

WARNING

Do not attempt to install the new file system solely on the basis of this conversion table. Study carefully the entire new Records Classification Handbook to acquire a thorough understanding of its arrangement, special features, and subject matter coverage. Before determining the proper file designations for papers to be classified under the new system, check the index and review the appropriate file outlines in the new Records Classification Handbook. Use this conversion table only as a guide in making the installation.

CONVERSION TABLE

OLD SUBJECT CLASSIFICATION

NEW SUBJECT CLASSIFICATION

A/AS	Administrative Support (general).....	ORG 4
A/BF	Budget and Finance	
A/BF 1	Country Budget.....	BUD 7
A/BF 2	Financial Plan.....	BUD 15
A/BF 3	Accounting.....	ACC
A/BF 4	Auditing.....	FMGT 11,12,13
A/BF 5	Representation.....	ACC 8
A/BF 6	Administrative Support.....	BUD 4
A/BF 7	Bonding.....	FMGT 9
A/BF 8	Reports.....	ACC 2, BUD 2, FMGT 2
A/BG	Buildings - Grounds.....	BG
A/BG 1	Space.....	BG 11
A/BG 2	Maintenance.....	BG 10
A/BG 3	Utilities - Services.....	BG 10-1
A/BG 4	Housing.....	BG 6,8,10,11
	Assignment of Staff Housing.....	PER 15-12
A/CR	Communications and Records.....	CR
A/CR 1	Telegraph - Cable - Wireless.....	CR 7
A/CR 2	Mail, Pouch and Courier Service.....	CR 3
A/CR 3	Messenger Service.....	CR 3-4
A/CR 4	Telephones.....	CR 8
A/CR 5	Records.....	CR 10 thru 15
A/CR 6	Correspondence Standards.....	CR 18
A/C	Contracts (general).....(Use appropriate subject outline)	
	Audit, of.....	FMGT 11-3
	Procurement.....	ES 6-3
A/ES	Equipment and Supplies (administrative).....	ES
A/ES 1	Procurement.....	ES 6
A/ES 2	Maintenance and Preservation.....	ES 10
A/ES 3	Property Accountability & Control.....	ES 7
A/ES 4	Loan - Exchange.....	ES 7-3
A/ES 5	Disposition.....	ES 12-2
A/ES 6	Loss - Theft - Damage.....	ES 7-4
A/L	Legal (general).....	LEG

A/M	Meetings	
	Administrative Officers.....	ORG 3-1
	Chiefs of Mission.....	ORG 3-2
	Principal Officers.....	ORG 3-2
	Staff.....	ORG 3-3
A/ORG	Organization - Management.....	ORG 1
A/ORG 1-1	Agency-Functions-Operations (general).....	ORG 8 (agency name)
A/ORG 1-2	Agency Issuances	
	As Issuance System.....	CR 19
	Regulations on specific subject.....(Use appropriate subject)	
	Manual of Operations & Administration (distribution).....	FSV 6
	Field Circulars (distribution).....	FSV 6
A/ORG 2-1	Field Estab.-Functions-Operations (general).....	ORG 8 (post name)
A/ORG 2-1	Organization Charts.....	ORG 8
A/ORG 2-1	Staffing Pattern.....	PER 4
A/ORG 2-1	Personnel Ceiling.....	BUD 16
A/ORG 2-1	Briefings (on post organization).....	ORG 1
A/ORG 2-1	Delegations of Authority.....	ORG 5
A/ORG 2-2	Issuances (local).....	ORG 12
A/ORG 2-2	Administrative Instructions.....	ORG 12
A/ORG 2-2	Duty Roster.....	ORG 6
A/ORG 2-3	Inspections & Inspection Reports.....(Use appropriate subject)	
	Administrative (general).....	ORG 11
	F.S. Inspection Corps.....	ORG 11
	Internal Audit (financial).....	FMGT 11
	Security Surveys.....	SY 2-2
A/ORG 2-4	Field Estab.-Sub Post Administration.....	ORG 1,ORG 8
A/ORG 2-5	Field Estab.-Other USIS Posts (general).....	ORG 1,ORG 8
A/ORG 2-6	Field Estab.-Visitors - Tours	
	Agency Officials to Field.....	ORG 7
	Congress, Members of (CODELS).....	LEG 7
	Travel Arrangements.....	TRV
	Visits.....(Use appropriate subject)	
A/ORG 2-7	Field Estab. -Official Entertainment	
	Allowances.....	PER 11-8
A/P	Personnel	
A/P 1	Case File -alphabetical by name, American Personnel.....	PER (name)
A/P 2	Case File -alphabetical by name, Foreign Nationals.....	PER (name)
A/P 3	Employment.....	PER 13
A/P 4	Foreign Service Career Program.....	PER 9
A/P 5	Classification.....	PER 18
A/P 6	Salaries - Wages.....	PER 11
A/P 7	Health.....	PER 14
A/P 8	Reports.....	PER 2
A/P 9	Performance.....	PER 10
A/P 10	Leave.....	PER 8
A/P 11	Training.....	PER 9
A/P 12	Employee Relations & Activities	
	Awards-Citations-Commendations-Suggestions.....	PER 6
	Campaigns-Drives-Blood Donors.....	PER 15-1

