Department's official file system by the United States Information Agency for all its overseas establishments in 1965 marks a significant step towards achieving effective consolidated administration overseas.



William J. Crockett
Deputy Under Secretary
for Administration

INTRODUCTION

A. PURPOSE AND SCOPE

The Records Classification Handbook embodies the official uniform subject file system to be used throughout the Department of State, its overseas posts, and at all USIA overseas establishments. It is intended for use by operating offices as well as by Departmental and post central file 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 and MOA III 600.

Since the official file system was developed for the uniform arrangement of subject files, it need not be applied to "case" files, such as official personnel files, security investigative files, voucher and contract files, etc., which are usually arranged alphabetically by name or numerically by voucher or contract number. However, some offices may prefer to incorporate small series or groups of case files into the subject system under the appropriate file designation or key them into the system through use of the proper color coded labels (see Introduction, Section D 4).

Offices may continue to maintain chronological files of incoming and outgoing communications where necessary. Reference files, consisting of printed or processed publications, newspaper clippings and similar materials, should be maintained apart from subject files (either official records or information working files) and need not be arranged according to the official subject file system. Likewise, USIS technical and handout materials and morgue files do not come within the scope of the system.

Any questions concerning subject matter coverage or application of the file system should be referred to the Records Management Staff of the Department or USIA.

B. CONTENT

The Records Classification Handbook consists of the following parts:

1. Subject File Outlines

These file outlines comprise the subject 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 or tabbed to provide quick access to the individual outlines.

Each file outline is preceded by specific instructions regarding its subject matter coverage and cross references to related subject matter in other outlines in the handbook. Special ways of arranging subject matter peculiar to specific outlines are described immediately preceding the outline concerned. The various common methods of arrangement available to meet individual office needs are illustrated in Section D of the Introduction.

In addition to the instructions preceding each file outline, detailed statements or explanations of the coverage of specific secondary and tertiary breakdowns of the primary subject are provided beneath 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.

2. Special Instructions

The handbook contains the following special instructions:

a. International Organizations and Conferences

This instruction provides a special method for handling records pertaining to specific international organizations and conferences by offices which are primarily interested in a specific organization or conference and, therefore, want to subordinate subject matter to an organization file. Use of this special feature of the official 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 subject system. It should prove of particular use to the Department's Bureau of International Organization Affairs and to United States Missions to international organizations, such as USUN, USRO, etc.

b. Crisis Files

This instruction provides a special method for handling a large volume of papers created and accumulated during a prolonged crisis (e.g., Cyprus, Viet-Nam, etc.) which cannot be adequately subdivided under the appropriate subject in the handbook (e.g., POL 23-9, POL 27, etc.).

c. 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 official file system. It includes a list of those subjects in the handbook in which Commercial Officers and others responsible for commercial-economic reporting have a primary interest, thus serving as a specialized index.

d. 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 outlines in the handbook, primarily those in the Administration section, for Peace Corps subject files.

3. Abbreviations

a. 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.

b. Country Abbreviations

A list of standard country abbreviations is available upon request from the Division of Records Management, Department of State, 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. The names of posts should not be abbreviated.

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

1. Subject-Numeric System

The uniform official 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, PER for PERSONNEL, etc.). In other cases the key letters in the primary subject constitute the symbol (e.g., CON for CONSULAR AFFAIRS (GEN.), INF for INFORMATION, AGR for AGRICULTURE, etc.). The simplicity and meaningfulness of these code symbols make them easy to learn and remember.

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.

2. Parallel Numbering

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., agricultural, trade and science fairs and exhibitions have been assigned an "8" number - AGR 8, TP 8, SCI 8, respectively; production and consumption has been assigned a "12" number in the various industry outlines - AGR 12, INCO 12, PET 12, etc.).

3. 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 - DeGaulle); 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).

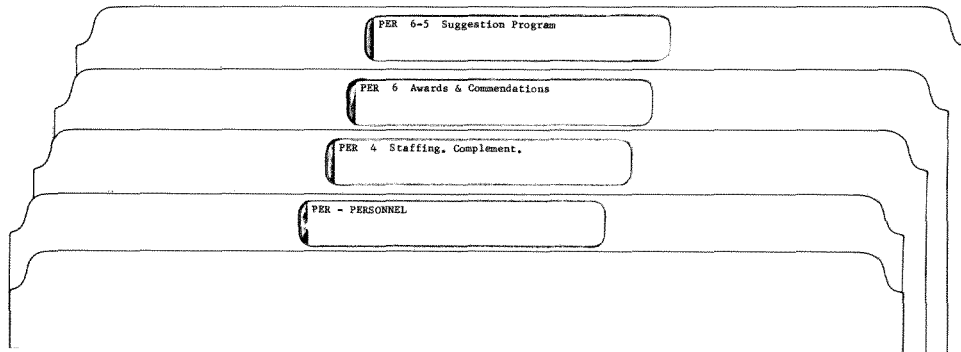
Under no circumstances may an office add new numbers to the file outlines in the handbook. Any need for additional subjects or breakdowns thereunder should be referred to the Department by operations memorandum, subject: RECORDS MANAGEMENT - Records Classification Handbook, or to the USIA Records Management Staff. A committee will review such requests and determine the need for new subjects. Revisions will be issued periodically in the Department's TL:RC series and in USIA's MOA-TL series as supplements to the Records Classification Handbook in order to keep it current.

D. METHODS OF ARRANGEMENT

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 official file system embodies an unusual amount of flexibility by providing end-users with several methods of arranging material according to their specific requirements. The most common methods of arrangement are illustrated below:

1. Subject

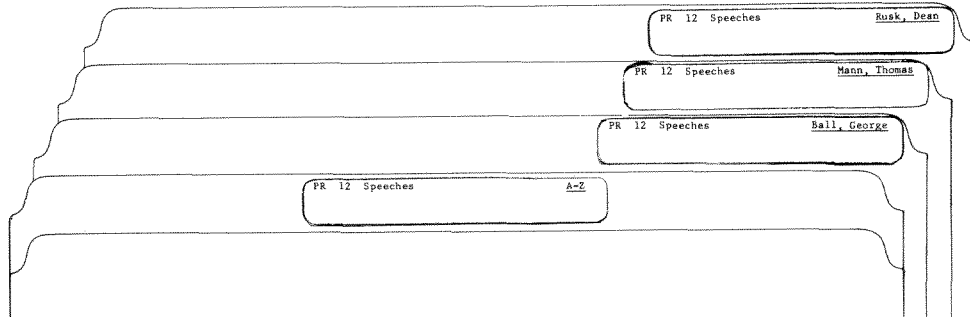
- a. Use the subjects in the file outlines at the primary, secondary or tertiary level without any qualifying subject. Example:



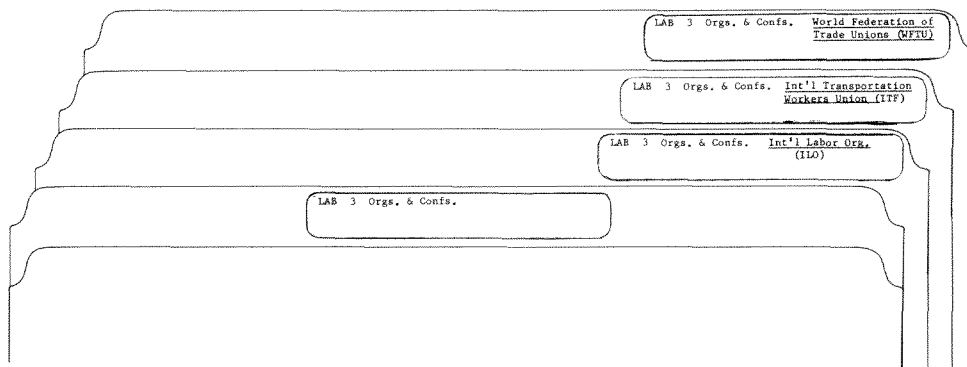
This method of arrangement is the simplest. It will suffice when the volume of papers to be filed under any of the subjects is relatively small and there is no need to subdivide by specific name, organization, country, etc.

- b. Subdivide the secondary or tertiary subject breakdowns in the file outlines by any necessary qualifying subjects, such as:

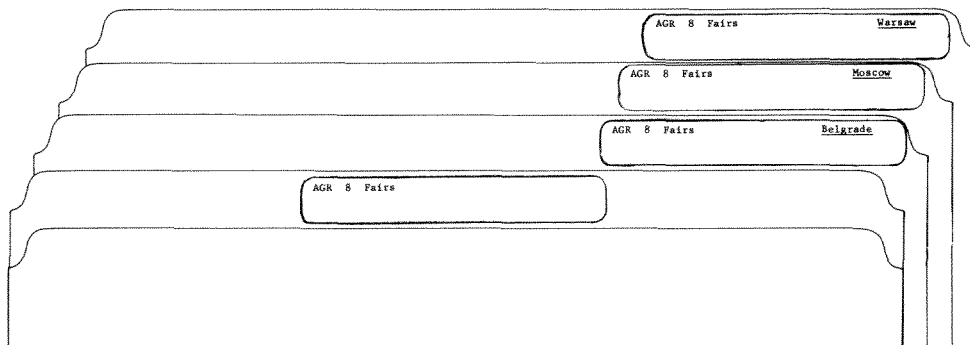
(1) By name of individual:



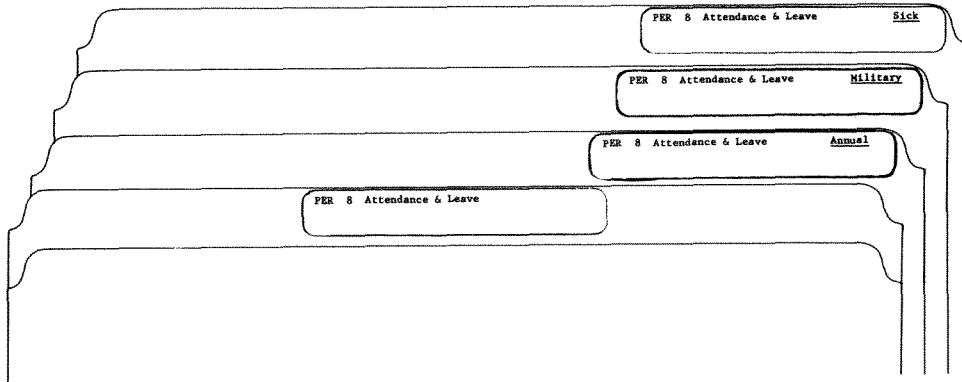
(2) By name of organization:



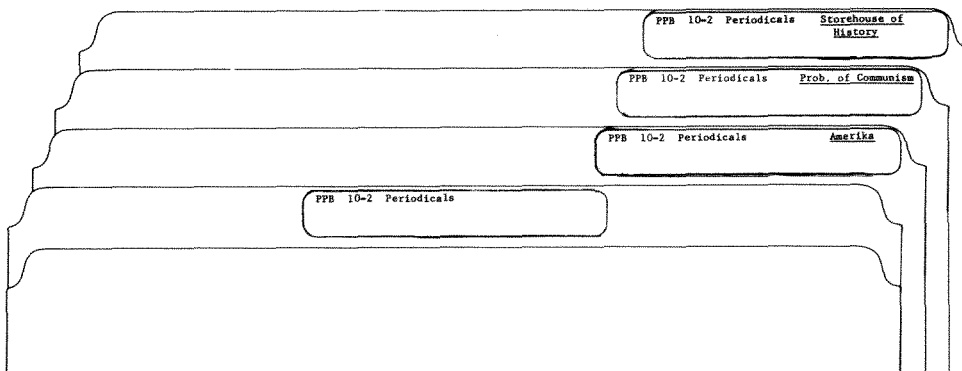
(3) By geographic location:



(4) By subject:

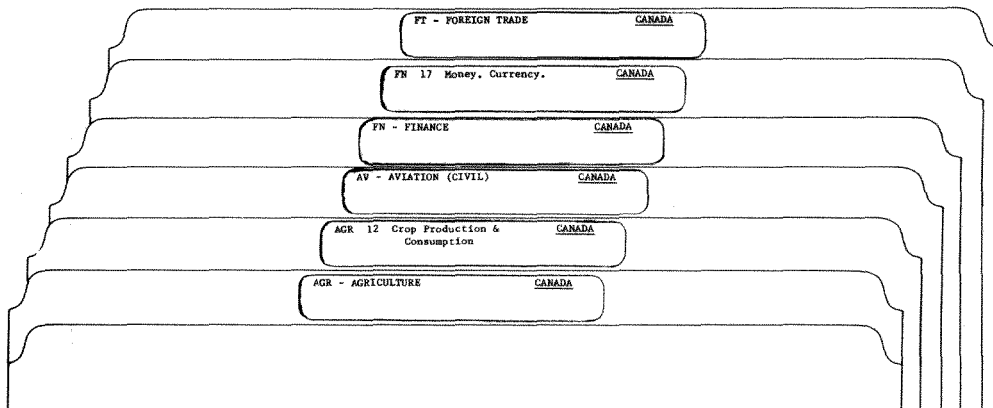


(5) By title:

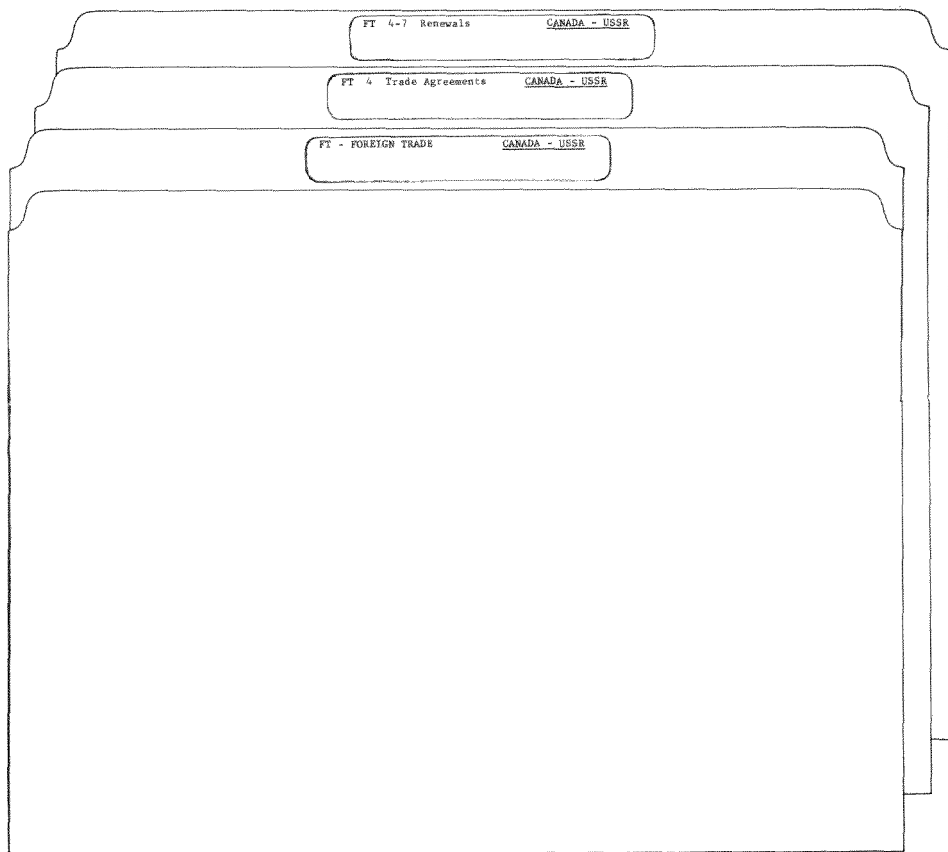
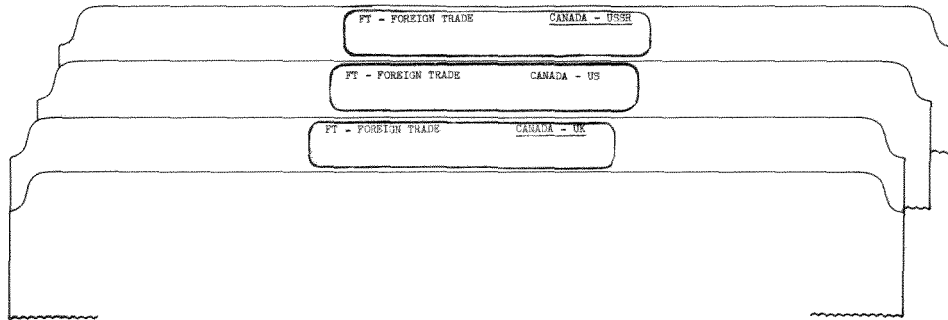


2. Geographic Location

- a. Arrange the subjects in the file outlines by area, country, or other geographic location. Subdivide by the secondary and tertiary breakdowns if volume warrants. Example:

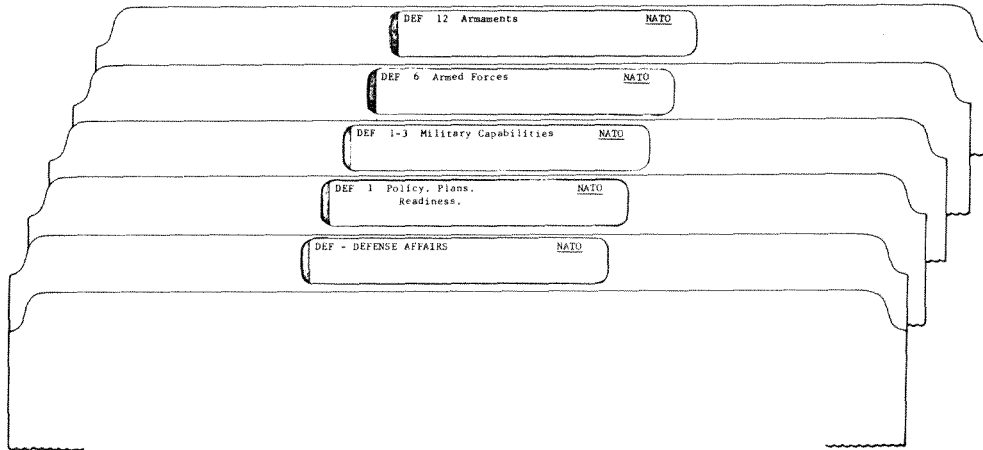


- b. Many offices concerned with economic and/or political affairs have a need to arrange their papers in such a way as to reflect the relations between countries. Depending upon the volume, these country relationships can be shown at the primary, secondary, and/or tertiary level. Examples:



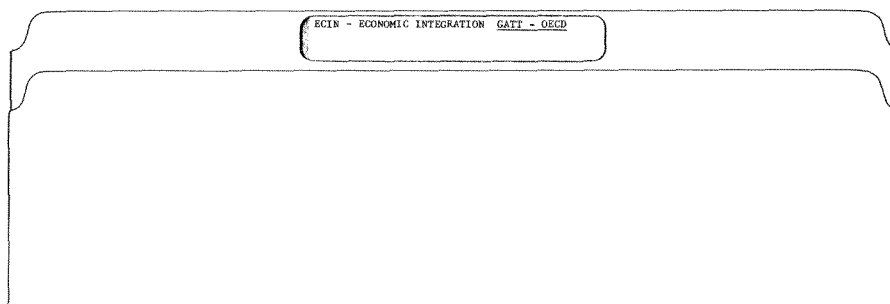
3. Organization

Arrange by name of organization, subdividing by the secondary and tertiary subject breakdowns within the appropriate file outline as needed. This method will be useful to offices which are interested in certain organizations and, therefore, accumulate more papers on them than can be filed under the standard "3 - Organizations and Conferences" number appearing in most of the file outlines. Example:



Offices which accumulate rather large quantities of administrative and/or substantive material on specific international organizations or conferences should arrange their files according to the "Special Instruction for International Organizations and Conferences" which immediately follows the subject outlines in the handbook.

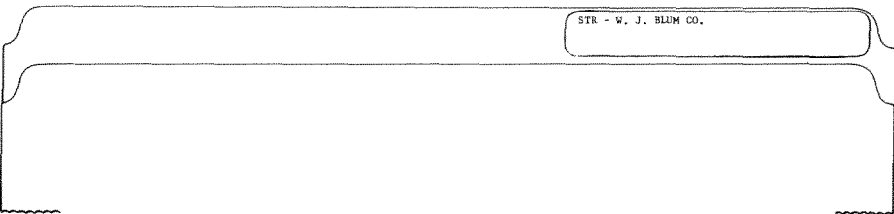
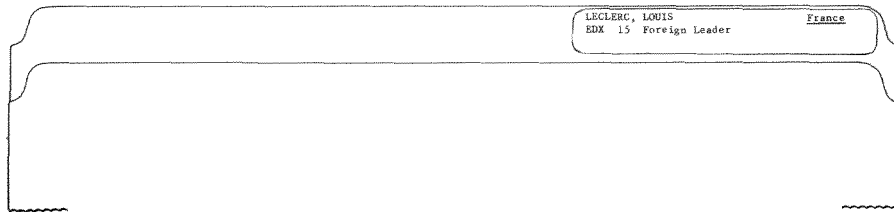
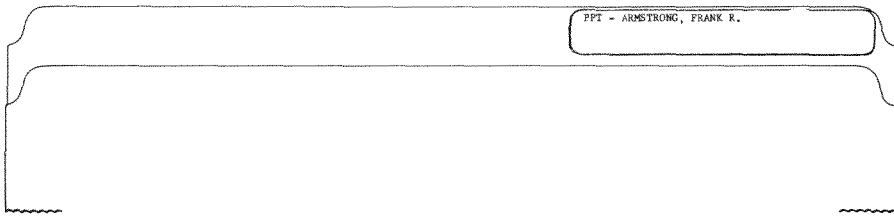
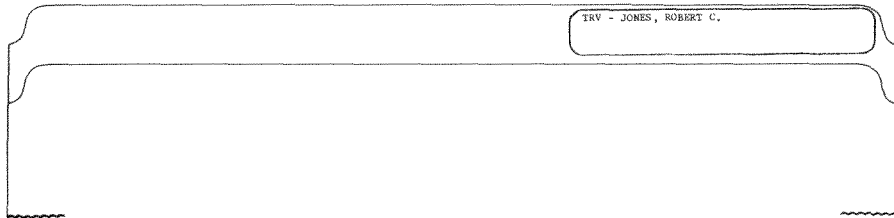
Under certain subjects it may be necessary or desirable to show the relations between organizations. In such cases, the organizations involved should be treated in the same way as countries. Example:



4. Name of Individual or Firm

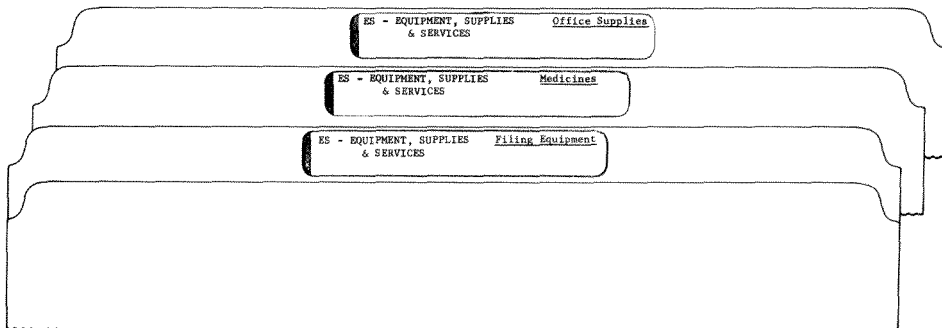
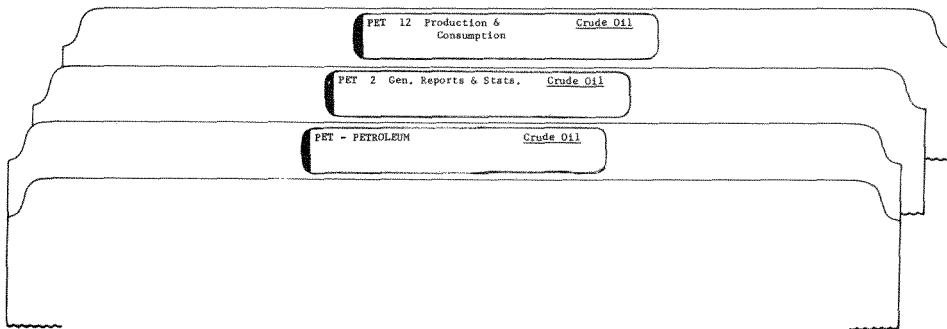
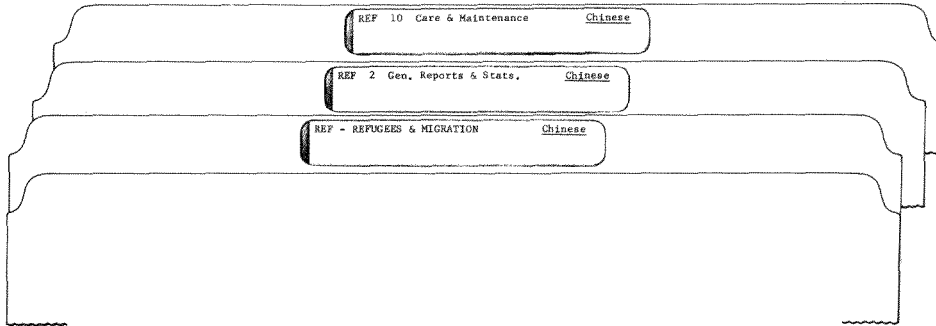
Certain offices have a primary interest in programs concerned with individuals or firms and, therefore, have a need to arrange a rather large proportion of the papers which they accumulate by the name of the individuals or firms concerned (e.g., case files). This is particularly true of certain administrative functions (e.g., personnel, security, travel, etc.); consular programs (e.g., passport, visa, protective services, etc.); educational and cultural programs (e.g., exchange grantees); and commercial programs (e.g., trade and investment opportunities, strategic trade, etc.). Even if the volume of such case files makes it desirable to maintain them separately from the subject files, they can be keyed into the

system through folder labels prepared with the appropriate code symbol or file designation. Examples:



5. Type of Person, Product, etc.

Certain offices are responsible for programs which relate to specific categories of persons, products, etc. If the volume of material warrants, the files may be arranged by nationality of person, type of worker, product, etc. These categories may be further subdivided, if necessary, by appropriate secondary and tertiary subjects within a specific file outline. Examples:



6. 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 official file system. Individual outlines have been developed for the most significant industries, such as AGRICULTURE, FUELS & ENERGY, PETROLEUM, TELECOMMUNICATIONS and the several kinds of transportation. With the exception of AGRICULTURE, 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 outline. This list, referred to as INCO-Alphabetical List (AL) 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 at the beginning of the INCO outline offer end-users a choice of methods of arrangement within the list. 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.

E. RELATED HANDBOOKS

The Records Classification Handbook embodies only the official file system to be used by all offices of the Department of State, its overseas posts, and all USIA overseas establishments. Detailed procedures regarding the creation, organization, maintenance, use and disposition of post records are contained in the Department of State Records Management Handbook for Overseas Posts, Parts I and II (March 1962 edition), and the USIA Overseas Records Management Handbook (MOA III 600).

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.

G. DISTRIBUTION

The handbook should be distributed widely throughout the Department, each post and all USIA overseas establishments to all personnel responsible for maintaining subject files. In certain circumstances, officer personnel may also want or need copies. Copies should be provided to personnel of other agencies if they have adopted the official file system. If additional copies are required by post personnel, a request should be submitted to the Department by operations memorandum, subject: PUBLISHING, PRINTING & DISTRIBUTION. Additional copies needed by personnel of USIA overseas establishments may be obtained from the USIA Management Division (IOA/M).

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 Departmental Executive offices or in Bureau Message Centers and in each post's Central Records Unit in order to insure proper distribution of subsequent material. A similar record should be maintained by USIS posts and media extensions for distribution purposes.

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	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.

Special Methods of Arrangement:

1. By fund title or symbol:

ACC 6 Fund Accounting	<u>19 x 1078</u>
-----------------------	------------------

2. By central fiscal servicing office:

ACC 16 Payroll-Brussels	<u>RFC, Paris</u>
-------------------------	-------------------

ACC - ACCOUNTING & DISBURSING

1 GENERAL POLICY. PLANS. PRINCIPLES.

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

2 GENERAL REPORTS & STATISTICS

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

3 TRANSACTIONS (OTHER AGENCY)

Includes purchase requests, procurement, payment, and transfer document.

4 GENERAL LEDGER

Includes journal vouchers, balance sheet and financial statements.

5 LAWS & REGULATIONS

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

6 FUND ACCOUNTING

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

7 ALLOTMENT ACCOUNTING

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

8 EXPENSE ACCOUNTING

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

9 PERSONAL PROPERTY ACCOUNTING

Includes motor vehicles, expendable and 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 creditor accounts, withholding tax, employee insurance, retirement, etc. Subdivide by type if volume warrants.

ACC - ACCOUNTING & DISBURSING

- 13 ADVANCES**
Except travel, for which SEE: ACC 23-13.
Includes progress payments and contract advances.
- 14 OTHER AGENCY ACCOUNTING**
Subdivide by agency.
- 15 SALES ACCOUNTING (INCOME)**
Includes services, property, rentals, earned reimbursements, miscellaneous receipts, etc.
Subdivide by type if volume warrants.
- 16 PAYROLL**
Includes domestic and overseas payroll; salaries for Civil Service and Foreign Service employees; deductions, contributions, etc. Subdivide by type if volume warrants.
- 17 TRAVEL**
Includes fare, per diem, transportation, etc.
- 18 COMMERCIAL VOUCHERING**
Includes processing of voucher claims for payment of transportation, communications, utilities, rentals, printing and binding expenses, etc. Subdivide by type if volume warrants. For actual payments, SEE: ACC 23.
- 19 NON-OPERATING EXPENSE**
Includes depletion, loss, taxes, duties, claims, grants, etc. Subdivide by type if volume warrants.
- 20 VOUCHER EXAMINATION**
Use for examination of travel and commercial vouchers by accounting staff.
- 20-1 Suspensions & Disallowances**
- 21 CLAIMS & EXCEPTIONS**
- 22 ACCOUNTABILITY**
Includes accountability for cash, checks, check stock, savings bonds, foreign currency and other negotiables. Subdivide by type if volume warrants.
- 23 PAYING & COLLECTING TRANSACTIONS**
- 23-1 Overages & Shortages**
- 23 Paying & Collecting Transactions (Cont'd)**
- 23-2 Reports & Statements**
Use only for those that cannot be filed under one or more specific subject breakdowns. Subdivide by type (e.g., foreign currency reports, deposit and trust fund record, etc.) if volume warrants.
- 23-3 Receipts**
- 23-4 Disbursements**
- 23-5 Savings Bond Issuance & Redemption**
- 23-6 Accommodation Exchange**
- 23-7 Bank Accounts**
- 23-8 Cash Payments**
Includes petty cash, imprest fund, and payments in foreign currency.
- 23-9 Check Operations**
Includes Treasury Checks and depository checks in local banks.
- 23-10 Notices of Exception**
- 23-11 GAO Claims**
- 23-12 Cash Verifications**
- 23-13 Cash Advances**
Includes travel advances.
- 23-14 Tax Levies**
- 23-15 Travelers Checks**
- 23-16 Sale of Postage Stamps**
- 23-17 Interested Party Message Transactions**
- 23-18 Passport & Visa Fee Accounting**
- 23-19 Medical Deposits for Dependents**
- 23-20 Consolidated Payment - Stateside Storage**

BUILDINGS & GROUNDS**Instructions****BG**

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.

Special Method of Arrangement:

1. By name and/or location of specific building:

a. When volume warrants only a primary folder:

BG - BUILDINGS & GROUNDS	<u>Mamba Pt. Comp.</u>
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b. When volume warrants subdivision by appropriate subject breakdowns:

BG 10 Maintenance & Operations	<u>Mamba Pt. Comp.</u>
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BG - BUILDINGS & GROUNDS**1 GENERAL POLICY. PLANS.**

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

2 GENERAL REPORTS & STATISTICS

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

3 CLAIMS

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

4 CONTRACTS

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

5 LAWS & REGULATIONS

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

6 ACQUISITION

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

6-1 Purchase

Includes condemnation.

6-2 Lease

Subdivide by short-term and long-term if volume warrants.

6-3 Site Surveys. Data.**7 DESIGN. CONSTRUCTION. ALTERATION.**

Includes architectural plans, engineering, landscaping, etc. For interior decoration, SEE: BG 8.

BG - BUILDINGS & GROUNDS**8 FURNISHINGS**

Use for design and selection. For procurement, SEE: 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.

10 MAINTENANCE & OPERATIONS

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

10-1 Utilities & Services

Subdivide by type (e.g., air conditioning, elevators, janitorial service, etc.) if volume warrants.

11 SPACE ASSIGNMENT & USE. MOVES.

Subdivide by type (e.g., office, parking, storage, etc.) if volume warrants. For assignment of staff housing, SEE: PER 15-12.

12 SPECIAL FACILITIES & CONCESSIONS

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

13 SAFETY PROGRAM

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

14 TAXATION**15 DISPOSITION**

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

15-1 Abandonment**15-2 Demolition. Dismantling.****15-3 Sale****15-4 Transfer****16 FACILITIES & EQUIPMENT SECURITY**

Includes buildings, rooms, areas, vaults and other storage facilities, penetration, etc. Subdivide by type if volume warrants. For security survey reports, SEE: SY 2-2.

16-1 Alarm Systems**16-2 Electronic Equipment & Counter Measures****16-3 File Equipment**

Includes safes.

16-4 Firearms & Ammunition**16-5 Incinerators****16-6 Keys & Locks****16-7 Photographic Equipment****16-8 Restricted Areas****16-9 Sabotage****16-10 Technical Penetration****16-11 Vaults. Storage Facilities.****17 BUILDING GUARDS. WATCHMEN.**

Other than Marines, for which SEE: BG 18.

18 MARINE GUARDS

Other than personnel matters, for which use PER outline.

18-1 Handbook & Orders**18-2 Marine Inspection Report****18-3 Guard Survey****19 AFTER HOURS ENTRY & DEPARTURE****19-1 Registers****19-2 Key Issuance****20 REAL PROPERTY DAMAGE. LOSS.**

BUDGET

Instructions

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

BUD

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

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

Special Method of Arrangement:

1. By fund title or symbol:

BUD 15 Financial Plans (FY 1966)	<u>1961128</u>
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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; for 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 acts, 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.

BUD-BUDGET**9 BUDGET BUREAU SUBMISSION**

Use for agency estimates as submitted to BOB for review.

9-1 BOB Hearings

Includes hearings schedule, witness statements, summaries of testimony, etc.

9-2 Supplemental Data

Requested by BOB during review.

9-3 BOB Allowance

Amount of estimates allowed by BOB to be incorporated in President's Budget.

10 PRESIDENT'S BUDGET

Use for agency estimates as included in Federal Budget.

11 CONGRESSIONAL SUBMISSION

Use for agency estimates as submitted to Congress.

11-1 House Hearings

Includes schedule, principal witness statements, supplementary data, House Report, etc.

11-2 Restoration Appeal to Senate

Agency appeal to Senate for restoration of funds reduced by House action.

11-3 Senate Hearings

Includes schedule, principal witness statements, supplementary data, Senate Report, etc.

11-4 Conference Action

House-Senate conference to resolve differences on appropriation bill.

12 APPROPRIATION ACT

Includes analyses of final action on bill and copy of act.

13 FUND AVAILABILITY

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

13-1 Fund Status Reports**14 BUDGET EXECUTION****14-1 Apportionment**

Includes requests to BOB for quarterly 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.

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 the information management program.

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 communications and records facilities and classified material.

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

CR

CR-COMMUNICATIONS & RECORDS

1 GENERAL POLICY. PLANS. COORDINATION.

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

2 GENERAL REPORTS & STATISTICS

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

3 MAIL FACILITIES & SERVICES

3-1 Courier Service

3-2 Pouch Service

3-3 Military Postal Services

3-4 Messenger Service

3-5 Message Centers

Subdivide by organizational element if volume warrants.

3-6 Delivery Systems

Includes pneumatic tube system, conveyor belt, etc.

3-7 Addresses. Mailing Lists.

4 COMMUNICATIONS ANALYSIS & DISTRIBUTION

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

5 AUTHENTICATION

5-1 Regulations & Procedures (Auth)

5-2 Reports & Statistics (Auth)

5-3 Schedule of Fees (Auth)

6 INFORMATION MANAGEMENT

Includes general material on the application of automation to the processing and control of information. For application of automated techniques to specific communications or records functions, use appropriate subject elsewhere in this outline.

7 TELECOMMUNICATIONS SERVICES

Except telephone, for which SEE: CR 8. Subdivide by type (e.g., telegraph, cable, radio) if volume warrants. Includes use of radio transmitters in U.S. chanceries abroad. For similar use by foreign missions in U.S., SEE: POL 17-7.

7-1 Policy. Plans. Coordination. (Telecom)

CR-COMMUNICATIONS & RECORDS**7 TELECOMMUNICATIONS SERVICES (Cont'd)****7-2 Reports & Statistics (Telecom)**

Includes monthly telegraphic report. For cryptographic reports, SEE: CR 7-11.

7-3 Organizations & Conferences (Telecom)**7-4 Agreements (Telecom)****7-5 Regulations & Procedures (Telecom)**

Except cryptographic, for which SEE: CR 7-12.

7-6 U. S. Government Facilities (Telecom)

Includes JANAP procedure.

7-7 Commercial Facilities (Telecom)

Includes rates. Subdivide by name of company if volume warrants.

7-8 Cryptographic Systems**7-9 Cryptographic Clearances****7-10 Maintenance**

Of telecommunications and/or cryptographic equipment.

7-11 Cryptographic Reports

Includes inventories, receipt, transfer and destruction reports.

7-12 Cryptographic Operations & Materiel

Includes cryptographic procedures and requirements.

8 TELEPHONE SERVICE**8-1 Policy. Plans. Coordination. (Tel)****8-2 Reports & Statistics (Tel)****8-3 Organizations & Conferences (Tel)****8-4 Agreements (Tel)****8-5 Laws & Regulations (Tel)**

Includes rates.

9 TRAINING**10 RECORDS MANAGEMENT (GENERAL)****10-1 Policy. Plans. Coordination.(RM)****10 RECORDS MANAGEMENT (GENERAL) (Cont'd)****10-2 Reports & Statistics (RM)**

Except surveys, for which SEE: CR 10-6.

10-3 Organizations & Conferences (RM)**10-4 Agreements (RM)**

Includes agreements with other governments re maintenance and disposition of multipartite records.

10-5 Laws & Regulations (RM)**10-6 Surveys. Studies (RM)**

Subdivide by organizational element if volume warrants.

11 RECORDS MAINTENANCE & SERVICE

For development and updating of official file system, SEE: CR 12.

11-1 Physical Location**11-2 File Installations.Operations.****11-3 Reference Service**

For questions relating to access, SEE: CR 16-1.

12 FILE SYSTEM

Use for development and updating of system.

12-1 Records Classification Handbook

Includes TL's and distribution data.

13 RECORDS EQUIPMENT & SUPPLIES

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

13-1 Folder Labels**14 MICROFILMING**

Except in connection with file operations, for which SEE: CR 11-2.

15 RECORDS DISPOSITION**15-1 Records Retirement**

Within agency.

15-2 Records Transfers

Between agencies.

CR—COMMUNICATIONS & RECORDS**15 RECORDS DISPOSITION (Cont'd)****15-3 Records Destruction****15-4 Records Control Schedules****16 DOCUMENT & INFORMATION SECURITY**

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

16-1 Access & Use

For executive privilege, SEE: LEG 9.

16-2 Accounting & Control

Includes logs and receipts covering classified documents, TS inventory control procedures, serialization, etc.

16-3 Classification. Designation.

Includes downgrading, declassification, de-control, upgrading, etc.

17 REPORTS MANAGEMENT

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

18 CORRESPONDENCE MANAGEMENT

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

19 DIRECTIVES MANAGEMENT

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

20 FORMS MANAGEMENT

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

EMERGENCY PLANNING**Instructions**

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

SEE: DEFENSE AFFAIRS outline for civilian defense.

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

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

EP**EP-EMERGENCY PLANNING****1 GENERAL POLICY. PLANS. COORDINATION.**

Use for overall agency policy and planning, and coordination between agencies.

2 REPORTS**3 ORGANIZATIONS & CONFERENCES****4 AGREEMENTS****5 LAWS & REGULATIONS****6 E & E PROGRAM**

Use for emergency and evacuation program.

6-1 E & E Policy. Plans.**6-2 Reports & Statistics**

Includes population statistics, evacuation lists, etc.

6-3 Liaison Groups

Subdivide by name.

6-4 Emergency Requirements

Such as for communications equipment, ordnance, etc.

6-5 E & E Procedures

Includes Handbook.

6-6 Safehaven**7 EMERGENCY RELOCATION PROGRAM****7-1 Policy. Plans. Guidelines.**

Includes directives and handbooks.

7-2 Reports**7-3 Other Agency Procedures****7-4 Continuity of Essential Functions****7-5 Emergency Action Documents (EAD)****7-6 Emergency Assignments (Cadre)****7-7 Executive Reserve Program****7-8 Emergency Communications**

Includes Emergency Notification System (Cascade).

7-9 Relocation Tests. Exercises.

Subdivide by code name and year.

8 VITAL RECORDS PROGRAM**8-1 Selection Guidelines****8-2 Status Reports****8-3 Records Protection****9 ROUND-UP PROGRAM**

EQUIPMENT, SUPPLIES & SERVICES**Instructions**

Use for papers on the 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.

ES**ES-EQUIPMENT, SUPPLIES & SERVICES****1 GENERAL POLICY. PLANS. GUIDELINES.**

Use only for material which cannot be filed under one of the more specific subjects in outline.

1-1 Requirements. Forecasts.

Other than set forth in budget estimates, for which SEE: BUD outline.

1-2 Replacement Program**2 GENERAL REPORTS & STATISTICS**

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

3 ORGANIZATIONS & CONFERENCES**4 REGIONAL SUPPLY CENTERS**

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

5 LAWS & REGULATIONS

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

6 PROCUREMENT

Subdivide by agency for which procured where appropriate.

6 PROCUREMENT (Cont'd)**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 PACKING & SHIPPING (Cont'd)**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

FINANCIAL MANAGEMENT

Instructions

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

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

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

FMGT-FINANCIAL MANAGEMENT

1 GENERAL POLICY. PLANS. PRINCIPLES.

2 GENERAL REPORTS & STATISTICS

Use for general studies, surveys and reports on financial management systems and procedures and evaluation thereof.

3 CLASSIFICATION CODES

Use for handbook containing accounting symbols.

4 TERMINOLOGY

Includes glossary of terms and abbreviations.

5 LAWS & REGULATIONS

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

5-1 Procedural Handbooks

For classification codes, SEE: FMGT 3.

6 FINANCIAL DESIGNATIONS

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

6-1 Disbursing Officers

6-2 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.

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.

FMGT

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-FACILITATIVE SERVICES

1 AUDIO-VISUAL SERVICES

2 REPORTING SERVICES

Includes conference reporting.

3 AUTOMATED DATA PROCESSING

For procurement, maintenance and disposition of ADP equipment and supplies, SEE: ES outline.

3-1 General Policy. Plans. Coordination.

Includes cooperative arrangements with other agencies.

3-2 General Reports & Statistics

Includes machine utilization reports. For statistical services, SEE: FSV 9-7; for reports and statistics on specific projects, use appropriate subject outline.

3-3 Organizations & Conferences

3-4 Technology

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

3-5 Laws & Regulations

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

3-6 Systems Development. Feasibility Studies.

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

3 AUTOMATED DATA PROCESSING (Cont'd)

3-7 Statistical & Other Services

4 LANGUAGE SERVICES

4-1 Interpreting

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

4-2 Translating

5 LIBRARY SERVICES

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

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 of procuring publications from or for any source. Subdivide by name of requesting agency or source from which procured.

FSV

LEGISLATIVE & LEGAL AFFAIRS**Instructions**

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

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

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

LEG—LEGISLATIVE & LEGAL AFFAIRS**1 LEGISLATIVE PROGRAM**

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

1-1 Congressional Summaries

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

2 REPORTS TO CONGRESS

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

3 ORGANIZATIONS & CONFERENCES

Subdivide by name of organization and name, date, and location of conference if volume warrants.

4 CONGRESSIONAL COMMITTEES

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

5 LAW

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

6 MEMBERS OF CONGRESS

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

7 VISITS

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

7-1 Country Briefing Papers

For Congressional travelers.

8 CONGRESSIONAL INVESTIGATIONS

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

9 EXECUTIVE PRIVILEGE

Use for material relating to agency's privilege of withholding information from Congress.

10 LEGAL OPINIONS. INTERPRETATIONS.

Use only for general material which cannot be filed subjectively under other outlines.

11 SUBPOENAS

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

12 JUDICIAL ASSISTANCE. PROCEDURE.

Includes Committee on Judicial Procedure.

13 CLAIMS. LITIGATION.

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

LEG

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, interagency relationships, coordination, etc., not involving specific substantive programs which should be filed under the appropriate subject matter outlines.

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

ORG-ORGANIZATION & ADMINISTRATION

1 GENERAL POLICY. 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 Administration

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

2 GENERAL REPORTS & STATISTICS

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

2-1 Reporting Requirements

Overall reporting schedules, workloads, and related management aspects of reporting requirements.

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.

5 DELEGATIONS OF AUTHORITY

Includes designations.

6 DUTY OFFICERS. ROSTERS.

Includes holiday list.

7 VISITS

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

ORG

ORG—ORGANIZATION & ADMINISTRATION**8 ESTABLISHMENT. FUNCTIONS. REORGANIZATION. 11 INSPECTIONS**

Includes history and background of agency, office or post, statement of functions and organization charts, and agency reorganization plans; opening, change in status and closing of posts; determination and jurisdiction of consular districts; etc.

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.

9 TRAINING

In administrative operations.

12 CONDUCT OF OFFICE

Use for issuances on office procedures, routine administrative matters, transfer of office to successor, calendar of events, etc.

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.

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.

Special Method of Arrangement:

1. By type or category of personnel:

a. When volume warrants only a primary folder:

b. When volume warrants subdivision by appropriate subject breakdowns:

PER - PERSONNEL (Marine Guards)

PER 13-3 Assignment.
Detail (Marine Guards)

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.

3 ORGANIZATIONS & CONFERENCES

Use only for those 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.

4 STAFFING. COMPLEMENT.

Use for proposed and/or authorized personnel strength of organizational element.

2-1 Post Reports

Use only for preparation and submission of report by post. Reference set should be maintained separately.

4-1 Reduction-in-Force

Includes procedures for establishing, maintaining and applying retention registers.

2-2 Biographic Register

2-3 Foreign Service List

5 LAWS & REGULATIONS

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

PER

PER-PERSONNEL**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**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 TRAINING & DEVELOPMENT (Cont'd)****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.

9-10 Teaching Materials**9-11 Graduation Exercises****10 PERFORMANCE EVALUATION****10-1 Performance Rating Committees. Evaluation Panels.**

For Selection Boards and Promotion Panels, SEE: PER 13-6.

10-2 Ratings. Appraisals.

Includes appeals.

11 COMPENSATION

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

11-1 Cost of Living & Quarters Allowances

Includes temporary lodging allowance. For retail price schedules, SEE: PER 11-9.

11-2 Deductions**11-3 Education Allowances**

For educational travel of dependents, SEE: TRV outline.

11-4 Final Salary Clearance

Upon separation of employee.

11-5 Local Wage Rates

Includes surveys to determine appropriate wage rates and schedules for local employees.

11-6 Overtime Pay**11-7 Post Differential Allowances**

PER-PERSONNEL**11 COMPENSATION (Cont'd)****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.

3-1 Application for Employment

Case file individual applications by name if volume warrants.

13-2 Appointment

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

13-3 Assignment. Detail.

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

13-4 Examinations. Tests.

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

13-5 Fair Employment Practices**13-6 Promotion. Demotion. Selection Out.**

Includes Selection Boards, Promotion Panels, etc.

13 EMPLOYMENT (Cont'd)**13-7 Recruitment****13-8 Retirement**

Includes Civil Service, Foreign Service and Social Security retirement systems, benefits, etc.

13-9 Termination

Use for resignation, separation for cause and termination of services through death.

13-10 Transfer Out

To other agencies or international organizations. For transfer to new assignment in field or in Washington with same agency, SEE: PER 13-3.

14 HEALTH & MEDICAL CARE**14-1 Policy. Plans.**

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

14-2 Reports & Statistics**14-3 Organizations & Conferences**

Includes services provided to, or by other Federal agencies. For specific medical facilities, SEE: PER 14-6.

14-4 Medical Examinations

Includes medical clearances, waivers, fitness-for-duty.

14-5 Laws & Regulations**14-6 Facilities**

Includes regional medical centers, hospitals, clinics, health rooms, laboratories, physical fitness rooms, etc.

14-7 Insurance

Includes Federal Employees Health Benefits Plan. For employee life insurance, SEE: PER 15-7.

14-8 Diseases & Conditions

Includes treatment, control, prevention, diagnosis, eradication. Subdivide by type if volume warrants.

14-9 Immunizations. Innoculations.