	Commissary Services.....	PER 15-2
	Credit Union.....	PER 15-5
	Grievances (other than appeals).....	PER 15-8
	Political Activities.....	PER 15-14
	Recreation (includes clubs).....	PER 15-15
A/PR	Public Relations.....	PR
A/PR 1	Speeches - Statements.....	PR 12
A/PR 2	Press Releases.....	PR 11-2
A/PR 3	Press Conferences.....	PR 11-3
A/S	Security (general).....	SY
A/S 1	Policy - Regulations - Procedures.....	SY 5
A/S 2	Personnel.....	PER 16
A/S 3	Buildings - Equipment.....	BG 16
A/S 4	Violations Regulations, Procedures, Reports (general).....	SY 8
	Investigations.....	PER 16 (employee folder)
A/S 5	Classification.....	CR 16-3
A/TT	Travel and Transportation.....	TRV
	Storage Household Goods, Personal Effects (general).....	TRV 14
A/V	Vehicles.....	VEH
A/V 1	Assignment.....	VEH 11
A/V 1	Motor Pool.....	VEH 12
A/V 2	Repairs & Maintenance.....	VEH 10
A/V 3	Procurement.....	VEH 6
A/V 3	Disposal.....	VEH 15
A/V 4	Inventory.....	ES 7-2
A/V 4	Identification.....	VEH 9
A/V 5	Reports.....	VEH 2
A/V 6	Titles.....	VEH 6
A/V 6	License Drivers'.....	VEH 11-4
	Plates.....	VEH 11-5
A/V 6	Insurance.....	VEH 7
A/V 6	Permits (operators').....	VEH 11-6
B	Program (general).....	INF
B 1	Program Direction.....	INF 1
B 1-1	Country Plans.....	INF 1-2
B 1-2	Global Area Objectives and Plans.....	INF 1-1 or 1-2
B 1-3	Policy Guidance.....	INF 1-1
B 1-4	Implementation of Plans.....	INF 1-2
B 1-5	Program Effectiveness and Evaluation.....	INF 1-3
B 2	Restrictions on USIS Activities.....	INF 6-1
B 3	Cooperative Relations.....	INF 1
B 3-1	Federal Government Agencies - Boards.....	INF 1