PER-PERSONNEL**14 HEALTH & MEDICAL CARE (Cont'd)****14-10 Medical Supplies****14-11 Evacuation**

For medical reasons, or for rest and recuperation.

14-12 Safety. Accidents.

Includes safety programs and claims under Federal Employee's 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.

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

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

15-10 House Organs

Published by or for employees.

15 EMPLOYEE RELATIONS & SERVICES (Cont'd)**15-11 Income Tax**

For assistance to employees in preparing tax forms.

15-12 Housing Services

Includes assignment of staff housing and assistance in locating other housing.

15-13 Locator Services

Includes home leave and next-of-kin addresses.

15-14 Political Activities

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

15-15 Recreation

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

15-16 Tort Claims

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

15-17 Credit. Bills.

Includes credit inquiries and bill collecting.

16 SECURITY

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

16-1 Penetration

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

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.

PER-PERSONNEL**20 EMPLOYEE MORALE**

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

21 MILITARY SERVICE STATUS

For military leave, **SEE:** PER 8.

PUBLIC RELATIONS

Instructions

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

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

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

PR-PUBLIC RELATIONS

1 GENERAL POLICY. GUIDELINES. COORDINATION.

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

2 GENERAL REPORTS & STATISTICS

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

3 (Reserved for future use)

4 (Reserved for future use)

5 INVITATIONS

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

6 NONGOVERNMENTAL LIAISON

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

6-1 Speaker Service

6-2 Community Relations

6-3 Meetings & Conferences

7 APPOINTMENTS. INTERVIEWS.

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.

9-3 Photographs

Except requests for, for which SEE: PR 13.

10 PUBLICATIONS

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

11 PRESS RELATIONS

Subdivide by name of newspaper, magazine or press service if volume warrants.

PR

PR-PUBLIC RELATIONS**11 PRESS RELATIONS (Cont'd)****11-1 Accreditation**

Subdivide by name of correspondent if volume warrants.

11-2 Press Releases

Subdivide by source and arrange chronologically or numerically if volume warrants.

11-3 Press Conferences. Interviews.

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

11-4 Special Events Coverage

Includes arrangements for coverage. Subdivide by name of event if volume warrants.

12 SPEECHES

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

12-1 Speech Clearance**13 PUBLIC OPINION & INQUIRIES**

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

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

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

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

PASSPORTS & CITIZENSHIP outline for passport security.

PERSONNEL outline for personnel security.

SY-SECURITY

1 GENERAL POLICY. PLANS. COORDINATION.

Includes coordination of program with other agencies.

1-1 SY Instructions

1-2 RSS Instructions

1-3 Post Instructions

2 GENERAL REPORTS & STATISTICS

2-1 Monthly Status Reports

2-2 Security Survey Reports

Arrange by name of post and thereunder by facility if volume warrants.

3 ORGANIZATIONS & CONFERENCES

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

4 AGREEMENTS

5 LAWS & REGULATIONS

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

6 SECURITY OFFICERS

Use for designations, relations with, lists of, etc. For TS control officers, SEE: CR 16-2.

6-1 Regional

6-2 Post

6-3 Unit

7 VISITS OF DIGNITARIES

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

8 VIOLATIONS

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

9 TRAINING PROGRAM

Covering all aspects of security. Includes visual aids and records of security orientation.

SY

SY-SECURITY**10 NAME CHECKS**

Use only for regulations and procedures governing checks on names of individuals for security purposes and statistical reports thereon.

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 23-8 for political aspects.

14 INVESTIGATIVE PROCEDURES

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

14 INVESTIGATIVE PROCEDURES (Cont'd)**14-1 Local Procedures****14-2 Sources of Information****14-3 General Certification Standards****14-4 Attorney General's List****14-5 List of Local Organizations****15 INDUSTRIAL SECURITY**

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

TRAVEL & 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 outline for trips by Members of Congress (CODELS).

Use also for papers on the travel of specific individuals and groups. This includes not only employees and their dependents, but also the visits, tours, and trips of other individuals and groups in public or private life, except Members of Congress, where the main emphasis is on travel arrangements. File alphabetically by name under the primary subject TRAVEL & 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.).

TRV-TRAVEL & TRANSPORTATION

1 GENERAL POLICY. PLANS. COORDINATION.

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

2 GENERAL REPORTS & STATISTICS

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

3 CONFERENCES

4 DESPATCH AGENCIES (U.S.)

Subdivide by location if volume warrants.

5 LAWS & REGULATIONS

Includes local laws, regulations, and procedural handbooks.

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 CARRIERS (Cont'd)

6-2 Routes & Schedules

6-3 Use of American and Foreign Carriers

Use for general policy and regulations.

7 TRAVELER INSURANCE

8 TRAVEL ALLOWANCES

Includes per diem and mileage rates, travel advances, etc.

9 TRAVEL AUTHORIZATIONS

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

10 TRAVEL PRIORITIES

11 TRAVEL VOUCHERS

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

TRV-TRAVEL & TRANSPORTATION**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. Subdivide by import and export shipments if volume warrants.

14-1 Freight Rates & Tariffs

Subdivide by type if volume warrants. Includes discount rates.

14-2 Customs Clearance**14-3 Government Bills of Lading**

For general material only, not individual GBL's.

14-4 Loss or Damage

Includes claims.

14-5 Packing. Crating. Unpacking.

Includes methods of packing, boxing rates, etc.

14-6 Storage & Warehousing

Subdivide by name of company and/or location if volume warrants.

14-7 Insurance**14-8 Marking**

Includes consignment information.

14-9 Drayage**14-10 Shipping**

Includes methods of shipment (e.g., residence-to-residence, etc.)

14 HOUSEHOLD/PERSONNEL EFFECTS (Cont'd)**14-11 Loading. Unloading.**

Includes pier charges, demurrage, etc.

14-12 Strikes

Effect of strikes on government shipments.

14-13 Ports of Entry

Includes port charges. Subdivide by location if volume warrants.

14-14 Export/Import Declarations**15 ASSISTANCE TO TRAVELERS**

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

15-1 Acknowledgments. Commendations.**15-2 Customs, Health & Immigration****15-3 Government Transportation Requests****15-4 Itineraries & Reservations****15-5 Limousine Service****15-6 Meeting Travelers****16 FREIGHT FORWARDERS**

Subdivide by name and thereunder by fiscal year if volume warrants.

16-1 General Policy**16-2 Reports & Statistics****16-3 Complaints****16-4 Contracts**

VEHICLES**Instructions**

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

VEH-VEHICLES**1 GENERAL POLICY****2 GENERAL REPORTS & STATISTICS****3 ACCIDENTS**

For claims of injured employees, SEE: PER 14-12.

4 LOSS & THEFT**5 LAWS & REGULATIONS****6 ACQUISITION. REPLACEMENT.**

Includes purchase, titles, rental, etc.

7 INSURANCE**8 (Reserved for future use)****9 MARKING & IDENTIFICATION****10 MAINTENANCE & REPAIR**

Includes parts (e.g., tires, tubes, etc.) and monthly gasoline usage.

11 ASSIGNMENT & USE

For motor pool, SEE: VEH 12.

11-1 Credit Cards**11-2 Inspection****11-3 Dispatching & Scheduling****11-4 Drivers' Licenses****11-5 License Plates****11-6 Operators' Permits****12 MOTOR POOL. CHAUFFEURS.****13 SAFE DRIVING AWARDS****14 (Reserved for future use)****15 DISPOSITION**

Includes sale, transfer, etc.

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.

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

CON-CONSULAR AFFAIRS (GENERAL)**1 GENERAL POLICY. PLANS.****2 REPORTS & STATISTICS**

2-1 Consular Services Report

3 MEETING & 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****PPT**

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 in this outline.

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

Special Method of Arrangement:

1. By act and section under appropriate subject:

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 LAWS & REGULATIONS (Cont'd)**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 and citizenship services. SEE: PPT 10-6 for passport fees.

7 TRAVEL CONTROL

Includes foreign travel restrictions viewed from the standpoint of their effect on U.S. travelers. Subdivide by country if volume warrants. Includes PPT circulars on subject. For travel controls of foreign countries not affecting U.S. travelers, SEE: POL 23-10.

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.

PPT-PASSPORTS & CITIZENSHIP**7 TRAVEL CONTROL (Cont'd)****7-3 During Time of War**

Material, actual or proposed, relating to travel control in time of war.

8 (Reserved for future use)**9 NATIONALITY****9-1 Acts (Statutory)**

Subdivide chronologically by act and section. Code by specific statute rather than subject whenever possible.

9-2 Administrative Decisions

Includes policy regarding letters of attestation as to citizenship.

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**

Use only for effect of foreign passport on nationality. SEE: V 10 for samples of foreign passports and as requirement for visa issuance.

9-14 Involuntariness (Duress)**9-15 Legislation****9-16 Loss of Nationality****9-17 Loss of Nationality - Exemptions from****9 NATIONALITY (Cont'd)****9-18 Marriage and Divorce**

Includes common law relationships, plural marriages, etc.

9-19 Military Service**9-20 Minors**

Includes documentation and adoption.

9-21 Naturalization**9-22 Naturalization - Cancellation****9-23 Naturalized Citizens****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 Passport Accountability**

Use for procurement inventory, and all matters relating to blank passport books.

10-2 Passport Format

Of passport book.

10-3 Passport 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 Passport Processing

Preparation, mailing, etc., relating to the passport book.

10-6 Passport Fees**10-7 Authority to Issue Passports**

PPT-PASSPORTS & CITIZENSHIP**10 PASSPORTS (Cont'd)****10-8 Passport Renewal****10-9 Passport Amendment, Extension, Validation**

Includes any endorsement other than renewal, for which SEE: PPT 10-8.

10-10 Passport Cancellation

Use only for physical cancellation.

10-11 Lost or Stolen Passports**10-12 Special Groups**

Subdivide by organization, i.e., Boy Scouts, etc.

10-13 Passport Services

General-services not specified.

10-14 No-Fee Passport

Use only for material that cannot be filed in categories PPT 10-15 thru 10-19.

10-15 Diplomatic Passport

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.

10-16 Regular Passport**10-17 Official Passport****10-18 Dependent Passport****10-19 Service Passport****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 DENIAL OF PASSPORTS (Cont'd)**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**

Includes child custody.

15 FRAUDULENT ACTIVITIES**15-1 Altered Passports****15-2 Mutilated Passports****15-3 Counterfeit Passports****15-4 Other Fraudulent Activities****15-5 Criminal Prosecutions (Fraud)****16 PASSPORT SECURITY****16-1 Communist Organizations & Activities****16-2 Espionage**

PPT-PASSPORTS & CITIZENSHIP**16 PASSPORT SECURITY (Cont'd)****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, 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.

PS

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.

Special Methods of Arrangement:

1. By country whose interests are being protected followed by the country in which they are being protected:

a. When volume warrants only a primary folder:

b. When volume warrants subdivision by appropriate subject breakdowns:

PS - PROTECTIVE SERVICES	<u>U.S.-Cuba</u>
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PS 8-4 Seizure. Damage.	<u>U.S.-Cuba</u>
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2. By name of specific person, firm, vessel, etc., as a case file:

a. When it is desirable to keep all papers on an individual together in the file:

b. When it is desirable to keep similar types of cases together:

BROWN, John J. PS 9 Deaths & Estates
BROWN, John J. PS 8 Protection of Property
BROWN, John J. PS 7-6 Welfare & Whereabouts

PS 7-6 Welfare & Whereabouts	<u>Drury, Robert</u>
PS 7-6 Welfare & Whereabouts	<u>Cook, Paul A.</u>
PS 7-6 Welfare & Whereabouts	<u>Brown, John J.</u>

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 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, for services in aircraft accidents, SEE: PS 12.

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. For cases arising under SOF agreements, SEE: DEF 15-3.

7 ASSISTANCE TO CITIZENS (Cont'd)**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.

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, except in civil aircraft accidents, for which SEE: PS 12. 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; for protection of property in civil aircraft accidents, SEE: PS 12.

8-1 Diplomatic & Consular Property

Use only for materials on diplomatic and consular property placed under the protection of another country.

PS-PROTECTIVE SERVICES**8 PROTECTION OF PROPERTY (Cont'd)****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.

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. For assistance in civil aircraft accidents, **SEE:** PS 12.

9 DEATHS & ESTATES

Includes removal of remains, burial, estates and their settlement, guardianship of children, etc., except in case of deaths resulting from civil aircraft accidents, for which **SEE:** PS 12. 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 JUDICIAL & LEGAL SERVICES (Cont'd)**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

For deportation, **SEE:** V 21 for general material and V - name for individual cases.

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****12 CIVIL AIRCRAFT ACCIDENTS**

Includes all consular services provided to assist victims, protect personal property and aircraft, and handle death matters. Arrange by name of accident.

VISAS

Instructions

Use for papers pertaining to the issuance of visas to aliens seeking entry into a country 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.

EDUCATIONAL & CULTURAL EXCHANGE outline for policy regarding exchange visitor program and waivers granted thereunder.

Special Method of Arrangement:

1. By category of alien (Immigrant - IV or Nonimmigrant - NIV)

a. When volume warrants only a primary folder:

V - VISAS (NIV)

b. When volume warrants subdivision by appropriate subject breakdowns:

V 10 Documentation (IV)

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).

V-VISAS**5 LAWS & REGULATIONS**

Use only for bills, laws, regulations, Executive orders, proclamations, decrees, etc., affecting U.S. visa operations. For foreign laws and regulations not affecting U.S. visa operations, SEE: POL 23-10.

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.

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, foreign 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.**11 ELIGIBILITY. INELIGIBILITY (Cont'd)****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.

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.

V-VISAS**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. For consular assistance in extradition cases, SEE: PS 10-4.

22 EXCHANGE VISITOR PROGRAM

Includes copies of notifications of program designations. For policy governing program and waivers, SEE: EDX 33.

23 TRAVEL FACILITATION

Use for materials on the travel facilitation program as it relates to visa matters only.

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 nonsignatory lines. Subdivide by type (e.g., airlines, shipping lines) and by name, if volume warrants.

VISA 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 the preceding portion of 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 IMMIGRANTS, NONQUOTA (Cont'd)

29-6 U.S. Government Employees

29-7 Special Classes

Created by special legislation.

29-8 Refugees. Escapees.

V-VISAS**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 NONIMMIGRANTS (Cont'd)

31-3 Transit Aliens (C)

31-4 Crewmen (D)

31-5 Treaty Traders & Investors (E)

31-6 Students (F)

31-7 International Organization Aliens (G)

31-8 Temporary Workers & 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>
CULTURE	CUL
EDUCATION	EDU
EDUCATIONAL & CULTURAL EXCHANGE	EDX
INFORMATION	INF
MOTION PICTURES	MP
PRESS & PUBLICATIONS	PPB
RADIO	RAD
TELEVISION	TV

CULTURE AND
INFORMATION

CULTURE

Instructions

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

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

INFORMATION outline for overall USIA program; for general information activities of countries other than United States; 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, RADIO, TV, and MOTION PICTURES outlines for use of these specific media by United States and other countries for cultural and information program purposes.

CUL-CULTURE

1 POLICY. PLANS.

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

2 REPORTS & STATISTICS

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

3 ORGANIZATIONS & CONFERENCES

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

4 AGREEMENTS

Use for material which cannot be filed under one of the more specific subjects in this outline. For exchange of persons and grant agreements, SEE: EDX outline; for publications exchange agreements, SEE: PPB 4-2; for information exchange agreements, SEE: INF 4.

5 LAWS & REGULATIONS

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

6 COMMEMORATIVE CELEBRATIONS. HOLIDAYS.

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

7 VISITS

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

8 FAIRS, EXHIBITS & DISPLAYS

Includes World Fairs and Expositions; also material and services provided by USIS for exhibit and display purposes (e.g., art exhibits). Subdivide by name or location if volume warrants. For agricultural, science, trade and book fairs, SEE: AGR 8, SCI 8, TP 8, and PPB 12-5, respectively.

CUL-CULTURE**8 FAIRS, EXHIBITS AND DISPLAYS (Cont'd)****8-1 Policy. Plans. Guidelines.****8-2 Reports & Statistics****8-3 Program Effectiveness****8-4 Equipment & Supplies****8-5 Promotion & Publicity****9 MATERIALS PRESENTATION**

Includes formal and informal presentation of materials to universities, libraries, leaders and organizations, and distribution of materials by USIS. Subdivide by source or type as appropriate.

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**

Except for returned grantees, for which SEE: EDX 29-4.

9-8 Other Materials

Including maps, flags, globes and audio-visual materials.

10 CULTURAL PROPERTY. HISTORY.**10-1 Protection & Preservation. Restitution.**

Includes restoration.

10-2 Memorials & Monuments

For military cemeteries, SEE: DEF 6-10; for other cemeteries, SEE: SOC 16. For memorial Presidential libraries, SEE: CUL 11.

10-3 Museums. Galleries.

For art exhibits sponsored by USIS, SEE: CUL 8.

10-4 (Reserved for future use)**10 CULTURE PROPERTY. HISTORY. (Cont'd)****10-5 Public Records. Archives.**

Other than those of agency, for which SEE: CR outline.

10-6 Parks & Reservations**11 LIBRARIES & CENTERS**

Use for general material on plans and operations of libraries and cultural centers. Includes USIS cultural and information centers, reading rooms and binational centers, Presidential libraries, etc. Subdivide by location and/or name if volume warrants. For English teaching, SEE: EDU 10; for distribution of materials by or to libraries and centers, SEE: CUL 9; for community activities, SEE: CUL 12; for exhibits and displays, SEE: CUL 8.

11-1 Policy. Plans. Guidelines.**11-2 Reports & Statistics****11-3 Program Effectiveness****11-4 Equipment & Supplies****11-5 Promotion & Publicity****12 COMMUNITY ACTIVITIES****12-1 Lectures**

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

13 FINE ARTS

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

13-1 Theater. Dance. Dramatic Arts.

Includes ballet, comedy, puppetry. For radio, TV and motion picture forms of dramatic art, SEE: media outlines.

13-2 Painting. Drawing. Sculpture.

CUL-CULTURE**13 FINE ARTS (Cont'd)****13-3 Literature. Poetry.**

Use for all forms of literary arts. Includes Pulitzer Prize and other awards.

13-4 Architecture**13-5 Handicrafts**

For handicraft industry, SEE: INCO (AL).

14 MUSIC

Includes arrangements made or services provided by USIS for music programs.

14-1 Policy. Plans. Guidelines.**14-2 Reports & Statistics****14-3 Program Effectiveness****14-4 Equipment & Supplies**

Except recordings and scores, for which SEE: CUL 14-6 and 14-7, respectively.

14-5 Concerts & Performing Artists

Includes co-sponsored events which use rented, loaned or donated materials. For musical performances under cultural presentations program, SEE: CUL 16.

14-6 Recordings

Use for commercial recordings for both music and lecture programs.

14-7 Scores

Includes both published and unpublished.

14-8 Festivals

Includes competition. For film festivals, SEE: MP 8.

14-9 Rental & Performance Rights

Includes conducted scores and instrumental parts.

15 AMUSEMENTS. SPORTS. HOBBIES.

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

15-1 Olympic Games**16 CULTURAL PRESENTATIONS**

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

16-1 Policy. Plans.

Includes coordination and support by the agencies involved.

16-2 Reports & Statistics

Includes reports of advance planning, types of attractions desired, utilization of attractions, and overall reports on cultural presentations program. Also includes specific post requirements, advance-trip, escort officer, and debriefing reports.

16-3 Committees. Panels. Conferences.

Includes Advisory Committee on the Arts and panels of experts, including agenda and minutes of meetings of these organizations. Subdivide by name of committee, panel, etc., if volume warrants.

17 PRIVATE COOPERATION PROGRAM

For program in general; file specific projects under appropriate subject (e.g., for Project Hope, SEE: HLTH 6; for donated books, SEE: CUL 9-6, etc.). For institution affiliation program, SEE: EDX 23.

17-1 People-to-People**17-2 Community Affiliation****17-3 Industrial & Business Participation****17-4 Pen Pals**

EDUCATION**Instructions****EDU**

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

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

CULTURE outline for the inherited culture, cultural property and institutions of a nation; exhibits, fairs, and music festivals; fine arts; cultural programs used to explain a nation's culture to foreign peoples, including the cultural presentations program.

INFORMATION outline for overall USIA program; for general information activities of countries other than United States; 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, RADIO, TV and MOTION PICTURES outlines for use of these specific media by United States and other countries for cultural and information program purposes.

EDU-EDUCATION**1 POLICY. PLANS.**

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

2 REPORTS & STATISTICS

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

3 ORGANIZATIONS & CONFERENCES

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

4 AGREEMENTS

Use only for material which cannot be filed under one of the more specific subjects in this outline. For exchange of persons and grant agreements, **SEE: EDX** outline; for publications exchange agreements, **SEE: PPB 4-2.**

5 LAWS & REGULATIONS

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

6 COMMUNIST ACTIVITIES

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

7 VISITS

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

8 LITERACY. ILLITERACY.**9 EDUCATIONAL SYSTEM. INSTITUTIONS.**

Subdivide by name of institution if volume warrants.

9-1 Elementary**9-2 Secondary**

EDU-EDUCATION**9 EDUCATIONAL SYSTEM. INSTITUTIONS. (Cont'd) 10 ENGLISH LANGUAGE TRAINING (Cont'd)****9-3 College & University**

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

9-4 Adult. Vocational.

For labor education, SEE: LAB 9.

9-5 U.S.-Sponsored Schools Abroad

Use for financial assistance in establishing, expanding, and maintaining such schools. For grants to enable foreign students to attend such schools, SEE: EDX 10.

10 ENGLISH LANGUAGE TRAINING

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

10-1 Teaching Materials**10-2 Direct Teaching****10-3 English Teacher Seminars****10-4 English Teaching by Radio & TV****10-5 English Certificate Program****11 FOREIGN LANGUAGE STUDY AND TRAINING**

Except language training for U.S. Govt. personnel, for which SEE: PER 9-1.

11-1 Teaching Materials**12 EDUCATIONAL MEDIA. TECHNIQUES.**

Includes general material on audio-visual aids, radio and TV, textbooks, lecture material, etc. For use of educational media in specific training programs, SEE: EDU 10-1 and 11-1; for textbook program, SEE: PPB 12-10.

13 SEMINARS. WORKSHOPS.

If desired, file by specific subject matter fields. Includes those in American and foreign studies financed under PL 480. For English teacher seminars SEE: EDU 10-3.

EDUCATIONAL & CULTURAL EXCHANGE

Instructions

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

EDX

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

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

Special Method of Arrangement:

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

LECLERC, Alphonse EDX 16 Foreign Specialist
GOULART, Robert EDX 13 Foreign Professor
DIETRICH, Anton EDX 15 Foreign Leader

EDX 15 Foreign Leader	<u>Krupp, Franz</u>
EDX 15 Foreign Leader	<u>Grosbeck, Hans</u>
EDX 15 Foreign Leader	<u>Dietrich, Anton</u>

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.

- 2-1 Program Evaluation

Includes projects to determine effectiveness of overall exchange program and reports thereon. Reports on specific programs may be filed here or under appropriate program headings depending upon office needs.
- 2-2 Reports to Congress

EDX—EDUCATIONAL & CULTURAL EXCHANGE**3 ORGANIZATIONS & CONFERENCES**

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

4 AGREEMENTS

Includes multilateral and third country agreements relating to exchange program. For agreements with binational foundations and commissions, SEE: EDX 6-4. For grant agreements and contracts with cooperating agencies and organizations and other government agencies, SEE: EDX 31. Subdivide by country if volume warrants.

5 LAWS & REGULATIONS

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

6 BINATIONAL FOUNDATIONS. COMMISSIONS.

Subdivide by name if volume warrants.

6-1 Meetings

Includes agenda and minutes. Arrange by number and/or date.

6-2 Reports

Subdivide by title if volume warrants.

6-3 Membership**6-4 Agreements****7 BOARD OF FOREIGN SCHOLARSHIPS****7-1 Meetings**

Includes agenda and minutes. Arrange by number and/or date.

7-2 Reports

Subdivide by title if volume warrants.

7-3 Program Analyses**7 BOARD OF FOREIGN SCHOLARSHIPS (Cont'd)****7-4 Documents**

Arrange by document number.

8 ADVISORY COMMISSION ON INTERNATIONAL EDUCATIONAL & CULTURAL AFFAIRS**8-1 Meetings**

Includes agenda and minutes. Arrange by number and/or date.

8-2 Reports

Subdivide by title if volume warrants.

8-3 Membership**8-4 Documents**

Arrange by document number.

9 (Reserved for future use)**10 FOREIGN STUDENT PROGRAM**

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

10-1 Policy. Plans. Guidelines.**10-2 Reports & Statistics**

Includes program and fiscal reports.

10-3 Program Effectiveness. Follow-up.**10-4 Grantee Services (General)****10-5 U.S. Schools Abroad**

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

10-6 Student Leader Seminars**11 TEEN-AGER PROGRAM**

Includes general material on grants-in-aid to enable teen-agers to travel and study abroad. Case file by project if volume warrants.

11-1 Policy. Plans. Guidelines.**11-2 Reports & Statistics**

Includes program and fiscal reports.

EDX—EDUCATIONAL & CULTURAL EXCHANGE**11 TEEN-AGER PROGRAM (Cont'd)****11-3 Program Effectiveness****12 YOUTH PROGRAM**

Includes U.S. program to work with youth groups abroad.

12-1 Policy. Plans. Guidelines.**12-2 Reports & Statistics****12-3 Program Effectiveness****13 FOREIGN PROFESSOR PROGRAM**

Includes lecturer and research scholar program. Papers on individual grantees may be case filed here alphabetically by name.

13-1 Policy. Plans. Guidelines.**13-2 Reports & Statistics**

Includes program and fiscal reports.

13-3 Program Effectiveness. Follow-up.**14 TEACHER DEVELOPMENT PROGRAM**

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

14-1 Policy. Plans. Guidelines.**14-2 Reports & Statistics**

Includes program and fiscal reports.

14-3 Program Effectiveness. Follow-up.**14-4 Special Projects.**

Subdivide by type and/or name if volume warrants.

15 FOREIGN LEADER PROGRAM

Papers on individual grantees may be case filed here alphabetically by name. For multinational leader projects, SEE: EDX 21; for voluntary leaders visiting U.S., SEE: EDX 24.

15-1 Policy. Plans. Guidelines.**15-2 Reports & Statistics**

Includes program and fiscal reports.

15 FOREIGN LEADER PROGRAM (Cont'd)**15-3 Program Effectiveness. Follow-up.****15-4 Programming Services (General)****16 FOREIGN SPECIALIST PROGRAM**

Papers on individual grantees may be case filed here alphabetically by name. For multinational specialist projects, SEE: EDX 21.

16-1 Policy. Plans. Guidelines.**16-2 Reports & Statistics**

Includes program and fiscal reports.

16-3 Program Effectiveness. Follow-up.**17 EDUCATIONAL TRAVEL PROGRAM**

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

17-1 Policy. Plans. Guidelines.**17-2 Reports & Statistics**

Includes program and fiscal reports.

17-3 Program Effectiveness. Follow-up.**18 U.S. STUDENT PROGRAM**

Material on individual grantees or specific projects may be case filed here alphabetically by name.

18-1 Policy. Plans. Guidelines.**18-2 Reports & Statistics**

Includes program and fiscal reports.

18-3 Program Effectiveness. Follow-up.**18-4 Grantee Services (General)****19 U.S. PROFESSOR PROGRAM**

Includes lecturer and research scholar program. Material on individual grantees may be case filed here alphabetically by name.

19-1 Policy. Plans. Guidelines.**19-2 Reports & Statistics**

Includes program and fiscal reports.

EDX-EDUCATIONAL & CULTURAL EXCHANGE**19 U.S. PROFESSOR PROGRAM (Cont'd)****19-3 Program Effectiveness. Follow-up.****19-4 Inter-Country Lectureships****19-5 English Language Teaching Program**

Use for English teaching conducted by U.S. professors abroad. For grantee English language training program, SEE: EDX 28-2; for all other programs, SEE: EDU 10.

20 TEACHER EXCHANGE PROGRAM

Program involves both U.S. and foreign teachers. Material on individual grantees or specific projects may be case filed here alphabetically by name.

20-1 Policy. Plans. Guidelines.**20-2 Reports & Statistics**

Includes program and fiscal reports.

20-3 Program Effectiveness. Follow-up.**20-4 Seminars. Workshops.**

For U.S. teachers abroad.

21 MULTINATIONAL FOREIGN SPECIALIST & LEADER PROJECTS

Subdivide by sponsor, type and/or name of project.

21-1 Policy. Plans. Guidelines.**21-2 Reports & Statistics**

Includes program and fiscal reports.

21-3 Program Effectiveness. Follow-up.**22 U.S. SPECIALISTS**

Papers on individual grantees may be case filed here alphabetically by name.

22-1 Policy. Plans. Guidelines.**22-2 Reports & Statistics**

Includes program and fiscal reports.

22-3 Program Effectiveness. Follow-up.**23 INSTITUTION AFFILIATION PROGRAM**

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

23-1 Colleges & Universities**23-2 State Organizations****24 VOLUNTARY VISITORS FROM ABROAD**

Use for general material on program. Case file by name of visitor under country.

24-1 Policy. Plans.**24-2 Reports & Statistics****24-3 Facilitative Services (General)****25 U.S. VISITORS ABROAD**

Use for general material on program. Case file by name of visitor under country.

25-1 Policy. Guidelines.**25-2 Reports & Statistics****25-3 Facilitative Services (General)****25-4 Programming Services (General)****26 (Reserved for future use)****27 EAST-WEST CENTER (HAWAII)****28 PROGRAMMING & FACILITATIVE SERVICES**

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

28-1 Orientation**28-2 English Language Training****28-3 Reception Centers**

Subdivide by name and location of center.

28-4 Hospitality Arrangements**28-5 Travel Arrangements**

Includes arrival and departure lists.

EDX-EDUCATIONAL & CULTURAL EXCHANGE**28 PROGRAMMING AND FACILITATIVE SERVICES (Cont'd)**

- 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 cooperating agencies and organizations and other government agencies and contracts for services. Subdivide by type and arrange thereunder by contract number on a fiscal-year basis.

- 31-1 General Policy, Guidelines.
- 31-2 Reports & Statistics
- 31-3 Contract Audit

31 GRANT AGREEMENTS, CONTRACTS (Cont'd)

- 31-4 Laws & Regulations
- 31-5 Reimbursement Agreements
- 31-6 Transfer of Funds Agreements
- 31-7 Dollar Agreements
- 31-8 Foreign Currency Agreements

32 (Reserved for future use)

33 EXCHANGE VISITOR PROGRAM

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

- 33-1 Policy, Plans, Guidelines.
- 33-2 Reports & Statistics
- 33-3 Notification of Designation
- 33-4 Visa Issuance, Waivers.
Use for general visa matters relating to program and all waivers on exchange visitors. For issuance of visas to exchange visitors, SEE: V outline.
- 33-5 Laws & Regulations
Use for lists of approved institutions.
- 33-6 Limitation of Stay

INFORMATION

Instructions

Use for papers dealing with the information program in general or with more than one of the various information media, such as press and publications, radio, TV, and motion pictures, 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. Use also for the informational media guaranty program.

INF

In addition to the information activities of any nation or group 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.

CULTURE, MOTION PICTURES, PRESS & PUBLICATIONS, RADIO and TV outlines for specific cultural and information media programs, including those of the U.S. Information Agency. Also includes public information activities conducted by USIA overseas on behalf of other Federal agencies through any single medium.

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

INF-INFORMATION

1 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. Also includes USIS relations with other U.S. Government agencies overseas, local governmental and nongovernmental groups.

1-1 Policy Guidances

Includes information policy statements, technical information exchange reports (TIE), etc.

1-2 Country Plans

1-3 Program Effectiveness

For effectiveness of specific USIS media programs, see appropriate outlines.

2 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

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: PPB 9-4 for news agencies and press associations.

INF-INFORMATION**4 EXCHANGE AGREEMENTS**

Except scientific and military information exchange, for which SEE: SCI 10 and DEF 10, respectively. For cultural presentations agreements, SEE: CUL 16; for publications exchange agreements, SEE: PPB 4; for educational and cultural exchange agreements, SEE: EDX outline.

5 LAWS & REGULATIONS

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

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 INFORMATIONAL MEDIA GUARANTY PROGRAM

Subdivide by name of company or type of media if volume warrants.

7-1 Policy. Plans.**7-2 Reports & Statistics****7-3 Contracts****7-4 Agreements**

Subdivide by name of country.

8 PSYCHOLOGICAL OPERATIONS

Use for program to influence opinions, emotions, attitudes or behavior of foreign groups through psychological activities in time of peace or war.

8-1 Warmongering**9 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.

9-1 Requests for Data

Use for agency requests for information from field.

9-2 Agency Reports & Studies**9-3 Field Reports****10 PROMOTION. PUBLICITY.**

Of information activities not covered in media outlines.

MOTION PICTURES

Instructions

Use for papers on all aspects of motion pictures dealing with entertainment and its use as an information/propaganda medium, other than agency's domestic public information program. The outline covers the motion picture program sponsored by the U.S. Information Agency through its field service, the U.S. Information Service (USIS), as well as those of other countries.

SEE: INFORMATION and CULTURE outlines for overall USIA program and those cultural and information programs not related to specific media.

PRESS & PUBLICATIONS, RADIO and TV outlines for information and cultural aspects of these media.

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

EDUCATION outline for use of motion pictures as an aid to teaching.

INDUSTRIES & COMMODITIES (Alphabetical List) for motion picture industry.

MP

MP-MOTION PICTURES

1 PROGRAM PLANNING. POLICY. GUIDELINES.

Use only for general material which cannot be filed under more specific subjects in this outline.

1-1 Program Effectiveness

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 ORGANIZATIONS & CONFERENCES

Use only for general material which cannot be filed under more specific subjects in this outline. Subdivide by name of organization and by name, date and location of conference if volume warrants.

4 AGREEMENTS

Use only for general material which cannot be filed under more specific subjects elsewhere in this outline.

5 LAWS & REGULATIONS

Use only for general material which cannot be filed under one of the more specific subjects in this outline.

6 COMMERCIAL OUTLETS. COMPANIES.

Includes film distributors, motion picture companies, cinema houses, etc. Subdivide by theatrical and non-theatrical if volume warrants.

7 VISITS

8 FESTIVALS

9 MOTION PICTURE FILMS

Arrange alphabetically by title. Use for all material on a specific film; for policy, precedent or general procedural matters, SEE: MP 11 through 16 below.

9-1 Catalog

9-2 Review of Films

MP—MOTION PICTURES**10 EQUIPMENT & SUPPLIES**

Includes procurement, maintenance and disposition of motion picture equipment and supplies except mobile units, for which SEE: MP 17.

10-1 Inventory**10-2 Equipment**

Includes loan, transfer, loss, etc.

10-3 Supplies**11 PROMOTION. PUBLICITY.****12 DISTRIBUTION. LOAN.**

Includes distribution lists.

13 PROCUREMENT. DISPOSITION.**13-1 Purchase****13-2 Order. Shipment. Transfer.****13-3 Disposal. Sale. Withdrawal.****14 CENSORSHIP****15 COPYRIGHTS****16 PRODUCTION****17 MOBILE UNITS****18 SPECIAL EVENTS COVERAGE**

PRESS & PUBLICATIONS

Instructions

Use for papers on all aspects of press, publications, including books, and related visual materials other than in agency's domestic public information program. Includes the propaganda and entertainment aspects of press and publications in the United States and other countries. This outline covers the overseas program sponsored by USIA through its field service, USIS.

SEE: INFORMATION outline for overall USIA and other information programs not related to specific media or involving more than a single specific medium.

CULTURE outline for materials presentation program, exhibits, libraries and centers.

MOTION PICTURES, RADIO and TV outlines for information and cultural aspects of these media.

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

PUBLIC RELATIONS outline for use of press and publications in agency's domestic public information program.

PPB

PPB-PRESS & PUBLICATIONS

1 PROGRAM PLANNING. POLICY. 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.

1-1 Program Effectiveness

Excluding book programs, for which SEE: PPB 12-1 and 13-1.

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 ORGANIZATIONS & CONFERENCES

Use only for general material which cannot be filed under more specific subjects in this outline. Subdivide by name of organization and by name, date, and location of conference, if volume warrants.

4 EXCHANGE AGREEMENTS

For exchange of journalists, SEE: EDX outline; for information exchange agreements, SEE: INF 4.

4-1 Press

4-2 Publications

5 COPYRIGHTS. CLEARANCES.

Use for material on copyrights, permission to print, etc., of publications and news in general; for specific publications, case file by title under PPB 9, 10, 12, or 13 as appropriate.

6 CENSORSHIP

Use for material on censorship of publications and news in general; for specific publications, case file by title under PPB 9, 10, 12 or 13 as appropriate.

7 VISITS

Use for visits of journalists and correspondents other than those visiting under the auspices of the exchange program, for which SEE: EDX outline.

PPB-PRESS & PUBLICATIONS**8 PRINTING & REPRODUCTION SERVICES**

Includes reproduction by USIS facilities, Regional Service Centers and local commercial firms. Subdivide by type if volume warrants.

8-1 Equipment

Includes procurement, maintenance and disposition of equipment.

8-2 Supplies**8-3 Inventory****8-4 Production Requisitions****8-5 Production Schedules****9 PRESS**

Includes all aspects of agency's overseas press relations and activities. SEE: PR outline for agency's domestic press relations.

9-1 Fast News

Includes instructions and correspondence re daily wireless, cables, signals. If volume warrants, subdivide by origin, (i.e., IPS, Local, etc.). Maintain wireless material as a separate reference file.

9-2 Press Releases

USIS-prepared for local news outlets. Includes newsletters and news releases.

9-3 Press Summaries**9-4 Press Organizations**

Includes U.S. and foreign news agencies and press associations. If volume warrants, subdivide by type or name of organization.

9-5 Press Conferences**9-6 Special Events Coverage**

Assignments for special coverage, both U.S. and overseas, of important news events, visiting leaders and specialists, students, Embassy activities, etc.

9-7 Correspondents

Includes lists of correspondents, biographic data, etc. For visits of correspondents, SEE: PPB 7.

10 PUBLICATIONS

Except books, for which SEE: PPB 12 and 13. Includes pamphlets and periodicals produced either by USIA or USIS to carry out the U.S. information program. For publications produced to explain U.S. foreign policy to U.S. public, SEE: PR 10.

10-1 Pamphlets

Arrange alphabetically by title.

10-2 Periodicals

Arrange alphabetically by title.

11 PUBLICATION MATERIALS

Use only for general correspondence. File actual materials in morgue. Subdivide by type (e.g., filmstrips, plastic plates, molds, cartoons, posters, picture stories, features, packets, kits, magazine reprints) if volume warrants.

11-1 Photographs

Includes negatives.

12 BOOKS

Includes all aspects of book programs for the production, distribution, and promotion of selected books in English or in translated editions. For book translation program, SEE: PPB 13; for book presentations, SEE: CUL 9-6; for centers and libraries, SEE: CUL 11; for IMG program, SEE: INF 7.

12-1 Policy. Plans. Guidelines.

Includes program effectiveness.

12-2 Reports & Statistics**12-3 Organizations & Conferences****12-4 Contracts**

Except IMG contracts, for which SEE: INF 7-3.

12-5 Promotion & Publicity

Includes book fairs and exhibits.

12-6 Dealers. Publishers.**12-7 Book Reviews****12-8 Distribution**

PPB—PRESS & PUBLICATIONS**12 BOOKS (Cont'd)****12-9 Low-Priced Books**

Use for material on program for production and distribution of paperback books abroad. Includes student and ladder editions.

12-10 Textbook Program

Also known as Special Textbook Program. Includes production of textbooks and supplementary material contracted for with local publishers overseas for commercial sale.

12-11 Book Development

A program to insure the writing and publishing of books that would not have been written and published without USIA encouragement. Also includes books written and/or published as a direct result of USIA initiative.

13 BOOK TRANSLATION PROGRAM

The promotion, through commercial channels, of the publication and distribution abroad of worthwhile American books in local languages. Subdivide by author of books if volume warrants.

13-1 Policy. Plans. Guidelines.

Includes program effectiveness.

13-2 Reports & Statistics**13-3 Translation Requests**

Includes post requests for approval, language rights, and copies for examination. Subdivide by author if volume warrants.

13-4 Recommended Lists

Includes Basic List, Translation List, book packets, current books, etc. Subdivide by type of list if volume warrants.

13-5 Promotion & Publicity

RADIO

Instructions

Use for papers relating to radio broadcasting and its use as an information, cultural, and entertainment medium, other than in the agency's domestic public information program. The outline covers the overseas radio programs sponsored by the U.S. Information Agency, such as the VOA program, as well as those of other countries. Also includes use of USIS radio facilities in conducting public relations activities for other U.S. agencies overseas.

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

TELECOMMUNICATIONS outline for regulatory and control matters affecting the radio industry and material on amateur radio and navigational systems and aids.

EDUCATION outline for use of radio as education medium.

RAD-RADIO

1 PROGRAM PLANNING. POLICY. GUIDELINES.

Use only for general material which cannot be filed under more specific subjects in this outline.

1-1 Program Effectiveness

Includes audience mail, clippings, etc. Subdivide by sponsoring agency if volume warrants.

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 ORGANIZATIONS & CONFERENCES

Use only for general material which cannot be filed under more specific subjects in this outline. Subdivide by name of organization and by name, date and location of conference if volume warrants.

4 AGREEMENTS

Use only for general material which cannot be filed under more specific subjects in this outline.

5 LAWS & REGULATIONS

Use only for general material which cannot be filed under more specific subjects in this outline.

6 RADIO STATIONS. NETWORKS.

Subdivide by name of organization, company or type if volume warrants.

7 VISITS

8 INTERFERENCE & JAMMING

9 SPECIAL EVENTS COVERAGE

10 EQUIPMENT & SUPPLIES

Includes procurement, maintenance and disposition of radio equipment and supplies.

10-1 Inventory

10-2 Equipment

Includes loan, transfer, etc.

10-3 Supplies

Includes parts, etc.

11 PROMOTION & PUBLICITY

12 PROGRAMMING

Includes development, production, and broadcasting of radio programs.

12-1 VOA Package Programs

12-2 USIS-Produced Programs

12-3 Local Relays of VOA

RAD

RAD-RADIO

12 PROGRAMMING (Cont'd)

12-4 Cooperatively-Produced Programs

12-5 Non-USIS-Produced Programs

12-6 Music

13 COPYRIGHTS

14 FREQUENCIES. HOURS OF BROADCAST.

Use for information program only. For commercial radio, SEE: TEL outline.

15 RELAY STATION OPERATIONS

16 MONITORING OPERATIONS

TELEVISION

Instructions

Use for papers relating to the use of television as an informational, cultural or entertainment medium, other than in agency's domestic public information program. The outline covers the overseas television program sponsored by the U.S. Information Agency, as well as those of other countries. Also includes the use of USIS TV facilities in conducting public relations activities for other U.S. agencies overseas.

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

10. RADIO

+ 10.1 ~~General~~ Mgt. & Reporting
(General policy & planning
etc.)
10.1 Policy, Planning & Report.

- 10.2 Broadcasting

20. Programming

21. Schedules

22. Recording

- 10.3 Engineering

Relay Station

30. Maintenance

1.

RECORDS CLASSIFICATION HANDBOOK

ECONOMIC

TABLE OF CONTENTS

<u>PRIMARY SUBJECT</u>	<u>CODE SYMBOL</u>
AGRICULTURE	AGR
AID	AID
AVIATION (CIVIL)	AV
ECONOMIC AFFAIRS (GENERAL)	E
ECONOMIC INTEGRATION	ECIN
FINANCE	FN
FUELS & ENERGY	FSE
FOREIGN TRADE	FT
INDUSTRIES & COMMODITIES	INCO
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

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 (Alphabetical List) 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.

AGR-AGRICULTURE

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.

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 or 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 15.

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.

11-3 Flood Control

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.

AID**7 PROGRAM OPERATION. TERMINATION.****7-1 Program Evaluation****7-2 Program Investigation****8 GRANTS. TECHNICAL ASSISTANCE.**

Includes UN technical assistance program. When the primary interest of an office is in a specific project rather than in the technical assistance program under which it is being carried out, the papers may be filed under the appropriate subjects in other outlines (e.g., natural resources under E 10, community development under SOC 6-5, etc.). Cross references should be used regardless of selected method of arrangement.

8-1 Agriculture. Natural Resources.**8-2 Industry****8-3 Transportation****8-4 Labor****8-5 Health. Sanitation.**

Includes nutrition.

8-6 Education**8-7 Public Safety. Public Administration.****8-8 Community Development. Social Welfare.****8-9 Housing**

Includes urbanization.

8-10 Private Enterprise.**9 LOANS**

For economic development purposes. Indicate lending organization (e.g., IBRD, IDA, etc.).

10 SUPPORTING ASSISTANCE

Economic aid for purposes which are primarily political or strategic.

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. Where primary interest is in the uses made of the funds, use the appropriate subject.

14 PEACE CORPS

Subdivide by type of project if volume warrants. For administrative matters, use Administration outlines.

14-1 PC - Policy. Plans. Coordination.

Includes program effectiveness.

14-2 PC - Reports & Statistics**14-3 PC - Organizations & Conferences****14-4 PC - Agreements****14-5 PC - Laws & Regulations****14-6 PC - Volunteers**

Use only for general material relating to role of volunteers in Peace Corps program. For matters relating to individual volunteers, such as recruitment, appointment, assignment, travel, etc., use appropriate administrative outline.

14-7 PC - Incidents**15 PL 480. FOOD FOR PEACE PROGRAM**

Use AID 15-8 thru 15-11 where it is desirable to keep all papers on PL 480 together. Where primary interest is in the end uses of either the commodities or the foreign currencies that 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 (AL) for PL 480 commodities. For shipping restrictions, SEE: OS 11-4.

15-1 PL 480 - Policy. Plans. Coordination.

AID

- 15 PL 480. FOOD FOR PEACE PROGRAM (Cont'd)**
- 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**
- 15-6 Surplus Commodities**
Types and quantities available for distribution under PL 480. Do not use INCO (AL) 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 PL 480. FOOD FOR PEACE PROGRAM (Cont'd)**
- 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)**
- 16 COMMODITY AID**
Providing foreign exchange for specific import transactions. SEE: AID 15 for distribution of surplus commodities under PL 480.

AV-AVIATION (CIVIL)**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**

Except labor matters, for which SEE: LAB outline, and consular services to this type personnel, for which SEE: PS outline. 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.

E**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. 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") or by geographic area if volume warrants.

6 COMMUNIST BLOC ECONOMIC PENETRATION

In general. For Communist Bloc aid, SEE: AID 6, 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.

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).

E-ECONOMIC AFFAIRS (GENERAL)**10 NATURAL RESOURCES**

Use only for papers which deal with natural resources in a general way or which cover several kinds collectively.

10-1 Conservation**10-2 Development****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 28 for hydrology.

11 WATER RESOURCES (Cont'd)**11-1 Conservation****11-2 Development****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 Land Nationalization****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.

An office which has a major responsibility for dealing with economic integration matters and the related international organizations may find it necessary or desirable to arrange large accumulations of papers by the name of the organization under the appropriate subject outline or according to the Special Instruction for International Organizations and Conferences.

ECIN

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.

7 VISITS

Of EEC, OECD officials, 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, accounting, audit, and other financial matters of an administrative nature.

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 BANKS & BANKING

Includes domestic and international banking; central, commercial, internal development, and savings banks and their operations. For international banks whose main activity is furnishing aid to underdeveloped countries, SEE: AID 9.

6-1 Credit. Loans.

Includes export credit, interest payments, etc.

6-2 Assets. Liabilities.

6 BANKS & BANKING (Cont'd)

6-3 Branch Banks

If volume warrants subdivision by specific banks, indicate country in which branch is located first and country of origin second (e.g., "Belgium-U.S." for a U.S. branch bank in Belgium).

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. Indicate country in which investments are made first and country making investments second (e.g., Portuguese investments in Angola: FN 9 Angola-Portugal). For investment opportunities, SEE: TP 15; for investment guaranty program, SEE: FN 11.

10 FOREIGN EXCHANGE

Use for material on settlement of international transactions (payments), deposits held in foreign banks, exchange rates, currency convertibility, 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.

FN

FN-FINANCE**11 INVESTMENT GUARANTY**

Includes program to encourage U.S. private investment abroad.

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. For papers dealing with specific program budgets (e.g., Defense, Foreign Aid, etc., use appropriate subject.

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****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, use 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.

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 Organizations**3-2 Industrial Organizations****3-3 International Organizations****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.

14 SOLAR ENERGY**15 FUEL SUPPLY**

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

16 PUBLIC UTILITIES**FSE**

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

Example:

FSE 9-2 Gas - Production & Consumption

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 strategic exports to Communist bloc countries. Trade in specific groups and types of commodities is excluded unless the primary emphasis or interest relates to a particular trade problem, such as tariff negotiations, dumping, etc., in which case the commodities may be subordinated to the appropriate subject in this outline. In such cases cross references should be made to the specific commodities involved in INCO (AL) where necessary or desirable.

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 of strategic goods to Communist bloc countries.

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

FT

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

Special Methods of Arrangement:

1. To indicate import or export trade:

a. When volume warrants only a primary folder:

FT - FOREIGN TRADE (IM)

b. When volume warrants subdivision by appropriate subject breakdowns:

FT 2 Gen. Reports & Stats. (EX)

2. To indicate trade between two countries (the importing country should be shown first):

a. When volume warrants only a primary folder:

FT - FOREIGN TRADE U.S.-Japan

b. When volume warrants subdivision by appropriate subject breakdowns:

FT 4 Trade Agreements U.S.-Japan

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.

2-1 Share of Market Reports**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. 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. For tariff negotiations, SEE: FT 7. Arrange by title of act and year of its enactment if volume warrants.

4-1 Reports to the President

For Tariff Commission Report to President on public hearings on tariff negotiations, SEE: FT 7-1.

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. For discriminatory measures, SEE: FT 11.

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 to other countries. For discriminatory measures, SEE: FT 11.

4 TRADE AGREEMENTS (Cont'd)**4-5 National Security Amendment****4-6 Trade Adjustment & Assistance**

Use for general material on assistance to industry, firms, and labor for injuries caused by unfavorable tariffs.

4-7 Renewals

Of trade agreement acts. Subdivide by title and year if volume warrants.

4-8 Agricultural Adjustment Act

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 (Reserved for future use)**7 TARIFF NEGOTIATIONS**

Use for material on bargaining and negotiations on tariff concessions. Subdivide by tariff conference if volume warrants.

7-1 Preparations. Procedures.**7-2 Concessions**

Granted and obtained on a reciprocal basis. Includes public release, lists of articles, public hearings report to the President. Sets of numbered conference and committee documents should be filed separately.

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

Subsidies to agriculture and industry to encourage exports. For adjustment and assistance under Trade Expansion Act, SEE: FT 4-6.

FT—FOREIGN TRADE**11 QUANTITATIVE RESTRICTIONS & CONTROLS**

Includes such discriminatory, non-tariff barriers as quarantine, food and drug regulations, etc. For material on legitimate quarantine and drug regulations, SEE: FT 15 and 17, respectively; for controls through legitimate fees, SEE: FT 13.

11-1 Licenses

Includes permits.

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.

11-5 Voluntary Controls**12 TRADE LIBERALIZATION**

Liberalization of trade restrictions.

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. For discriminatory measures, SEE: FT 11-3.

16 (Reserved for future use)**17 FOOD & DRUG REGULATIONS**

Sanitary regulations on foods and drugs. For domestic regulations, SEE: HLTH 17. For discriminatory measures, SEE: FT 11-3.

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 control over 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.

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**

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.

FT-FOREIGN TRADE**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 reexportation or admission through customs.

25 ENTRY OF MERCHANDISE (Cont'd)**25-5 Illegal Entry**

In violation of customs laws and regulations with or without fraudulent intent. Includes smuggling and contraband in general. For illegal shipments of munitions, SEE: FT 18-4; for smuggling of other specific commodities (e.g., narcotics), SEE: INCO (AL).

26 MERCHANDISE IN BOND

Merchandise held in storage pending withdrawal for domestic consumption or reexportation. Includes storage, warehouses, charges, and transportation.

INDUSTRIES & COMMODITIES

Instructions

Use for papers which deal in general with business, industry, manufacturing, commodities, materials, and products. Material dealing with specific types of industries, commodities, etc., should be arranged alphabetically by group or type of business, industry, profession, commodity, material or product, using the alphabetical list at the end of this outline as a guide.

Because of their special significance and importance, a few industries and their related commodities are excepted, namely: fuels and energy, petroleum, telecommunications, and the transportation industries. For the same reason, general matters pertaining to agriculture are excepted. Also excluded are commodities involved in aid programs and the export control program.

In the case of papers dealing primarily with trade problems involving specific commodities or industries, they may be filed under the appropriate subject in the FOREIGN TRADE outline (e.g., FT 7 Tariff Negotiations, FT 14 Dumping, etc.) with a cross reference to the specific commodity or industry in the INCO Alphabetical List. The same treatment may be accorded specific industries and commodities in connection with nationalization or expropriation (INCO 15-2) and stockpiling (DEF 1-2) if desired.

SEE: AGRICULTURE, FUELS & ENERGY, PETROLEUM, TELECOMMUNICATIONS and the transportation outlines for these industries and related commodities.

INCO

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

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

PROTECTIVE SERVICES outline for consular services to business abroad, including protection of property, judicial and legal services, etc.

FINANCE outline for investment policy and actual investments in business and industry abroad.

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

Special Methods of Arrangement:

Offices which need an alphabetical file of particular groups or specific types of business, industries, professions, commodities, etc., may arrange them in one of the following ways:

1. Alphabetically by specific types of industries, commodities, etc., with no attempt to group related ones into categories:

INCO - WHEAT
INCO - RUBBER & RUBBER PRODUCTS
INCO - FISH & FISHING

2. Alphabetically by groups of related industries, commodities, etc., with each group further subdivided into specific types:

INCO - FISH & FISHING (TUNA)
INCO - FISH & FISHING (SALMON)
INCO - FISH & FISHING (HALIBUT)

INCO-INDUSTRIES & COMMODITIES

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 1-2 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 15.

11 INDUSTRIAL PROPERTY

Patents, models, designs, trademarks and trade-names. 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 protection of U.S. firms, SEE: TP 19.

11-1 Inventions & Patents

11-2 Trademarks & Tradenames

For protection of U.S. firms, SEE: TP 19.

11-3 Copyrights

Includes book piracy. For creative arts, SEE: CUL 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.

INCO-INDUSTRIES & COMMODITIES**12 PRODUCTION & CONSUMPTION (Cont'd)****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 clearinghouse, 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.

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, except for petroleum industry, for which SEE: PET 15-2. Includes sequestration and socialization, and laws and decrees. SEE: PS 8-4 for consular services to individual firms so involved.

INCO-ALPHABETICAL LIST (AL)

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.

Accessories (Apparel)

Use Clothing.

Acids

Use Chemicals & Chemical Products.

Advertising**Air Conditioning & Refrigeration****Aluminum & Aluminum Products****Animal Fats**

Use Fats & Oils.

Animal Husbandry & Veterinary Science

Includes animal diseases and treatment.

Animal Products (Inedible)**Antiques****Apparel, Wearing**

Use Clothing.

Appliances

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

Architecture**Asbestos**

Use Mining, Minerals & Metals.

Athletic Equipment

Use Recreational Equipment.

Badges

Use Notions & Novelties.

Barbers & Beauticians Equipment & Supplies

Base Metals

Use Mining, Minerals & Metals.

Bauxite

Use Mining, Minerals & Metals.

Bedding, Mattresses, etc.

Use Furnishings.

Beverages & Beverage Materials**Bicycles****Brass**

Use Mining, Minerals & Metals.

Breweries

Use Beverages & Beverage Materials.

Bronze

Use Mining, Minerals & Metals.

Brooms

Use Furnishings.

Building Materials**Buttons**

Use Notions & Novelties.

Cameras

Use Photographic Equipment & Products.

Candy

Use Food & Food Products.

Cattle

Use Livestock, Meat & Meat Products.

Cellophane

Use Plastics & Plastic Products.

Celluloids

Use Plastics & Plastic Products.

Cement**Ceramics**

Use Glass & Clay Products.

Cereals

Use Grains, Feeds & Seeds.

Chemicals & Chemical Products**Chrome****Clays**

Use Glass & Clay Products.

Cleaning Compounds

Use Soap & Cleaning Compounds.

Clocks

Use Watches & Clocks.

Clothing**Cocoa****Coffee****Condiments**

Use Food & Food Products.

Construction

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

Construction Equipment

Use Equipment & Machinery.

Containers & Packaging**Copper & Copper Products****Cork & Cork Products**

Use Forestry & Forest Products.

Corn & Cornmeal**Cosmetics**

Use Barbers & Beauticians Equipment & Supplies.

Cottage Industry

Use Small-scale Industries.

Cotton & Cotton Products**Dairying & Dairy Products****Dates****Dental Instruments & Equipment**

Use Professional & Scientific Instruments & Equipment.

Department Stores

Use Wholesale & Retail Trade.

Detergents

Use Soap & Cleaning Compounds.

Disinfectants

Use Chemicals & Chemical Products.

Distilleries

Use Beverages and Beverage Materials.

Drugs & Pharmaceuticals**Dyes**

Use Chemicals & Chemical Products.

Eggs

Use Poultry & Eggs.

Electronics & Electronic Products**Enamels**

Use Paints & Varnishes.

Engineering

For engineering as science, SEE: SCI 50.

Equipment & Machinery

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

Explosives (Non-military)**Extracts, Food**

Use Food & Food Products.

Fats & Oils (Animal, fish & vegetable)**Feathers****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.

Flavorings

Use Food & Food Products.

Floor Coverings (All types)

Use Furnishings.

Flour

Use Grains, Feed & Seeds.

Flowers & Bulbs**Fluorspar**

Use Mining, Minerals & Metals.

Food & Food Products**Forestry & Forest Products**

Includes reforestation.

Foundry Products

Use Iron & Steel & Related Products.

Fowl Products

Use Poultry & Eggs.

Fruit Products

Use Fruits, Nuts & Vegetables.

Fruits, Nuts & Vegetables**Furnishings (Office, household & school)****Furniture (All kinds)**

Use Furnishings.

Fur Seals & Fur Sealing**Furs**

Use Hides, Skins & Furs.

Glass & Clay Products**Gold**

For gold as medium of exchange, currency, etc., SEE: FN 10 and 17, respectively.

Grain Products

Use Grains, Feeds & Seeds.

Grains, Feeds & Seeds

Hair Manufactures (Human)

Use Barbers & Beauticians Equipment & Supplies.

Handicrafts

Use Small-scale Industries.

Hats

Use Clothing.

Heavy Water**Hides, Skins & Furs****Hops**

Use Grains, Feeds & Seeds.

Hotels**Housing****Ice Cream**

Use Dairying & Dairy Products.

Industrial Alcohol

Use Chemicals & Chemical Products.

Industrial Chemicals

Use Chemicals & Chemical Products.

Insecticides**Iron & Steel & Related Products****Jewelry**

Use Precious Metals & Stones.

Jute

Use Fibers & Textiles.

Kitchenware

Use Furnishings.

Lead & Zinc & Related Products**Leather & Leather Goods****Leavening Products**

Use Food & Food Products.

Lime & Limestone

Use Mining, Minerals & Metals.

Linen & Linen Products

Use Fibers & Textiles.

Liquor

Use Beverages & Beverage Materials.

Livestock, Meat & Meat Products**Lumber & Lumber Products****Machine Tools & Metal-working Equipment****Machinery**

Use Equipment & Machinery.

Marble

Use Mining, Minerals & Metals.

Meat & Meat Products

Use Livestock, Meat & Meat Products.

Meat Packing

Use Livestock, Meat & Meat Products.

Medicinal Preparations

Use Drugs & Pharmaceuticals.

Metallurgy

Use Mining, Minerals & Metals.

Metal-working Equipment

Use Machine Tools & Metal-working Equipment.

Mining, Minerals & Metals

Includes metallurgy.

Molasses

Use Food & Food Products.

Monkeys

Use Wildlife.

Motion Pictures**Musical Supplies & Equipment**

Use Recreational Equipment.

Narcotics

Use Drugs & Pharmaceuticals.

Natural Fibers

Use Fibers & Textiles.

Naval Stores**Newsprint**

Use Pulp, Paper & Paperboard.

Non-ferrous Metals

Use Mining, Minerals & Metals.

Non-Metallic Minerals (Manufactures)

Use Mining, Minerals & Metals.

Notions & Novelties**Nuts**

Use Fruits, Nuts & Vegetables.

Occupations

Use Professions & Occupations.

Office Machines

Use Equipment & Machinery.

Oils

Use Fats & Oils.

Optical Instruments & Equipment

Use Professional & Scientific Instruments & Equipment.

Packaging

Use Containers & Packaging.

Paints & Varnishes**Palm Oil**

Use Fats & Oils.

Paper & Paperboard Products

Use Pulp, Paper & Paperboard.

Pennants

Use Notions & Novelties.

Pharmaceuticals

Use Drugs & Pharmaceuticals.

Photographic Equipment & Products**Pictures**

Use Photographic Equipment & Products.

Pins

Use Notions & Novelties.

Plastics & Plastic Products**Plumbing Equipment & Supplies**

Use Equipment & Machinery.

Polishes

Use Soap & Cleaning Compounds.

Potash

Use Mining, Minerals & Metals.

Poultry & Eggs**Precious Metals & Stones****Printers Supplies**

Use Printing & Publishing.

Printing & Publishing**Private Construction**

Use Construction.

Professional & Scientific Instruments & Equipment**Professions & Occupations****Publishing**

Use Printing & Publishing.

Pulp, Paper & Paperboard**Raw Materials****Real Estate****Recreational Equipment****Reed Products**

Use Fibers & Textiles.

Refrigeration

Use Air Conditioning & Refrigeration.

Resins

Use Plastics & Plastic Products.

Retail Trade

Use Wholesale & Retail Trade.

Rice**Rope**

Use Fibers & Textiles.

Rubber & Rubber Products**Scientific Instruments**

Use Professional & Scientific Instruments & Equipment.

Scrap Metal

Use Iron & Steel & Related Products.

Seeds

Use Grains, Feeds & Seeds.

Shoes

Use Clothing.

Silk & Silk Products

Use Fibers & Textiles.

Silver**Skins**

Use Hides, Skins & Furs.

Slate

Use Mining, Minerals & Metals.

Small-scale Industries**Smoking Supplies**

Use Tobacco & Tobacco Products.

Soap & Cleaning Compounds**Soybeans & Soybean Products****Spices**

Use Food & Food Products.

Sporting Goods

Use Recreational Equipment.

Stains

Use Paints & Varnishes.

Steel & Steel Products

Use Iron & Steel & Related Products.

Storage

Use Warehousing & Storage.

Straw Products

Use Fibers & Textiles.

Sugar**Sulphur**

Use Mining, Minerals & Metals.

Supermarkets

Use Wholesale & Retail Trade.

Surgical Instruments & Equipment

Use Professional & Scientific Instruments & Equipment.

Synthetic Fibers

Use Fibers & Textiles.

Synthetics (other than Fibers)**Tea****Textiles**

Use Fibers & Textiles.

Theatrical Supplies & Equipment

Use Recreational Equipment.

Thermometers

Use Professional & Scientific Instruments & Equipment.

Tin & Tin Products**Tobacco & Tobacco Products****Tools, Machine**

Use Machine Tools & Metal-working Equipment.

Tourism**Toys & Games**

Use Recreational Equipment.

Tung Oil

Use Paints & Varnishes.

Tungsten**Uranium****Varnishes**

Use Paints & Varnishes.

Vegetable Oils

Use Fats & Oils.

Vegetables & Vegetable Products

Use Fruits, Nuts & Vegetables.

Warehousing & Storage**Watches & Clocks****Wax**

Use Animal Products (Inedible).

Wearing Apparel
Use Clothing.

Whales & Whaling

Wheat

Wholesale & Retail Trade

Wildlife

Wood & Wood Products
Use Lumber & Lumber Products.

Wood Pulp
Use Pulp, Paper & Paperboard.

Wool & Wool Products

Yarn
Use Fibers & Textiles.

Zinc
Use Lead & Zinc & Related Products.

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	<u>Japan</u>
12 Production & Consumption	

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: 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.

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, for which SEE: IT 6, 7-6, 8-6 or 11-6. 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 COMPANIES. LINES.

Subdivide by name if volume warrants.

7 HIGHWAY TRANSPORT

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 HIGHWAY TRANSPORT (Cont'd)

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.

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.

IT

IT—INLAND TRANSPORT**7 HIGHWAY TRANSPORT (Cont'd)**

- 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 TRANSPORT

- 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 RAIL TRANSPORT (Cont'd)

- 8-14 Terminals (Rail)**
- 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 TRANSPORT**

- 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)**

IT-INLAND TRANSPORT**11 WATERWAY TRANSPORT (Cont'd)**

- 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)**
- 11-14 Ports & Harbors**
- 11-15 Bridges & Structures (Wwy)**

11 WATERWAY TRANSPORT (Cont'd)

- 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 Personnel**
Do 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 and for Communist efforts to infiltrate and influence labor organizations.

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 federations of more than one country (such as ICFTU); independent federation 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.

7 VISITS

By labor and union officials, representative labor groups, etc., except those participating in exchange program, for which SEE: EDX outline.

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. For training under exchange program, SEE: EDX outline.

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.

LAB

LAB-LABOR & 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, hiring procedures and controls.

**13 EMPLOYMENT. UNEMPLOYMENT. TURNOVER
(Cont'd)****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 high way, rail, inland waterway, etc., transportation.

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

OS-OCEAN SHIPPING

1 GENERAL POLICY. PLANS.

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, for which **SEE: OS 6**. 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) 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**.

6-1 Discrimination. Boycott.

Discrimination against and boycotting of shipping companies regardless of kind of cargo being carried. For cargo discrimination or boycott, **SEE: OS 11-5**; for trade discrimination and boycott, **SEE: FT 11-3 and FT 11-2**, respectively.

7 VISITS

8 TAXES & FEES

9 ROUTES & SCHEDULES

10 RATES & CHARGES

For port fees and charges, **SEE: OS 14-6**.

10-1 Freight Rates

10-2 Passenger Rates

11 CARGOES

11-1 Dangerous Cargoes

11-2 Cargo Storage

Includes containers.

OS

OS—OCEAN SHIPPING**11 CARGOES (Cont'd)****11-3 Cargo Gear**

Includes automated equipment.

11-4 Cargo Preference**11-5 Discrimination. Boycott.**

Other than cargo preference. Includes seizure of cargoes. For discrimination and boycott of companies and lines, SEE: OS 6-1.

12 SHIPS. VESSELS. EQUIPMENT.

Subdivide by types or names of vessels if volume warrants. For inland waterway vessels, SEE: IT 11-12; for transportation of oil by tankers, SEE: PET 18-2.

12-1 Shipbuilding. Repairs.

Includes subsidies, plans, and designs.

12-2 Sale. Purchase. Transfer.

Includes registration resulting from these actions. For salvage and scrapping, SEE: OS 12-14.

12-3 Flags of Convenience

Sometimes called "flags of necessity." Includes transfer of registry under foreign flag.

12-4 Documentation**12-5 Accidents**

Includes liability of vessels in collisions. For salvage and scrapping, SEE: OS 12-14.

12-6 Charter**12-7 Nuclear Propulsion**

For nuclear liability, SEE: AE 12.

12-8 Tonnage**12-9 Liens****12-10 Loan****12-11 Reserve Fleet****12-12 Movement of Vessels****12-13 Marine Insurance****12-14 Salvage. Scrapping.****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

For port charges and fees, SEE: OS 14-6.

14-3 Port Authority**14-4 Port Security****14-5 Berthing****14-6 Port Fees & Charges****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**

Except labor matters, for which SEE: LAB outline, and 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.

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 Organizations

3-2 Industrial Organizations

3-3 International Organizations

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.

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

PET

PET-PETROLEUM

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 TRADE (Cont'd)

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.

PO-POSTAL AFFAIRS

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. Includes Universal Postal Union.

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: CUL 15.

7 VISITS

8 CENSORSHIP

Of mail. For censorship of press and publications, SEE: PPB 6.

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

PO

STRATEGIC TRADE CONTROL

Instructions

Use for papers on the control of exports of strategic commodities 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.

INDUSTRIES & COMMODITIES (Alphabetical List) for trade in specific non-strategic commodities to Communist or other countries.

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 embargo-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.

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.

STR

STR—STRATEGIC TRADE CONTROL**7 SHIPMENTS OF U.S. GOODS (Cont'd)****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 over export to non-Communist 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.

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 19-8.

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.

STR-STRATEGIC TRADE CONTROL**12 INTERNATIONAL CONTROL SYSTEMS (Cont'd)****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.

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.

14-2 Definitions**14-3 List Review****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**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 outline for matters concerning educational uses of telecommunications media.

INFORMATION, RADIO and TV outlines for matters involving the dissemination of information through various telecommunications media.

SPACE & ASTRONAUTICS outline for noncommercial aspects of space communications.

TRANSPORTATION outline for use of telecommunications in navigational aids.

COMMUNICATIONS & RECORDS outline for agency telecommunications facilities and services.

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

TEL

TEL-TELECOMMUNICATIONS**8 RADIO (Cont'd)****8-4 Radio Interference****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.

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 TELEVISION (Cont'd)**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**

Includes papers dealing with telecommunications equipment in general; for those dealing with specific types of equipment, use appropriate subject in this outline (e.g., TEL 8 for radios).

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.

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 to them by posts. Subdivide by name of U.S. firm represented and/or name of individuals if volume warrants.

7 VISITS. MISSIONS. (Cont'd)**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. For exhibits at permanent U.S. trade centers, SEE: TP 20.

8-1 U.S. Participation

Use for all U.S. departmental and interdepartmental 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 (Reserved for future use)****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 and 8-4 for consular service to specific firms and individuals in resolving complaints and claims.

11 COMMERCIAL LIBRARIES

Includes reading room.

TP-TRADE PROMOTION & ASSISTANCE**12 (Reserved for future use)****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 & INVESTMENT OPPORTUNITIES

Includes requests for information on general or specific aspects of trade relations between the U.S. and foreign countries; for trade opportunities of U.S. and foreign firms to establish business relations abroad; and for private investment opportunities in new plants, mines, plantations, etc. Includes licensing of foreign-owned patents. For policy and objectives concerning private investment, SEE: FN 9. Subdivide by name of firm and/or individual if volume warrants.

15-1 Bids & Tenders**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 OVERSEAS BUSINESS REPORTS

Formerly referred to as World Trade Information Service.

19 ASSISTANCE TO/PROTECTION OF U.S. FIRMS

Except trade inquiries and opportunities, for which SEE: TP 15. Includes assistance requested or given for protection of U.S. firms from such detrimental practices as patent infringement, etc. Assistance is also provided 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. OFFICES.

Includes permanent trade centers and offices established abroad.

21 ADVERTISING

Includes directories, guides, and commercial newsletters.

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.

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. Also includes ideological differences within the Communist bloc and Communist propaganda.

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.

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 trade with and between Communist countries.

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

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

EDUCATIONAL & CULTURAL EXCHANGE and CULTURE outlines for East/West exchanges and cultural presentations program.

INFORMATION and specific media outlines for programs to counter Communist movement and propaganda.

POLITICAL AFFAIRS & RELATIONS outline for counter-insurgency program, Communists and fellow travelers, Communist and anti-Communist activities and national Communist party.

EDUCATION outline for Communist activities in the educational field.

CSM-COMMUNISM

1 DOCTRINE. PARTY LINE. OBJECTIVES.

Party policy, ideology, statements and position on given issues. Actual goals. Subdivide by doctrine, issue, goal, etc., if volume warrants (e.g., peaceful coexistence, goals in less-developed countries).

1 DOCTRINE. PARTY LINE. OBJECTIVES. (Cont'd)

1-1 Schisms. Deviation.

Includes all indications of vulnerability, such as deviationism, revisionism, intra-party factions, inter-party disputes, dissidents, purges, and liquidation.

CSM-COMMUNISM**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****5 (Reserved for future use)****6 FRONTS. AFFILIATES.**

Communist-dominated and pro-Communist organizations, both national and international. Subdivide by category (e.g., "National" or "International") and/or by name, such as World Federation of Democratic Youth, and World Peace Council, if volume warrants.

7 VISITS**8 (Reserved for future use)****9 (Reserved for future use)****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: INF and media outlines.

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 COMMUNISM

General policy and position of host country, U.S., or third country, and segments of such governments (e.g., favorable, lax, tolerant, stiffening, etc.).

12 POPULAR ATTITUDE TOWARD COMMUNISM**13 (Reserved for future use)****14 COMMUNIST YOUTH****14-1 Movement****14-2 Festivals**

DEFENSE AFFAIRS**Instructions****DEF**

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 development of rockets, non-military use of space, etc.

DEF-DEFENSE AFFAIRS**1 POLICY. PLANS. READINESS.****1-1 Contingency Planning****1-2 Stockpiling of Strategic & Critical Materials**

Subdivide by name of specific commodity if volume warrants. Includes disposal of surplus 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, 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 material on specific organizations of this type should arrange it by name of organization, using appropriate subject breakdowns within this outline, or apply the Special Instruction for International Organizations and Conferences.

5 LAWS & REGULATIONS

Use only for material which cannot be filed under one of the more specific subjects in this outline. Includes National Security Act.

6 ARMED FORCES

Includes order of battle, strength, joint service matters, command structure, force goals, composition of forces, exercises and maneuvers, etc., either of a single country or international forces. Also includes country commitments when collective defense forces are involved, NATO annual review, etc. For role of armed forces in military operations, SEE: POL 27.

6-1 Army

DEF-DEFENSE AFFAIRS**6 ARMED FORCES (Cont'd)****6-2 Navy**

Includes Marines and Coast Guard. For role of Coast Guard in merchant shipping, SEE: OS outline.

6-3 Air Force**6-4 Militia. Reserves.**

Includes National Guard as reserve force.

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 (Reserved for future use)**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.

6-11 Command Structure

For command of a single branch of service, SEE: DEF 6-1 thru 6-5.

6-12 Exercises. Maneuvers.

For exercises and maneuvers of a single branch of service, SEE: DEF 6-1 thru 6-5.

7 VISITS. MISSIONS.

Of military aircraft, vessels and personnel to and from a given country. Includes clearances except flight clearances and authorized overflights for military aircraft, for which SEE: DEF 17-1. Does not include advisory groups provided under military assistance, for which SEE: DEF 19-9. For inspections or tours of military bases and installations, SEE: DEF 15-7.

8 EXHIBITIONS. SHOWS. PARADES.

Includes Armed Forces Day, military air shows, etc.

9 MILITARY PERSONNEL

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 in behalf of Veterans Administration and Selective Service, SEE: PS 11-1 and 11-2, respectively.

9-1 Dependents**9-2 Housing****9-3 Morale. Discipline.**

Includes court martial.

9-4 Recruitment. Enlistment. Conscription.**9-5 Training**

Other than in military schools and academies, for which SEE: DEF 6-9.

9-6 Pay & Allowances

Includes uniforms, pension, retirement, etc.

9-7 Service in Foreign Armed Forces**9-8 Use of Aliens****9-9 Discharge****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; DEF 19-8 for armaments provided under military assistance program.

DEF-DEFENSE AFFAIRS**12 ARMAMENTS (Cont'd)****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 19-10.

12-2 Stockpiling. Storage.**12-3 Surplus**

SEE: DEF 19-8 for surpluses provided under military assistance program.

12-4 Production. Repair.

SEE: INCO outline for the economic aspects of such production; for offshore procurement, SEE: DEF 19-8.

12-5 Procurement. Sale.**13 LOGISTICAL MATTERS**

Includes general material relating to support of armed forces operations except at bases, for which SEE: DEF 15-5 and transportation of troops, for which SEE: DEF 17.

14 NON-MILITARY ACTIVITIES

Use for general material on use of armed forces for peaceful purposes, such as rescue during civil disaster, civic action, public works, mapping and survey, and other operations not involved in defense and military activities. For specific activities or projects, use appropriate subject where possible.

15 BASES. INSTALLATIONS.

Subdivide by location and/or name if volume warrants.

15-1 Policy. Plans. Background.**15-2 General Reports & Surveys****15-3 Status of Forces**

Includes rules, regulations, and SOF treaty articles on such subjects as civil and criminal jurisdiction, military jurisdiction, courts martial, traffic and other violations by members of armed forces. Subdivide by SOF article or case file by name of individual if volume warrants.

15 BASES. INSTALLATIONS. (Cont'd)**15-4 Agreements & Leases**

Except Status of Forces agreement, for which SEE: DEF 15-3. Includes negotiation, renegotiation and termination of agreements and leases, as well as provisions regarding land utilization, mineral and oil resources exploration and development, sale of crops on leased sites, civil use, etc.

15-5 Facilities & Services

Includes hospitals, commissaries, PX's, postal service, storage facilities, access roads, fueling of aircraft and vessels, etc. Subdivide by location and/or name if volume warrants.

15-6 Community Relations

Except SOF and labor matters, for which SEE: DEF 15-3 and 15-8, respectively. Includes public relations, social affairs, etc.

15-7 Inspections. Tours.

Only of military bases and installations.

15-8 Labor & Employment

Relates only to employment of local personnel on bases, wages, working conditions, and other labor matters.

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 Establishment. Construction. Termination.

Includes activation, deactivation, dismantling, etc.

16 (Reserved for future use)

DEF-DEFENSE AFFAIRS**17 MILITARY TRANSPORTATION**

Use only for service aspect. For construction and maintenance of aircraft and vessels, SEE: DEF 12; for movement of troops as show of force, SEE: POL 27-5.

17-1 Flight Clearances.

Authorized overflights only. For alleged or actual unauthorized overflights, SEE: POL 31-1.

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****18-6 Control Measures**

Excluding demilitarized and nuclear-free zones, for which SEE: DEF 18-9. Includes all measures taken to prevent: (1) possible war through mistakes in judgment; (2) spread of nuclear weapons to non-nuclear powers; (3) the placing in orbit or stationing in outer space of weapons capable of producing mass destruction. Also includes notification given of all anticipated military troop movements.

18-7 Inspection. Surveillance. Verification.

Use for inspection and verification to insure that nations carry out scheduled limitations or reductions in armed forces and armaments. Includes progressive zonal inspection, verification systems, etc.

18-8 Testing & Detection

Of nuclear explosions.

18-9 Demilitarized & Nuclear-Free Zones**19 MILITARY ASSISTANCE**

Includes Military Assistance Program (MAP) of U.S. and similar programs of other countries. Show furnishing and/or receiving country if volume warrants (furnishing country first). For supporting assistance, SEE: AID 10.

19-1 Policy. Plans.

Use only for general material that cannot be filed under a more specific subject under DEF 19.

19-2 Reports & Statistics**19-3 Organizations & Conferences****19-4 Agreements (Mil. Assistance)****19-5 Laws & Regulations****19-6 Communist Bloc Assistance**

Military assistance supplied by Communist bloc countries. Subdivide into Cash Sales, Credit Sales, Grants, etc., if volume warrants.

19-7 Military Construction**19-8 Equipment & Supplies (Mil. Assistance)**

Includes armaments, 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 control over disposal of MAP strategic items of excess property by foreign governments, SEE: STR 11-2. For military offset program, SEE: FN 12.

19-9 Advisory & Training Assistance

Includes MAAG. Subdivide by type (e.g., regular, guerrilla, etc.) if volume warrants.

19-10 Mutual Weapons Development Program (MWDP)**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 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.

INT

SEE: POLITICAL AFFAIRS & RELATIONS outline for biographic information, including that on Communists and fellow travelers.

COMMUNISM outline for information on world political strategy of Communism, Communist fronts and affiliates, and Communist propaganda.

DEFENSE AFFAIRS outline for exchange of military information.

SCIENCE & TECHNOLOGY outline for exchange of scientific information.

INT-INTELLIGENCE

1 GENERAL POLICY. COORDINATION.

2 ESTIMATES & REPORTS

Use for general intelligence reports which cannot be associated with any subject outline. Includes procedures and instructions for preparation, submission, distribution, etc.

2-1 Intelligence Notes & Summaries

2-2 National Intelligence Estimates (NIE)

2-3 National Intelligence Surveys (NIS)

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

Use for methods, programs of collection and types to be collected (e.g., foreign publications, maps, photographs, travel reports, etc.). Use for material collected and submitted under program only when it cannot be filed under a specific subject in other outlines.

7 VISITS. MISSIONS.

8 DISSEMINATION OF INTELLIGENCE

Planning and coordination, distribution lists, restrictions, etc.

9 COUNTERINTELLIGENCE

10 (Reserved for future use)

11 RESEARCH

Includes plans, methods, projects, effectiveness, etc., and research by non-government sources. 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 support- ing or putting down rebellion, political organizations, international hostilities, and territorial claims and disputes (air, land, and water).

POL

SEE: COMMUNISM outline for international Communism.

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 of abroad.

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

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.

1-1 Contingency Planning. Coordination.

Use for papers dealing with development and coordination of U.S., host country or regional political policies for contingency use. Includes intra- and inter-agency arrangements and responsibilities. For contingency planning pertaining to defense matters, SEE: DEF 1-1; pertaining to access to Berlin, SEE: POL 38.

1-2 Basic Policies. Guidelines. Directives.

Use for papers so broad in political nature that they cannot be filed under one of the more specific subjects in this outline. Subdivide, as appropriate, by category, country, area or subject. For basic policies dealing with other than political affairs, use appropriate subject outline.

1 GENERAL POLICY. BACKGROUND. (Cont'd)

1-3 Policy Evaluation.

Use for papers dealing with review of overall U.S., host country or regional political policies, trends, ideology. Use POL 1-2, or other appropriate subject, when a specific policy, directive or guideline is under review.

2 GENERAL REPORTS & STATISTICS

Includes reporting requirements, procedures, 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

2-5 Information Summaries

Use for "Infotels" and Information Airgrams. May be filed subjectively if desired.

POL-POLITICAL AFFAIRS & RELATIONS**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, Afro-Asian Peoples Solidarity Organization, etc. 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 LAW

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), etc).

6 PEOPLE. BIOGRAPHIC DATA.

Use only for material which cannot be filed under one of the more specific subjects elsewhere in the outline (e.g., POL 15-1 for Heads of State, POL 29 for political prisoners, etc.).

6-1 (Reserved for future use)**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, whether in or out of public office; high-level officials, such as Cabinet officers when acting as President's personal representative or concerned primarily with political matters; 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 "Johnson-Wilson 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. For neutrality declarations and related materials resulting from outbreak of war, 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. For armed intervention, SEE: POL 27; for interference in national elections, SEE: POL 14.

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**12 POLITICAL PARTIES**

Use for materials on membership, strength, leadership, finances, party factions and splits, meetings, and related matters pertaining to political parties as such. Exclude: Materials on national elections, for which SEE: POL 14; legislative matters, for which SEE: POL 15-2; and defectors and expellees, for which SEE: POL 30. Subdivide by name of party if volume warrants.

12-1 Policy. Plans. Ideology.**12-2 (Reserved for future use)****12-3 Meetings & Conferences****12-4 (Reserved for future use)****12-5 Laws. Statutes.****12-6 Membership. Leaders.**

Includes party elections, purges of party, etc. Subdivide by name of leader if volume warrants.

12-7 (Reserved for future use)**12-8 Structure & Functions**

Includes party organization.

12-9 Education & Training

Includes party "schools."

13 NON-PARTY BLOCS

Use for materials on blocs, groups, and organizations which engage to some degree in political activities, have impact on government or on political trends and developments or which otherwise have political significance. Includes pressure groups. For activities of political exiles, SEE: POL 30-2; for demonstrations, riots, and similar disorders in which such non-party groups are involved, SEE: POL 23-8. Subdivide by type and thereunder by name if volume warrants.

13-1 Labor Organizations**13-2 Students. Youth Groups.****13-3 Ethnic & National Minorities****13 NON-PARTY BLOCS (Cont'd)****13-4 Business Groups****13-5 Farm Groups****13-6 Religious Groups****13-7 Cultural Groups****13-8 Military Organizations**

Including veterans groups.

13-9 Nationalist Organizations**13-10 Extremist Organizations****13-11 Women's Organizations****14 ELECTIONS**

Except for provincial and municipal government office, for which SEE: POL 18-1, and within dependencies, for which SEE: POL 19-6.

Includes materials on specific election, forecasts, voting, election issues, results, procedures, honesty, candidates, electoral laws and decrees, suffrage, and government and foreign interference. Subdivide by specific election if volume warrants.

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, etc.). Subdivide by branches and/or by specific elements or positions (e.g., President, King, Premier, Ministry of Finance) as appropriate for the particular county involved.

15-1 Head of State. Executive Branch.

Includes family of Head of State. For Presidential missions or visits by Heads of State, SEE: POL 7.

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

POL-POLITICAL AFFAIRS & RELATIONS**15 GOVERNMENT (Cont'd)****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.**

Includes flag, seal, coat-of-arms, etc.

15-7 Church-State Relations

General materials only. For political activities and influence of religious groups as non-party blocs, SEE: POL 13-6; for religious discrimination, SEE: SOC 14.

15-8 Official Language

Of a nation.

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 initial celebration, 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

Includes establishment, status, termination, persona non grata, and protocol. Appointment of diplomatic representative to an international organization may be shown by treating the organization as a country for filing purposes only. SEE: Administration outlines for administrative matters involving U.S. diplomatic and consular personnel.

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. Also includes travel restrictions.

17-3 Diplomatic & Consular Lists**17 DIPLOMATIC & CONSULAR REPRESENTATION (Cont'd)****17-4 Ceremonial & Social Affairs**

Except those involving contacts with Communist representatives, for which SEE: POL 17-8. Includes Independence Day anniversary celebrations, Christmas and New Year's greetings between nations, etc. For commemorative celebrations and holidays not involving diplomatic relations, SEE: CUL 6.

17-5 Arrival & Departure. Change in Status.

Notices sent or received concerning temporary absences from country, arrivals, departures, changes of rank, etc., of diplomatic and consular personnel.

17-6 Harassment

Includes surveillance of diplomatic and consular personnel.

17-7 Foreign Mission Administration

Use for all material relating to administration and operation of foreign missions (e.g., site acquisition for new chancery). For U.S. post administration, SEE: Administration outlines.

17-8 Contacts with Communist Representatives**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

For election of state and local persons to national office, SEE: POL 14.

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.

19-1 Policy. Plans. Background.**19-2 Reports & Statistics**

POL-POLITICAL AFFAIRS & RELATIONS**19 GOVERNMENT OF DEPENDENCIES (Cont'd)****19-3 Organizations & Conferences****19-4 Agreements & Treaties****19-5 Laws & Regulations****19-6 Elections****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 petitions and organizations except the UN, for which SEE: POL 3 or other appropriate subject, and Communist fronts posing as peace organizations, for which SEE: CSM 6. Subdivide by name of organization if volume warrants.

22 INCIDENTS. DISPUTES.

Use only for material which cannot be filed under one of the more specific subjects elsewhere in this outline. For incidents and disputes involving air space, territory, waters, and boundaries, SEE: POL 31-1, 32-1, 33-4, 33-5 and 33-6.

23 INTERNAL SECURITY. COUNTER-INSURGENCY.

Includes program to strengthen internal defense as means of counteracting potential or actual insurgency.

23-1 Plans. Programs.**23-2 Reports****23-3 Forces. Organizations.**

Organization, strength, capabilities, coordination, and political reliability.

23-4 Espionage**23-5 Laws & Regulations**

Includes laws and regulations controlling or banning Communist Party.

23 INTERNAL SECURITY. COUNTER-INSURGENCY. (Cont'd)**23-6 Agents**

Includes registration of foreign agents, bogus agents, and notification by agents representing foreign governments in U.S.

23-7 Infiltration. Subversion. Sabotage.**23-8 Demonstrations. Riots. Protests.**

Other than those involving rebellion, for which SEE: POL 23-9. Includes disorders and violent acts, such as arson, bombings, stonings, shootings, and atrocities, as well as passive opposition and non-violent activities, such as picketing and petitions. Also includes suppression and control.

23-9 Rebellion. Coups.

Includes any type of planned, attempted or actual revolt and actions to suppress it. However, where the rebellion is not short-lived and involves military operations to any significant extent, use POL 27.

23-10 Travel Control

Use for material on travel controls of foreign countries, both internal and external, which are not concerned with alien applicants for U.S. visas, U.S. visa reciprocity, or U.S. travelers. For exit permits and other travel controls on (1) national of a foreign country applying for a U.S. visa, SEE: V-name; (2) U.S. citizen wishing to leave a foreign country, SEE: PS 7-6 or PS-name; (3) alien leaving U.S., SEE: V-name; (4) effect on U.S. visa operations or reciprocity, SEE: V 5; (5) effect on U.S. travelers, SEE: PPT 7-1. For travel controls imposed on diplomatic and consular personnel, SEE: POL 17-2.

23-11 Travel Observation

Use for reports on movement of people. Includes lists of travelers.

24 SANCTIONS

Use for policy of applying sanctions as a political consideration by UN, OAS, etc. For specific type of sanction or bilateral action, SEE: FT 11 or POL 27-2.

25 (Reserved for future use)

POL-POLITICAL AFFAIRS & RELATIONS**26 (Reserved for future use)****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 other kinds of armed conflict within a single country. Includes use of military forces as a deterrent or to exert political pressure, even though such forces are not engaged in combat. For rebellions and coups which involve some military action but are short-lived in character, SEE: POL 23-9.

27-1 Invasion**27-2 Blockade**

Includes military quarantine. For relief to victims of blockade, SEE: POL 27-9.

27-3 Use of Foreign Country Forces

When forces are used for purposes other than actual warfare, use appropriate subject (e.g., for quelling a rebellion, SEE: POL 23-9).

27-4 Use of International Forces

Includes UN Emergency Forces. When forces are used for purposes other than actual warfare, use appropriate subject (e.g., for quelling a rebellion, SEE: POL 23-9).

27-5 Show of Force

Includes troop or ship movements as deterrent or to exert political pressure. Where purpose of movement is in doubt, use DEF 6-12.

27-6 Logistics**27-7 Prisoners of War. Hostages. Civilian Internees.**

Includes treatment of, attempts to brainwash, exchange of, etc. For assistance to such persons, SEE: PS 7.

27-8 Looting

For restitution of looted cultural property, SEE: CUL 10-1.

27-9 War Damage. Relief.

For claims and protection of U.S. interests resulting from war damage, SEE: PS 8-4.

27 MILITARY OPERATIONS (Cont'd)**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 matters 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. For problem of access to Berlin growing out of occupation agreement, SEE: POL 38.

28-1 Policy. Coordination. Background.

Includes relations between occupying powers, military liaison, etc.

28-2 Reports**28-3 Organizations & Conferences**

Such as meetings of Commandants and their deputies in Berlin.

28-4 Agreements & Treaties

Relating to occupation.

28-5 Laws & Regulations**28-6 Occupation Forces****29 POLITICAL PRISONERS**

Includes arrest, detention, expulsion, treatment, trials, amnesty, pardons, and executions. For consular assistance to citizens taken prisoner, SEE: PS 7.

POL-POLITICAL AFFAIRS & RELATIONS**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, often 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**

Includes political actions of exiles, such as anti-government declarations and propaganda, conspiracies, governments-in-exile, and opposition-in-exile.

31 AIR SPACE. BOUNDARIES.

Includes claims 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. For international civil aviation and military defense matters, 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.

Includes international and national territorial matters.

32-1 Territory & Boundary Disputes. Violations. Incidents.

Other than those involving air space or water, for which SEE: POL 31-1, 33-4, 33-5, and 33-6. Includes irredentism and territorial claims except island claims, for which SEE: POL 32-6. For disputes which enlarge into extensive military operations, SEE: POL 27.

32-2 Territory & Boundary Delimitation. Mapping.

Includes demarcation.

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.****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

Includes freedom of navigation, piracy, right of hot pursuit, exploitation of the seabed, rights to lay cables and pipelines, rights to fish on the high seas, detention of ships; and disputes, violations, incidents, and claims.

POL-POLITICAL AFFAIRS & RELATIONS**33 WATERS. BOUNDARIES.(Cont'd)****33-7 Free Access to Sea**

Right of innocent transit to and from the sea, through 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.

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 COMMISSIONS

Use only for materials on the organization, membership, meetings, and general activities of international boundary commissions. Subdivide by name if volume warrants. Specific case or project materials should be filed under appropriate subjects elsewhere in this outline.

36 (Reserved for future use)**37 (Reserved for future use)****38 ACCESS TO BERLIN**

Use only for access of Western and other nations to Berlin by air, land, or water. Subdivide as Allied (Tripartite-France, UK, and US), West German, and others as necessary. For travel between East and West Berlin, the Wall, etc., SEE: POL 23-10.

38-1 Policy. Plans. Background.

Includes basic policy documents, policy statements, historical studies, briefing materials, etc.

38 ACCESS TO BERLIN (Cont'd)**38-2 (Reserved for future use)****38-3 Organizations & Conferences**

SEE: POL 38-6 for quadripartite organizations and communications net.

38-4 Agreements & Treaties**38-5 Laws & Regulations****38-6 Quadripartite Organizations & Communications Net**

Includes military and political contingency planning groups.

38-7 (Reserved for future use)**38-8 Harassments & Blockage of Access**

Use for general materials that cover more than one form of access or that are too general in nature to be filed under POL 38-9 through 38-12. Includes general materials on responses to and countermeasures for contingencies.

38-9 Air Access

Includes developments, contingencies, and responses to contingencies. Subdivide as Allied Military or Allied Civilian as necessary.

38-10 Highway Access

Includes developments, contingencies, and responses to contingencies. Subdivide as Allied and non-Allied, including German civilian, as necessary.

38-11 Rail Access

Includes developments, contingencies, and responses to contingencies. Subdivide as Allied and non-Allied, including German civilian, as necessary.

38-12 Waterway Access

Includes developments, contingencies, and responses to contingencies.

SCIENCE

TABLE OF CONTENTS

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

NARS
BILL SHARPE
Operations & Administration

WASHINGTON, D.C.

DATE: June 21, 1965

PART III

1. MATERIAL TRANSMITTED

- a. State/USIA Records Classification Handbook which replaces MOA III-Exhibit 620A. It contains the official file system to be installed in USIA overseas establishments in accordance with instructions in USIA CA-2882, dated April 9, 1965 and Joint State/USIA CA-12994, dated June 4, 1965. The regulations and procedures contained in the USIA Overseas Records Management Handbook (MOA III-600) will continue to apply to the records management program of USIA overseas establishments, except for those portions referred to in the instructions contained in the attachment to CA-2882. The Overseas Records Management Handbook will be amended to conform to those instructions as soon as possible.
- b. Cross-reference sheet which will provide Manual holders with a guide to the location of the Records Classification Handbook.

2. FILING INSTRUCTIONS FOR PART III

- a. For overseas offices maintaining a complete Manual - Remove and destroy all but one copy of Exhibit 620A (TL's 598D & 351F, 715D & 422F). (One copy should be retained with the 1962-1964 block of subject files for reference purposes.) Insert attached cross-reference sheet in the MOA immediately following Section 620.
- b. For handbook users - It is suggested that the Records Classification Handbook, the Overseas Records Management Handbook (including Exhibit 620A), MOA III-600, CA-2882, April 9 and CA-12994, June 4, be filed together in a three-ring binder so that all pertinent filing instructions are available in one place.
- c. For domestic offices - Remove and destroy Exhibit 620A (TL's 598D & 351F, 715D & 422F) and insert attached cross-reference sheet immediately following Section 620. Agency offices having a need for the Records Classification Handbook can obtain a copy from the Management Division, IOA/M.

DISTRIBUTION: M-1 Domestic (TL and Cross-reference sheet only)
M - Field

STATE/USIA Records Classification
Handbook

(Cross-reference Sheet)

The UNIFORM STATE/USIA RECORDS CLASSIFICATION HANDBOOK (April 1965 edition) contains the official file system to be installed in USIA overseas establishments.

Copies of this Handbook are being sent to all USIA overseas establishments for the use of personnel whose duties involve record keeping responsibilities. It is not being sent automatically to domestic offices. Because of its bulk, and for convenient reference, offices receiving the Handbook should maintain it in a separate three-ring binder with other related materials as suggested in the Transmittal Letter.

Domestic offices having a need for the Handbook can obtain a copy from the Management Division, IOA/M.

ATOMIC ENERGY

Instructions

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

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.

AE-ATOMIC 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.

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

AE-ATOMIC ENERGY**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

Includes effect on plastics, damage to metals and alloys, etc.

10-2 Radioactive Waste Disposal

Includes tank, sea, and ground burial.

11 RESEARCH & DEVELOPMENT

Includes European Council for Nuclear Research.

11-1 Isotopes Development**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**SCI****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 (SCI 1 through 14) are for use in filing papers of a general nature. The categories which follow (SCI 20 through 64) are intended for use in arranging papers on particular sciences.

SEE: INDUSTRIES & COMMODITIES outline for matters which pertain to applied research and development in the industrial world and for the manufacture of scientific instruments and equipment.

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

ATOMIC ENERGY 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.

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 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

SCI-SCIENCE & TECHNOLOGY**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.

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.

15-19 (Reserved for future use)

The following subjects are for filing material on a particular branch of science or scientific research, including any expeditions involved:

20 PHYSICAL SCIENCES

Use only for general material which cannot be filed under a more specific science shown below.

21 ASTRONOMY

Includes astrophysics, cosmology, planetary and stellar dynamics, celestial mechanics, and radio astronomy.

22 CHEMISTRY

Includes physical inorganic, analytical, organic and colloidal chemistry.

23 CRYSTALLOGRAPHY**24 GEOCHEMISTRY**

Study of the chemical composition of earth's crust.

25 GEOGRAPHY. CARTOGRAPHY.**26 GEOLOGY****27 GEOPHYSICS****28 HYDROLOGY**

Study of the properties, distribution and sources of water. Includes hydrography.

29 MATHEMATICS

Includes arithmetic, trigonometry, calculus, special functions, probability, statistical mathematics, set theory, Theory of Games, Theory of Nimbus, topology.

30 METEOROLOGY

Study of the atmosphere and its phenomena. Includes climatology.

31 OCEANOGRAPHY**32 PALEONTOLOGY**

Study of ancient life forms.

33 PHYSICS

Includes mechanics of solids, fluids, and gases, sound, optics and heat. For molecular, atomic or nuclear physics, SEE: AE outline.

34 SEISMOLOGY**35 WEIGHTS & MEASURES. TIME.**

Includes calendar reform.

36 STATISTICS**37-39 (Reserved for future use)**

SCI-SCIENCE & TECHNOLOGY**40 BIOLOGICAL SCIENCES**

Use for biological sciences not shown below, such as biophysics, biochemistry, etc. SEE: HLTH outline for practice of medicine and medical science.

41 BIOLOGY

Includes evolution, genetics, microbiology.

42 BOTANY**43 ZOOLOGY**

44-49 (Reserved for future use)

50 ENGINEERING

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

51-59 (Reserved for future use)

60 SOCIAL SCIENCES**61 ANTHROPOLOGY****62 ARCHAEOLOGY****63 SOCIOLOGY****64 PSYCHOLOGY**

The following breakdowns may be used to subdivide any of the above sciences if volume warrants:

- 1 Research
- 2 Reports
- 3 Organizations & Conferences
- 4 Agreements
- 5 Laws & Regulations

Example:

SCI 30-3 Meteorology Orgs. & Confs.	WMO
--	-----

SPACE & ASTRONAUTICS

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.

SP

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

TELECOMMUNICATIONS outline for commercial space communications matters.

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.

7 VISITS

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 Gemini, 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.

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

SP-SPACE & ASTRONAUTICS**12 SATELLITES (Cont'd)****12-4 Scientific Satellites**

Includes 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

Use for tracking station operations. For base agreements involving tracking stations, construction of facilities and manning of military bases, SEE: DEF 15.

16 FRAGMENTS. UNIDENTIFIED FLYING OBJECTS.

RECORDS CLASSIFICATION HANDBOOK

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 in 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.

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, polio, 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.

HLTH-HEALTH & MEDICAL CARE**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.

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. Includes exhibits.

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 HEALTH & MEDICAL SERVICES (Cont'd)**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 8-5 for technical assistance projects.

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 8-5; for economic aspects of food (e.g., production and consumption data, manufacturing industries, etc.), SEE: INCO (AL); 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

REF

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 resettled, 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 population shifts and discrimination towards and persecution of minorities, including racism, anti-Semitism, genocide and mass deportation.

LABOR & MANPOWER outline for matters concerning migrant labor.

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

REF-REFUGEES & MIGRATION**10 CARE & MAINTENANCE (Cont'd)****10-5 Clothing****10-6 Financial Assistance****10-7 Employment**

Includes help in locating employment.

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 REESTABLISHMENT (Cont'd)**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.

SOC

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

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

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

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

CULTURE outline for a nation's culture, cultural development and conflicts, etc.

EDUCATION outline for educational levels, trends, and development.

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

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, Red Cross organization and conferences, etc.

4 MANNERS & CUSTOMS

SEE: SOC 14 for human rights; SOC 15 for status of women, SOC 16 for 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.

SOC—SOCIAL CONDITIONS**6 SOCIAL DEVELOPMENT (Cont'd)****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 8-9.

6-3 Housing

Use for social effect of improved housing on population and need for more adequate housing. SEE: INCO (AL) for housing as an industry.

6-4 Industrialization & Technology, Effect of**6-5 Community Development**

Use for matters other than those pertaining to projects carried out under technical assistance programs, for which SEE: AID 8-8.

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 15-6; 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 relief to war victims, SEE: POL 27-9; for assistance to U.S. citizens involved in disasters abroad, SEE: PS 7-6, except aircraft accidents, for which SEE: PS 12.

11 PUBLIC SAFETY & 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 23-8.

11-1 Crime Prevention

Includes regulation and control of firearms for this purpose.

11-2 Police System

Non-political matters only. Includes INTERPOL. For police as a component of internal security forces, SEE: POL 23-3. For their participation in suppressing riots, coups, etc., SEE: POL 23-8 and 23-9.

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

Use for crime and law enforcement aspects only. Includes specific violations, suspects, arrests, prosecution, etc. SEE: INCO-Drugs for manufacture, licit trade, smuggling, etc.; HLTH 8 for use of narcotics for medicinal purposes.

11-6 Traffic in Persons

SOC--SOCIAL CONDITIONS**11 PUBLIC SAFETY & LAW ENFORCEMENT
(Cont'd)**

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; SOC 14 for religious discrimination.

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.

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.

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 overpopulation.

14 HUMAN RIGHTS. RACE RELATIONS.
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.).

14-1 General Policy.
Includes position papers and briefing papers.

14-2 General Reports & Statistics
Includes yearbook.

14 HUMAN RIGHTS. RACE RELATIONS. (Cont'd)

14-3 Organizations & Conferences
Except NGO's, for which SEE: SOC 14-6. Subdivide by name if volume warrants.

14-4 Conventions. Declarations.

14-5 Laws & Regulations

14-6 Nongovernmental Organizations
Subdivide by name if volume warrants.

14-7 Genocide. Mass Deportations.

14-8 Captive Peoples. Slavery.
Use for social aspects only. For labor aspects, SEE: LAB 10.

14-9 Statelessness

15 STATUS OF WOMEN
Includes political and civil rights, economic opportunities, family status and rights, educational opportunities, etc.

15-1 General Policy. Plans.
Includes position papers.

15-2 General Reports & Statistics

15-3 Organizations & Conferences
Except NGO's for which SEE: SOC 15-6. Subdivide by name if volume warrants.

15-4 Conventions. Declarations.

15-5 Laws & Regulations

15-6 Nongovernmental Organizations
Subdivide by name if volume warrants.

16 CHILDREN. YOUTH.
Includes White House Conference on Children and Youth, protection of children's rights. For child labor, SEE: LAB 10; for youth and other exchange programs, SEE: EDX outline; for social problems, such as juvenile delinquency, etc., SEE: SOC 8.

17 POST-WAR RECONSTRUCTION

18 CEMETERIES
Other than military, for which SEE: DEF 6-10.

SPECIAL INSTRUCTIONS

TABLE OF CONTENTS

INTERNATIONAL ORGANIZATIONS & CONFERENCES

CRISIS FILES

COMMERCIAL OFFICERS

PEACE CORPS REPRESENTATIVES

SPECIAL
INSTRUCTIONS

SPECIAL INSTRUCTION

INTERNATIONAL ORGANIZATIONS AND CONFERENCES

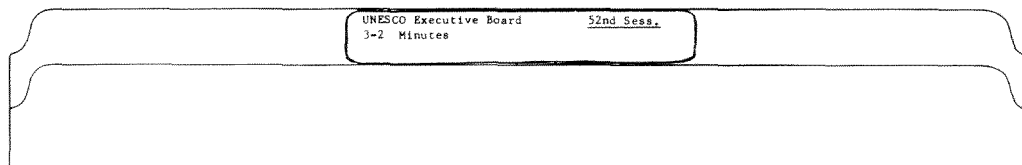
This special instruction for arranging papers on international organizations and conferences should be used when:

1. An office has a primary interest in or responsibility for handling one or more particular international organizations and/or conferences and, therefore, accumulates too large a volume of papers to be filed adequately under the subjects within any single outline in the handbook. Use of this special instruction will enable the office to maintain a separate file on a specific organization or conference, providing subject matter coverage for both administrative and substantive program material.
2. An office has a primary interest in the organization and administrative operations of an international organization or conference rather than in its substantive program and, therefore, has need for administrative subjects which are not adequately provided for in the Administration or other subject outlines of the Handbook.
3. An international organization is of a multi-purpose nature and, therefore, papers concerning it cannot properly be filed under the subjects within a single outline (e.g., UNESCO, ECOSOC, etc.).

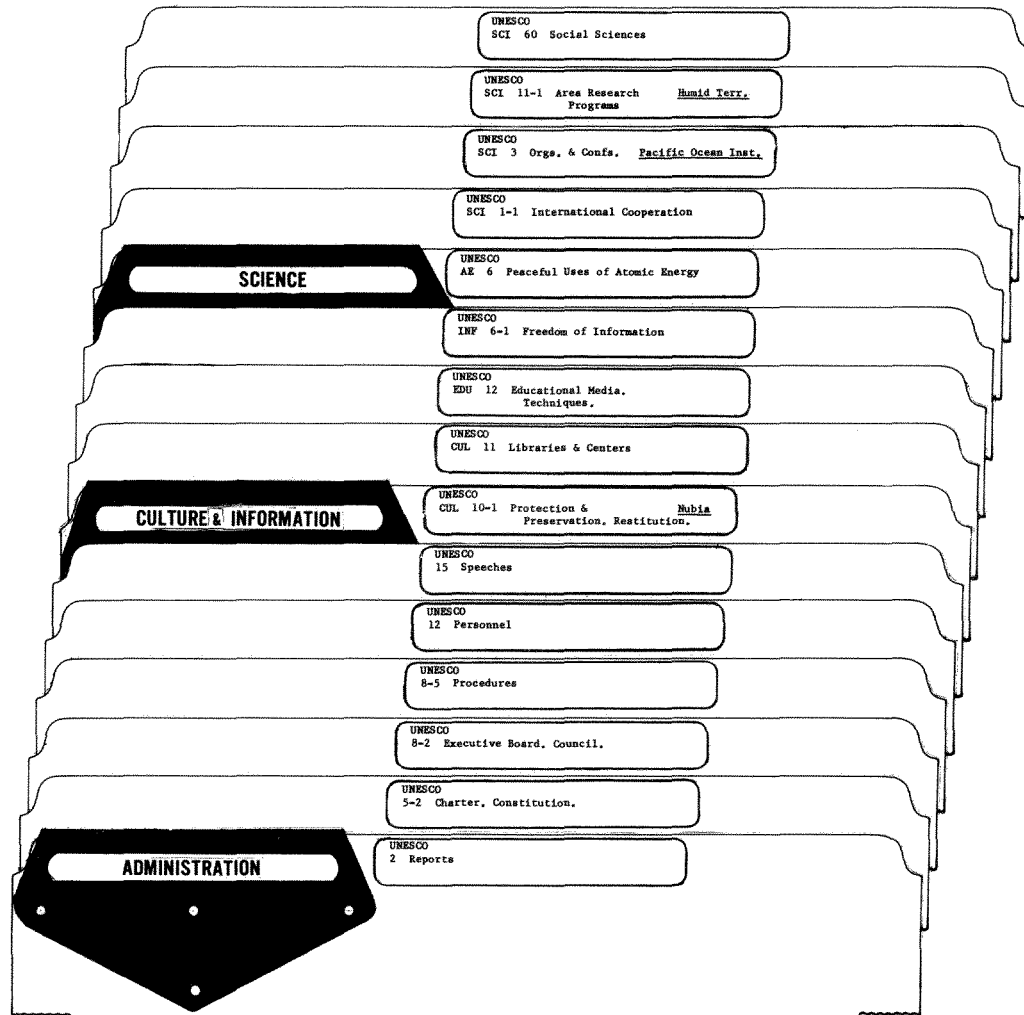
Method of Arrangement

Papers should be arranged by name of the organization or conference, subdivided by the appropriate standard administrative subjects listed in this special instruction and program subjects selected from any outlines in the handbook. Where the abbreviated title of the organization is well-known, its full name need not be written out on the folder labels. Normally the administrative folders, if any, should precede the program subject folders. The latter should be arranged by broad subject category (e.g., ECONOMIC, POLITICAL & DEFENSE, etc.) and thereunder alphabetically by code symbol (see Exhibit on page 2).

Where volume warrants, the papers relating to a subordinate element of an organization (e.g., Executive Board, committee or working group, etc.) may be subdivided by the standard administrative subjects. Papers may be further subdivided by the specific session of an international organization or conference of a continuing nature. Example:



ORGANIZATION FILE



EXHIBIT

LIST OF ADMINISTRATIVE SUBJECTS

1 ADMINISTRATION (GENERAL)

Use only for general material which cannot be filed under one of the more specific subjects in this list.

1-1 Policy. Plans. Coordination.

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 U.S. Representative stating U.S. 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 subjects 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. SESSIONS.

Includes notices of meetings to be held, invitations to attend, organization of meeting, etc. For meetings of USDEL, SEE: 22-1.

3-1 Agenda

Includes proposals to be taken up at meetings. Copies of agenda items may be filed subjectively if desired.

3-2 Minutes

Includes verbatim transcript and summary record of meetings.

3-3 Non-Participation

By members who voluntarily fail to attend or vote.

3-4 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 U.S. participation in international organizations. For staff study recommending U.S. 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**

By delegates or staff of international organizations, including travel restrictions imposed on them. Also includes visits to UN and other organizations.

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, membership slates, questions concerning enlargement of bodies, geographical representation, etc.

8-3 Secretariat

Includes Secretary General. For staffing, SEE: 12.

8-4 Committees. Working Groups.

Subdivide by name if volume warrants.

8-5 Procedures

Includes rules of procedure, terms of reference, precedent practices, etc. For voting procedures, SEE: 8-7.

8 STRUCTURES & FUNCTIONS (Cont'd)**8-6 Officers**

Other than those provided for under 8-1 thru 8-4 above.

8-7 Voting

Includes procedures, voting record, etc.

9 SEAL. FLAG.

Includes anthem, emblem, etc.

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. For privileges and immunities, SEE: 27; for honors and decorations, SEE: 28.

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 (Reserved for future use)**12-3 Compensation**

Includes salary, allowances, taxation problems, etc. For honoraria, SEE: 31; for indemnities, SEE: 29.

12 PERSONNEL (Cont'd)**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.

12-8 (Reserved for future use)**12-9 Training**

Includes UN internships, UN Institute of Training and Research, etc.

13 COMMUNICATIONS & RECORDS

Except documents, for which SEE: 14.

13-1 Periodic Summary Telegrams**13-2 Language & Interpretation****14 DOCUMENTS**

Use only for corrections, copy requirements, reproduction and distribution, etc. Sets of numbered conference documents should be filed separately. For language requirements, SEE: 13-2.

14-1 Proceedings**14-2 Resolutions**

Other than those filed subjectively.

15 SPEECHES

Copies may be filed subjectively if desired.

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 PUBLIC INFORMATION (Cont'd)**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. For consultative role of NGO's, SEE: 25.

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****17-5 Physical Security**

Subdivide by name and/or location of building if volume warrants.

18 EQUIPMENT, SUPPLIES & SERVICES**19 TRAVEL & TRANSPORTATION**

Use for administrative aspects only. For visits by delegates or staff, SEE: 7.

20 HOTEL & HOUSING ACCOMMODATIONS**21 ENTERTAINMENT. HOSPITALITY.****22 DELEGATIONS. REPRESENTATIVES.**

Includes credentials.

22-1 U.S. Delegation. Representatives.

Includes staff studies re U.S. participation, approval of USDEL, letter to President, report of USDEL, etc. For instructions to USDEL Chairman or U.S. Representative, SEE: 1-2.

22 DELEGATIONS. REPRESENTATIVES.(Cont'd)**22-2 Foreign Country Delegations. Representatives.****22-3 Lists of Delegates. Representatives.****23 OBSERVERS**

Use for official observers assigned to organization by non-member nations.

24 PARTICIPANTS

Includes question of principles and rules relating to participation without vote in discussions on specific items by non-member nations, private organizations, or individuals as petitioners.

25 NONGOVERNMENTAL ORGANIZATIONS

Includes private organizations which are international in character and are granted consultative status in order to present their views before international organizations. Subdivide by name if volume warrants. For liaison with NGO's for public information purposes, SEE: 16-6.

26 PROTOCOL**27 PRIVILEGES & IMMUNITIES**

Includes commissary and PX privileges, free entry, tax exemption, etc., accorded delegates, Secretariat staff, NGO's, and correspondents. For travel restrictions imposed by host country, SEE: 7.

28 HONORS & DECORATIONS**29 INDEMNITIES**

Includes discussion of and action on payment for loss or injury incurred while serving with UN.

30 HOLIDAYS. ANNIVERSARIES.

Includes commemorative celebrations, UN Day, etc.

31 HONORARIA

Includes fees to special rapporteurs and members of certain UN bodies.

SPECIAL INSTRUCTION**CF****"CRISIS" FILES**

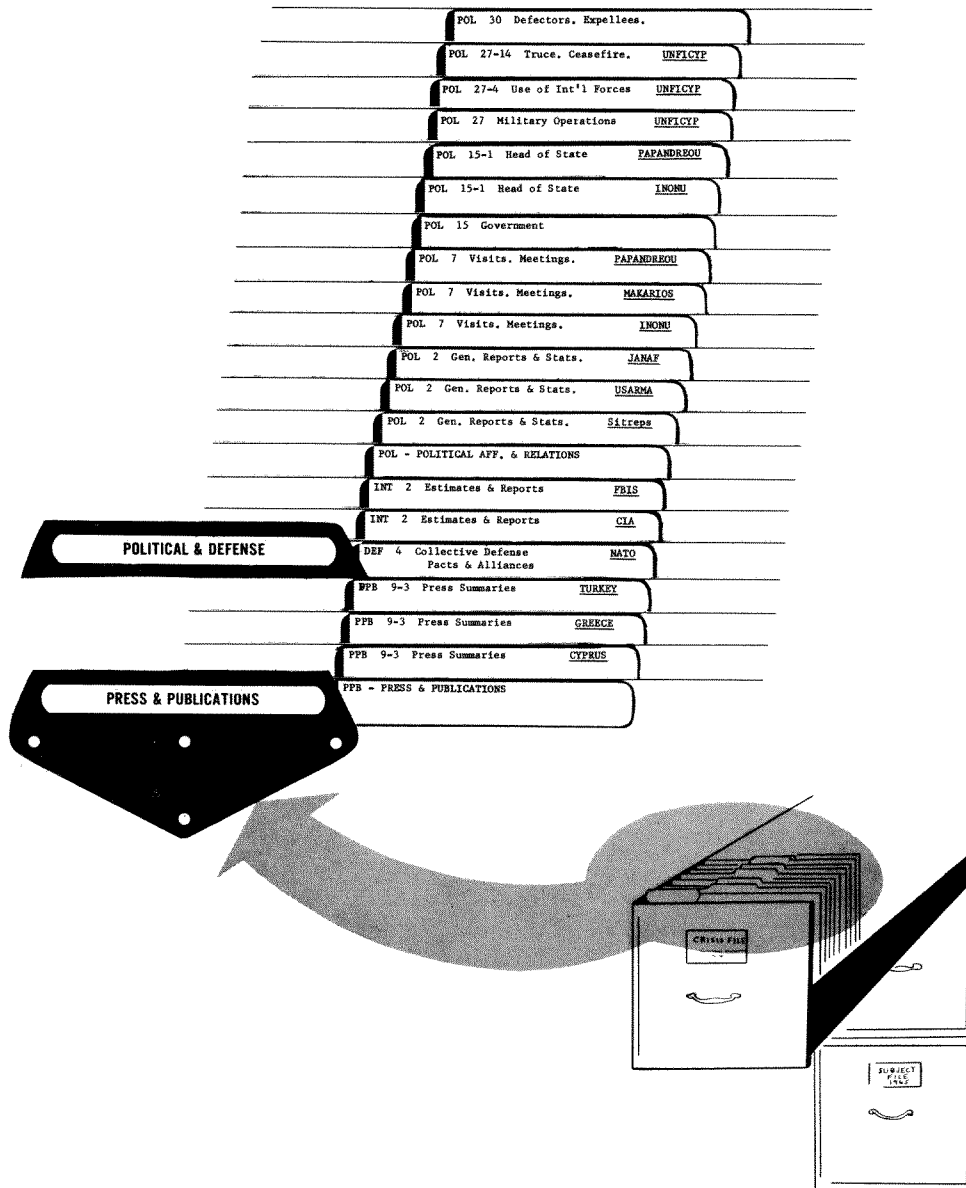
Certain desk offices accumulate large quantities of papers during a prolonged crisis in one of the countries for which they have responsibility (e.g., Congo, Cyprus, Viet-Nam, etc.). Likewise, certain posts may have a similar records problem where such a crisis involves the host country. If the crisis is of long duration and generates a large volume of political reporting, normal arrangement of the papers in chronological order under the appropriate subject (e.g., POL 23-9, POL 27, etc.) will often not provide adequate subdivision of the material for quick retrieval.

In such cases an office or post may find it necessary or desirable to set up a separate file series on the crisis apart from its regular subject file. In classifying papers relating to the crisis, any of the appropriate subjects within the POLITICAL & DEFENSE or other sections of the handbook may be used. To avoid the possibility of misfiling the crisis folders in the regular subject file in which material unrelated to the crisis will continue to be filed, the folders or folder labels may be marked with the crisis title or an identifying symbol.

Depending upon the available space, the crisis file series can be set apart from the regular subject file in the file drawer by use of a guide card labeled "Crisis, date to date", or, preferably, be placed in a separate, easily accessible file drawer (see exhibit on page 2). In either case, a permanent cross reference should be made from the appropriate folder(s) in the regular subject file to the crisis file.

At the termination or subsiding of the crisis, a specific cut-off date should be established and filing should resume in the regular subject file. The crisis file should be maintained intact for eventual retirement instructions.

CRISIS FILE



EXHIBIT

SPECIAL INSTRUCTION**COMMERCIAL OFFICERS****CO**

This special instruction has been prepared for the use of Commercial Officers and other Foreign Service personnel who are assigned responsibility for commercial-economic reporting. The subjects listed below are those on which 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.

Special attention is called to the treatment of industries and commodities in the Handbook. The outline entitled "Industries and Commodities" - 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, Fuels & Energy, Petroleum, Telecommunications and specific forms of transportation). In order to take care of all other specific industries and commodities, an alphabetical list of some of the more common ones is found at the end of the INCO outline. This list may be expanded through the addition of other specific or broad categories of industries and commodities by any office or post to meet its needs. Where the volume of material on any specific industry or commodity for which the alphabetical list is used requires further subdivision, the appropriate numbered breakdowns which follow the list should be applied. Folders should only be prepared for those specific industries and commodities in the alphabetical list which are required by the actual amount of material to be filed.

The list of subjects contained in this special instruction 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 majority of subjects have been drawn from the Economic Section of the handbook, although a small number of subjects from other sections are also represented. This list should be considered only as a basic guide; any other subjects in 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 main index to the handbook 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**

SUBJECT	FILE SYMBOL	SUBJECT	FILE SYMBOL
Administrative Action Program (AAP)	STR 4-1	Investment Opportunities (Private)	TP 15
Advertising	TP 21	Market Surveys	TP 13
Assistance to/Protection of U.S. Firms	TP 19	Merchant Shipping and Shipbuilding:	
Balance of Payments (Statistical)	FN 12	Acquisition and Transfer of Ships	OS 12-2
Bids and Tenders	TP 15-1	Charter of War-Built U.S. Ships	OS 12-6
Business Reports, Overseas	TP 18	Mortgages and Insurance	OS 12-10
Claims against Host Government	PS 8-4	National Defense Reserve Fleets	OS 12-11
Commercial Libraries	TP 11	Ocean Services and Lines Essential for the Development and Maint- enance of U.S. Foreign Commerce	OS 6
Construction Reporting	INCO (AL)	Rates and Charges	OS 10
Domestic Trade (Statistical)	INCO 13	Registry, Change of	OS 12-3
Economic Information, Summaries of Basic	E 2	Routes & Schedules	OS 9
Economic Reports, Annual	E 2-3	Shipbuilding, Construction, Repair and Reconditioning of Ships	OS 12-1
Electric Power Facilities	FSE 12	Subsidies and Aids	OS 12-10
Essential Foreign Requirements of Certain U.S. Commodities under Export Control	STR	Tariffs and Fees	OS 8
Fairs and Exhibitions (Trade)	TP 8	Type, Size, Speed and Other Re- quirements of Ships to Provide Adequate Service on Sea Routes	OS 12
Food Supply (Re Food Codes)	AGR 15	Wharfage, Dock, Warehouse, or Terminal Facilities to Common Carriers	OS 14-2
Foreign Investment (Private)	FN 9	Overseas Business Reports	TP 18
Foreign Trade (Statistical)	FT 2	Packaging of Goods	INCO 12 or INCO (AL)
Highway Reporting	IT 7-2	Patents and Trademarks:	
Industrial Products	INCO (AL) or appropriate industry outline.	Patents, except Ratification of or Adherence to Treaties and Policy Matters	INCO 11-1
Inland Waterways and Inland Water- way Transport	IT 11	Trademarks, except Ratification of or Adherence to Treaties and Policy Matters	INCO 11-2
Insurance	FN 18		

SUBJECT	FILE SYMBOL	SUBJECT	FILE SYMBOL
Trade Contact Surveys	TP 14	Trade Inquiries	TP 15
Railway Reporting	IT 8-2	Trade Lists	TP 16
Seaports and Harbors	OS 14	Trade Opportunities	TP 15
Share of Market Reports	FT 2-1	Trade and Other Economic Relations with the Soviet Bloc Countries:	
Shipments of U.S. Goods (EXCON)	STR 7	Repetitive Statistical Data	STR 2
Transaction Checks	STR 7-1	Transshipment of U.S. Origin Goods	STR 7
Technical Data Controls	STR 7-2	Transportation (General)	TR
Violations	STR 7-3	Travel and Tourism	TP 7-3 or INCO (AL)
Trade Centers. Offices.	TP 20	World Trade Directories (WTD)	TP 17
Trade Complaints & Disputes	TP 10	World Trade Information Service	TP 18
Trade Contact Surveys	TP 14		

SPECIAL INSTRUCTION

PEACE CORPS REPRESENTATIVES

The Department of State/USIA Records Classification Handbook is to be used by Peace Corps Representatives as a guide for maintaining their files. The Handbook was originally 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.

PC

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.

The Peace Corps program has been assigned the file designation AID 14. Several subordinate subject matter breakdowns have been provided for general policy and procedural aspects of the program. However, it is recognized that most of the substantive files accumulated by Peace Corps Representatives relate to specific programs carried out by Peace Corps volunteers. These may either be filed under the appropriate subjects in the handbook or be maintained in a separate file series by type and/or name of project.

Any questions regarding subject matter coverage or proper use of the file system which cannot be answered by the post Communications and Records Supervisor should be referred through PC/Washington to the Records Management Staff, Department of State.

ABBREVIATIONS

ABBREVIATIONS

COMMON ABBREVIATIONS

A

AAOEC	- Afro-Asian Organization for Economic Cooperation	ALN	- National Army of Liberation (Algeria). Sometimes FIN
AAPC	- All African Peoples Conference	AMB	- Ambassador
AAPSO	- Afro-Asian Peoples Solidarity Organization	AMIDEC	- Arab Middle East Industrial Projects Development Corp., Ltd. Incorporated in Luxembourg and participated in by 75 European and 5 American companies.
ACC	- Air Coordinating Committee	ANF	- Atlantic Nuclear Force
ACDA	- Arms Control and Disarmament Agency (U.S.)	ANZUS	- Australia, New Zealand, U.S. Treaty
ACEP	- Advisory Committee on Export Policy	AO	- Administrative Officer
ACTICE	- Authority for Inland Transport in Central Europe (NATO)	APACL	- Asian People's Anti-Communist League
ACTISUD	- Authority for Inland Transport in Southern Europe (NATO)	ARAMCO	- Arabian-American Oil Company
ACVFA	- Advisory Committee on Voluntary Foreign Aid	ARC	- American Red Cross
ADA	- Americans for Democratic Action	ASNE	- American Society of Newspaper Editors
ADB	- African Development Bank	AT	- Atlantic Treaty
ADELA	- Atlantic Community Development Group for Latin America	ATT	- Attaché
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		

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
BIAC	- Business and Industry Advisory Committee (to OECD)
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.)	CD - Community development
BOP - Balance of Payments	CDA - Combined Development Agency (A joint US-UK-Canadian agency for procurement and allocation of uranium)
BOT - Board of Trade (U.K.)	CE - Council of Europe
BPC - British Petroleum Company	CEA - Council of Economic Advisers (U.S.)
B/P - Balance of Payments	CEAC - Committee on European Air Space Coordination (NATO)
BUSEC - Telegrams from Department to USEC, Brussels	CECITO - Communications from Paris relating to OECD matters
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)
CACM - Central American Common Market	CENTO - Central Treaty Organization (Iran, Pakistan, and Turkey. U.S. is a member of the economic and military committees. Successor to the Baghdad Pact). Headquarters in Ankara.
CAMO - Consolidated Administrative Management Organization	CEPAL - UN Economic Commission for Latin America (Spanish)
CAO - Cultural Affairs Officer	CERN - European Nuclear Research Center
CAP - Common Agricultural Policy (of the European Economic Community)	CERP - Current Economic Reporting Program
- Civil Air Patrol	CFEP - Council on Foreign Economic Policy (U.S.)
CAPC - Civil Aviation Planning Committee (NATO)	CFM - Council of Foreign Ministers (NATO)
CARE - Cooperatives for American Relief Everywhere, Inc.	CFR - Code of Federal Regulations
CAS - Controlled American Sources	CG - Consultative Group (Senior body of the 15 country strategic export control set-up in Paris) see COCOM
CC - Consultative Council (of the Western European Union)	- Consul General
CCC - Commodity Credit Corporation (USDA)	- Commanding General
- Commercial Cable Company	CHICOM - Communist China
CCEP - Consultative Committee for Postal Studies (UPU)	CIA - Central Intelligence Agency (U.S.)
CCHS - Contract Clearing House Service (conducted jointly by AID and the Department of Commerce to establish direct communications between American and foreign concerns)	CIAP - Inter-American Committee on the Alliance for Progress
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)
CGPS - Comprehensive Country Programming System	CINC - Commander in Chief
CCTA - Commission for Technical Cooperation in Africa South of the Sahara	

CINCEUR - Commander in Chief, Europe (U.S.)	CRC - Central Rhine Commission
CINCPAC - Commander in Chief of the Pacific (U.S.)	CRI - Committee for Reciprocity Information (Trade Agreements Program)
CINCSAC - Commander in Chief, Strategic Air Command (U.S.)	CRO - Commonwealth Relations Office (UK)
CIO - Congress of Industrial Organizations	CRS - Catholic Relief Service
CIRCTEL - Circular Telegram	CSC - European Coal and Steel Community (France, Germany, Italy, the Netherlands, Belgium and Luxembourg)
CIVOPS - Civilian Operations in the Congo	- Civil Service Commission (U.S.)
CLNCS - Clearances	
CM - Country Mission	CT - Country Team - a team of U.S. officials led by the Ambassador participating in the assistance programs at the country level.
- European Common Market (See EEC)	
CO - Caribbean Organization (replaced Caribbean Commission)	CU - Customs Union
COAS - Council for the Organization of American States	CUSA - Council for U.S. Aid (Nationalist China)
COB - Close of Business	CXT - Common external tariff (European Economic Community)
COCOM - Coordinating Committee on Export Controls (Paris)	CY - Calendar Year
List I - Embargo list	
Lists II and III - No longer exist	
List IV - Surveillance list	
Annex C - Munitions Embargo	
Annex D - Atomic Energy Embargo	
	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	DATA - Defense Air Transportation Administration
COMECON - Council of Mutual Economic Aid of bloc countries (See CEMA)	DBA - Doing business as
Common Market (See CACM and EEC)	DCM - Deputy Chief of Mission
CONELRAD- Control of Electro-Magnetic Radiation (Emergency radio broadcasting system)	DELGA - Telegrams from USDEL, UN General Assembly
CONES - Telegrams from UNESCO, Paris	DEPCIRCTEL - Department Circular Telegram
CP - Contracting Parties of GATT	DEPTEL - Department Telegram
- Commercial Policy	
- Communist Party	
- Colombo Plan	
C/P - Counterpart Funds	DEW - Distant Early Warning System (Radar)
CPR - Committee of Presidential Representatives (OAS)	

DG	- Director General	EDAC	- Economic Defense Advisory Committee (U.S.)
DLF	- Development Loan Fund. Now a part of AID	EEC	- European Economic Community (France, Germany, Italy, Belgium, Netherlands and Luxembourg) - the Six.
DO	- Disbursing Officer	EF	- European Fund (Provided for in the European Monetary Agreement-see EMA)
DOD	- Department of Defense - Decade of Development	EFTA	- European Free Trade Association (UK, Sweden, Austria, Denmark, Norway, Portugal, Switzerland). Also referred to as the Seven.
DOT	- Dependent Overseas Territories	EIB	- European Investment Bank
DP	- Displaced Person	ELDO	- European Launcher Development Organization
DPC	- Defense Production Committee (NATO)	EMA	- European Monetary Agreement. A Monetary arrangement among OECD members which replaced EPU in December 1958 and provides for settlement through normal exchange markets.
DS	- Defense Support (a category of economic aid)	EMBTEL	- Embassy Telegram
E			
EAEC	- European Atomic Energy Community (See Euratom)	EMCC	- European Military Communication Coordinating Committee (NATO)
EANDC	- European-American Nuclear Data Committee (IAEA)	ENCA	- European Naval Communications Agency (NATO)
EBU	- European Broadcasting Union (Composed of Western European countries and is a counterpart of IBO composed of Eastern European countries)	End Items	- Processed military goods
ECA	- Economic Commission for Africa (UN)	ENEA	- European Nuclear Energy Agency (OECD)
ECAC	- European Civil Aviation Conference	EO	- Escort Officer - Executive Officer - Executive Order
ECAFE	- Economic Commission for Asia and the Far East (UN)	EOD	- Entered on duty
ECBUS	- Telegrams from USEC, Brussels, to Department	EPC	- Economic Policy Committee (OECD)
ECE	- Economic Commission for Europe (UN)	EPS	- Emergency Procurement Service (GSA)
ECLA	- Economic Commission for Latin America (UN)	EPU	- European Payments Union (now superseded by EMA)
ECME	- Economic Commission for the Middle East (UN)	ERFA	- European Radio Frequency Agency (NATO)
ECMT	- European Conference of Ministers of Transport (OECD)	ESRO	- European Space Research Organization
ECON	- Telegrams to ECE (UN)	ETA	- Estimated time of arrival
ECONAD	- Committee of Economic Advisers (NATO)	ETAP	- Expanded Technical Assistance Program (UN)
ECOSOC	- Economic and Social Council (UN)		
ECSC	- European Coal and Steel Community (see CSC for membership)		

GNP	- Gross National Product	IBRD	- International Bank for Reconstruction and Development
GRT	- Gross Tons	IBWC	- International Boundary and Water Commission - U.S. and Mexico
GSA	- General Services Administration (U.S.)	IC	- Intersessional Committee (GAIT)
GSO	- General Services officer	ICA	- International Cooperation Administration (U.S.). Now a part of AID.
GTR	- Government Travel Request	ICAC	- International Cotton Advisory Committee
H			
HA	- High Authority (executive body of the European Coal and Steel Community)	ICAO	- International Civil Aviation Organization (UN)
		ICATFI	- Central American Institute of Industrial Research and Technology
		ICB	- International Container Bureau
I			
IACB	- Inter-American Coffee Board	ICBM	- Intercontinental Ballistic Missile
IADB	- Inter-American Defense Board	ICC	- International Commodity Clearinghouse
IAEA	- International Atomic Energy Agency, with headquarters in Vienna	ICCICA	- Interim Coordinating Committee for International Commodity Arrangements (UN)
IA-ECOSOC	- Inter-American Economic and Social Council	IC/DV	- Import Certificate and Delivery Verification system (export controls)
IAH	- Inter-American Highway	ICEF	- International Children's Emergency Fund
IACI	- Inter-American Children's Institute	ICEM	- Intergovernmental Committee on European Migration
IATAS	- Inter-American Institute of Agricultural Sciences	ICFTU	- International Confederation of Free Trade Unions
IAII	- Inter-American Indian Institute	ICG	- International Commodity Groups
IANEC	- Inter-American Nuclear Energy Commission	ICIS	- Inter-Agency Committee on Internal Security
IANF	- Inter-Allied Nuclear Force	ICJ	- International Court of Justice
IAR	- International Authority of the Ruhr	ICPIP	- International Convention for the Protection of Industrial Property
IARA	- Inter-Allied Reparations Agency	ICRC	- International Committee of the Red Cross (Swiss neutral body)
IASI	- Inter-American Statistical Institute	ICS	- International Chamber of Shipping
IATA	- International Air Transport Association	ICY	- International Cooperation Year
IBC	- International Boundary Commission - U.S. and Canada	IDA	- International Development Association - An organization administered by the IBRD to made long-term loans or terms looser than regular IBRD terms.
IBO	- International Broadcasting Organization (the Eastern European counterpart of the European Broadcasting Union composed of Western European countries). Also known as OIR.	IDB	- Inter-American Development Bank

IFC	- International Finance Corporation	ISO	- International Organization for Standardization
IFRB	- International Frequency Registration Board (under ITU)	ITA	- International Tin Agreement
IGA	- Investment Guarantee Agreement	ITC	- International Tin Council
IGY	- International Geophysical Year	ITF	- International Trade Federation - International Transport Federation
IITAA	- Institute of Inter-American Affairs	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)
IIE	- Institute of International Education, N.Y.	ITS	- International Tracing Service
IJC	- International Joint Commission	ITSG	- International Tin Study Group
IL	- International List	ITT&T	- International Telephone and Telegraph Company
ILC	- International Law Commission (UN)	ITU	- International Telecommunications Union (UN)
ILO	- International Labor Organization (UN)	IUOTO	- International Union of Official Travel Organizations
IMAC	- Interdepartmental Materials Advisory Committee (U.S.)	IWA	- International Wheat Agreement
IMCO	- Intergovernmental Maritime Consultative Organization (UN)	IWSG	- International Wool Study Group
IMF	- International Monetary Fund	IWC	- International Wheat Council
IMG	- Informational Media Guaranty	IWT	- Inland Water Transport
INFOTEL	- Information Telegram	IZT	- Interzonal Trade (Germany)
INS	- Immigration and Naturalization Service (U.S.)		
IPU	- International Postal Union (UN) - Inter-Parliamentary Union		
IRAC	- International Radio Advisory Committee (U.S.)		
IRBM	- Intermediate Range Ballistic Missile	JAMAG	- Joint American Military Advisory Group
IRC	- International Red Cross - International Rice Commission - International Rescue Committee	JCS	- Joint Chiefs of Staff
IRS	- Internal Revenue Service (Treasury Department)	JUSMAG	- Joint U.S. Military Assistance Group
IRSG	- International Rubber Study Group		
IRU	- International Road Transport Union	LAFTA	- Latin American Free Trade Association. A treaty calling for the establishment of LAFTA was signed in February 1960 in Montevideo by seven countries-- Argentina, Brazil, Chile, Mexico, Paraguay, Peru and Uruguay.
IS	- International Staff (NATO)		
ISA	- International Sugar Agreement	LC	- Local Currency
ISC	- Inter-Agency Staff Committee on Agricultural Surplus Disposals - International Sugar Council	L/C	- Letter of Credit

LDC	- Less Developed Countries	MPEAA	- Motion Picture Export Association of America
LEGAT	- Legal Attaché	MPSA	- Military Petroleum Supply Agency (U.S.)
LIMITTEL	- Code word indicating normal conditions do not prevail and message traffic must be curtailed and controlled.	MSA	- Mutual Security Act (now defunct; superseded by Act for International Development)
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	MSC	- Military Staff Committee (UN)
LORAN	- Long Range Navigational Aid	MSP	- Mutual Security Program (now replaced by AID)
LUXCO	- Telegrams from Department to USEC, Luxembourg	MSS	- Multilateral System of Settlements (European Monetary Agreement)
LWOP	- Leave without pay	MSTS	- Military Sea Transportation Service (U.S.)
		MSWP	- Mutual Special Weapons Program

M

MAAG	- Military Assistance Advisory Group
MAP	- Military Assistance Program
MARAD	- Maritime Administration (message indicator)
MATS	- Military Air Transport Service (U.S.)
MB	- Managing Board (EMA)
MCL	- Military Control List
MDAC	- Mutual Defense Assistance Control (Battle Act)
MDAP	- Mutual Defense Assistance Program
ME	- Middle East
MINFIN	- Finance Minister
MFM	- Meeting of Foreign Ministers (OAS)
MFN	- Most-favored-nation
MIAA	- U.S. Mission to International Atomic Energy Agency, Vienna
MIDEC	- Middle East Industrial Development Projects Corporation (a holding company incorporated in Luxembourg having 76 European and 5 American companies)
MPC	- Military Payment Certificate (valid script used by Armed Forces for transactions in U.S. military establishments in certain countries)

N

NAB	- National Association of Broadcasters
NAC	- National Advisory Council on International Monetary and Financial Problems
	- North Atlantic Council
NAM	- National Association of Manufacturers
NAR	- No action required
NARBA	- North American Regional Broadcasting Agreement
NASA	- National Aeronautics and Space Agency Administration (U.S.)
NAT	- North Atlantic Treaty
NATC	- North Atlantic Treaty Council
NATO	- North Atlantic Treaty Organization
NCWC	- National Catholic Welfare Conference
NE	- Near East
NEEC	- National Export Expansion Program (U.S.)
NESCO	- Telegrams to UNESCO, Paris
NFCR	- No further clearance required
NIACT	- Night action (on cable deliveries)
NIE	- National Intelligence Estimates

NIH	- National Institute of Health (U.S.)	OSP	- Offshore Procurement (procurement from sources abroad, now generally end items for use by U.S. forces and other NATO countries)
NIS	- National Intelligence Survey		
NKVD	- Soviet Secret Police		
NME	- National Military Establishment (U.S.)	OSTP	- Office of Scientific and Technical Personnel (OECD)
NOCE	- Telegrams from ECE (UN)	OT	- Overseas Territories
NOFORN	- For no foreign nationals	OS	- Outer Seven (a term referring to seven member countries of EFTA: Austria, Sweden, Switzerland, UK, Norway, Portugal, Denmark)
NRN	- No reply necessary		
NSA	- National Security Agency (U.S.)		
NSC	- National Security Council (U.S.)	OSD	- Office of Secretary of Defense (U.S.)
NSF	- National Science Foundation (U.S.)		
NWC	- National War College (U.S.)	OTC	- Organization for Trade Cooperation (proposed organization to administer GATT)

O

O and D	- Origin and Destination (re trade controls)
OAS	- Organization of American States
OAU	- Organization of African Unity
OB	- Official Business
ODECA	- Organization of Central American States
OECD	- Organization for Economic Cooperation and Development (successor to OEEC). Includes U.S. and Canada as full members along with former members of the OEEC: Austria, Belgium, Denmark, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, Turkey and the UK.
OEO	- Office of Economic Opportunity (U.S.)
OEP	- Office of Emergency Planning (U.S.)
OIR	- Inter-American Radio Office (see IBO)
OM	- Operations Memorandum
ONUC	- UN Operation in the Congo
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)

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
PCC	- Palestine Conciliation Commission (UN)
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 (U.S.)

PJBD - Permanent Joint Board on Defense
(U.S. and Canada)

PL - Positive List (U.S. Strategic
Export Controls)
- Public Law

PL 480 - Agricultural Trade Development
and Assistance Act, 1954 (83rd
Congress), as extended and
amended, provides for disposal
of agricultural surpluses
Title I - Sales for local
currencies
Title II - Grants for relief
Title III - Donations to
voluntary agencies
and barter
Title IV - Long-term supply
contracts

PM - Prime Minister

PO - Principal Officer

- Purchase Order

PODST - Principal Officer's Daily
Summary Telegram

POL - Petroleum, oil and lubricants
(petroleum products)

- Political Section

POLAD - Committee of Political Advisers
(NATO) (also generic for
Political Advisers)

POLFO - Telegrams from U.S. Mission in
Paris (NATO and USRO) to
Department

Positive List - List of strategic or other
items for which a valid license
is required for their shipment
to all destinations (economic
defense program)

POW - Prisoner of War

PPC - Petroleum Planning Committee
(NATO)

PPT - Passport Office (State Depart-
ment)

FUAS - Postal Union of the Americas
and Spain

Q

QC - Quantitative Control (export-
import)

QR - Quantitative Restrictions
(export-import)

R

RBP - Restrictive Business Practices

RCA - Radio Corporation of America

REFTEL - Reference Telegram

REURTEL - In regard to your telegram

RFE - Radio Free Europe

RIAS - Radio in American Sector
(Germany)

RIF - Reduction-in-force

ROCAP - Regional Office for Central
America and Panama

RSA - Rest of the Sterling Area (all
sterling area countries except
UK)

RSC - Regional Service Center (USIA)

RSG - Rubber Study Group

RTA - Reciprocal Trade Agreement

RTAC - Regional Technical Aids Center (es-
tablished 1956 as a center to produce
Spanish language versions of techni-
cal publications and films needed for
aid programs in Spanish speaking
countries).

RTCA - Radio Technical Commission for
Aeronautics

RTCM - Radio Technical Commission for
Marine Services

RTO - Regional Telecommunications Officer

TCC	- Telecommunications Coordinating Committee (U.S.)	UCC	- Universal Copyright Convention
TE	- Technical Exchange	UHF	- Ultra High Frequency
TF	- Task Force	UK	- United Kingdom
TGC	- Tripartite Gold Commission	UN	- United Nations
TIAS	- Treaties and International Acts Series	UNC	- United Nations Command
TIC	- Committee on Invisible Transactions (OECD)	UNCTAD	- UN Conference on Trade and Development
TIE	- Technical Information Exchange (USIA)	UNDP	- UN Development Program (proposed title for merger of ETAP and Special Fund)
TL	- Transmittal Letter - Trade List	UNEF	- UN Emergency Force
TNC	- GATT Tariff Negotiations Committee	UNETAP	- UN Expanded Technical Assistance Program
TO	- Travel Order	UNESCO	- UN Educational, Scientific and Cultural Organization
TOAID	- Telegrams to AID from field	UNFICYP	- UN Forces in Cyprus
TOCED	- Communications to Paris relating to OECD matters	UNGA	- UN General Assembly
TOPEC	- Telegrams to Peace Corps Representatives in field	UNHCR	- United Nations High Commissioner for Refugees
TOPOL	- Telegrams to U.S. Mission in Paris, NATO and USRO	UNICEF	- UN Children's Fund
TOSEC	- Telegrams to Secretary of State	UNKRA	- UN Korea Reconstruction Agency
TOTAN	- Telegrams from Department to GATT	UNRWA	- UN Relief and Works Agency for Palestine Refugees
TOUSI	- Telegrams to USIA from the post	UNSF	- UN Special Fund
TPC	- Trade Policy Committee (composed of Secretaries of State, Treasury, Defense, Interior, Agriculture, Labor, Commerce - Chairman) - Telecommunications Planning Committee	UNSYG	- UN Secretary General
TR	- Travel Request	UNTA	- UN Technical Assistance
TTPI	- Trust Territory Pacific Islands	UNTSO	- UN Truce Supervisory Organization
TUAC	- Trade Union Advisory Committee (to OECD)	UPU	- Universal Postal Union (UN)
		UROM	- Your Operations Memorandum
		URTEL	- Your Telegram
		USAID	- U.S. AID Mission (in field)
		USAT	- US Advisory Team
		USBER	- US Mission Berlin
		USCAR	- US Civil Administration of the Ryukyus
		USCG	- US Coast Guard

U

U/A	- Units of Account (Equals \$1.00 as used in the EMA)
UAMCE	- Union for African and Malagasy Economic Cooperation
UAR	- United Arab Republic

USCY	- U.S. Currency		W
USDA	- U.S. Department of Agriculture	WAE	- When actually employed
USDEL	- U.S. Delegation	WEU	- Western European Union
USDO	- U.S. Disbursing Officer	WFTU	- World Federation of Trade Unions (Communist dominated)
USEC	- U.S. Mission to the European Communities (maintaining offices at both Brussels and Luxembourg)	WG	- Working Group
USEP	- U.S. Escapee Program	WHO	- World Health Organization (UN)
USIA	- U.S. Information Agency	WIROM	- Operations Memorandum sent by wire
USIS	- U.S. Information Service (USIA field name)	WMO	- World Meteorological Organization (UN)
USITO	- Telegrams from USIA to the field	WOC	- Without compensation
USMICC	- U.S. Military Information Control Committee	WP	- Working Party
USN	- U.S. Navy	WPP	- Weapons Production Program (NATO)
USPHS	- U.S. Public Health Service	WTRD	- World Trade Directory Report
USPOLAD	- U.S. Political Adviser	WU	- Western Union Telegraph Company
USRO	- U.S. Mission to the North Atlantic Treaty Organization and European Organization (Paris)	WUC	- Wheat Utilization Committee (Set up by wheat exporters under the Food for Peace Program)
USSR	- Union of Soviet Socialist Republics		X
USUN	- U.S. Mission to the United Nations		
	V	XMB	- Sometimes used for Export-Import Bank
VA	- Veterans Administration		Z
VHF	- Very High Frequency	Zebra	- Greenwich Meridian Time, as distinct from local time
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		

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