B 3-2	Committees and Conferences.....	INF 1 or 3
B 3-3	Foreign Governments.....	INF 1 or 3
B 3-4	International Organizations.....	INF 1 or 3
B 3-5	Private Organizations.....	INF 1 or 4
B 4	Reports (general).....	INF 2
B 4-1	USIS Reports Calendar.....	INF 2
B 4-2	Country Assessment.....	INF 2-1
B 4-3	TIE (Technical Information Exchange).....	INF 1-1
B 5	Research and Analysis.....	INF 9
C	Private Cooperation Program.....	CUL 17
C 1	University Affiliation Program.....	EDX 23-1
C 2	Community Affiliation Program.....	CUL 17-2
C 3	Industrial and Business Participation.....	CUL 17-3
C 4	People-to-People Program.....	CUL 17-1
D	Educational and Cultural Exchange Program.....	EDX
D 1	Program (general)..... (Use appropriate program subjects)	EDX 1
D 2	Relations with Educational Institutions.....	EDX 3
D 2-1	U.S. Educational Institutions.....	EDX 3
D 2-2	American Sponsored Schools Abroad.....	EDX 3
D 2-3	Foreign Universities & Other Educational Institutions.....	EDX 3
D 3	Cooperative Relations.....	EDX 3
D 3-1	Federal Government Agencies - Boards.....	EDX 1 or 3
D 3-2	Committees.....	EDX 3
D 3-3	International Organizations.....	EDX 3
D 3-4	Private Organizations.....	EDX 3
D 4	Finance.....	BUD; EDX 31
D 5	Orientation - Briefing - Training.....	EDX 28-1
D 6	Reception Centers (U.S.).....	EDX 28-3
D 7	Returned Grantees.....	EDX 29
D 7-1	Evaluation (reports).....	Grantee folder
D 7-2	Periodical Subscriptions.....	EDX 29-4
D 7-3	Activities.....	EDX 29
D 8	Reports.....	EDX 2
D 8-1	Program Effectiveness & Evaluation.....	EDX 2-1
D 9	Educational Exchange-Cultural Activities of Foreign Govt's.....	EDX-(Country)
E	Press and Publications.....	PPB
E 1	Fast News.....	PPB 9-1
E 1-1	IPS-originated.....	PPB 9-1-(Source)
E 1-2	Locally-originated.....	PPB 9-1-(Source)
E 1-3	News Letters.....	PPB 9-2
E 1-4	News Agencies - Press Associations.....	PPB 9-4
E 1-5	Local Press.....	PPB 9-(Country or City)
E 2	Pamphlets.....	PPB 10-1
E 2-1	Locally-produced for USIS.....	} Indicate title and/or source on label
E 2-2	USIS-produced.....	
E 2-3	Pilot Models.....	
E 2-4	RSC-produced for Post.....	
E 2-5	Produced by other Posts.....	
E 2-6	Produced by other Countries.....	

E 3	Periodicals	PPB 1C-2	
E 3-1	Locally - produced for USIS.....	} Indicate title and/or source on label	
E 3-2	USIS - produced.....		PPB 10-2
E 3-3	RSC - produced for Post.....		
E 3-4	"Problems of Communism".....		
E 3-5	Other Sources.....		
E 4	Visual Materials.....	PPB 11	
E 4-1	Photographs.....	PPB 11-1	
E 4-2	Negatives.....	PPB 11-1	
E 4-3	Filmstrips.....	} Subdivide by type if volume warrants	
E 4-4	Plastic Plates.....		
E 4-5	Plastic Molds.....		
E 4-6	Cartoons.....		
E 4-7	Posters.....		PPB 11
E 4-8	Picture Stories.....		
E 5	Feature Material.....	} Subdivide by type if volume warrants	
E 5-1	Features.....		
E 5-2	Magazine Reprints.....		
E 5-3	Background Kits.....		
E 5-4	Monthly Packets.....		
E 6	Distribution Lists		
E 6-1	Fast News.....	PPB 9-1	
E 6-2	Pamphlets.....	PPB 10-1	
E 6-3	Periodicals.....	PPB 10-2	
E 6-4	Visual Materials.....	PPB 11	
E 6-5	Feature Materials.....	PPB 11	
E 7	Equipment - Supplies - Production (technical).....	PPB 8	
E 7-1	Paper.....	PPB 8-2	
E 7-2	Supplies.....	PPB 8-2	
E 7-3	Equipment - Maintenance.....	PPB 8-1	
E 7-4	Requisitions.....	PPB 8-4	
E 7-5	Production Schedules.....	PPB 8-5	
E 7-6	Inventory.....	PPB 8-3	
E 8	Program Effectiveness and Evaluation.....	PPB 1-1	
E 9	Reports.....	PPB 2	
F	Radio.....	RAD	
F 1	Programming.....	RAD 12	
F 1-1	VOA Package Programs.....	RAD 12-1	
F 1-2	USIS Locally - produced Programs.....	RAD 12-2	
F 1-3	Local Relays of VOA.....	RAD 12-3	
F 1-4	Music.....	RAD 12-6	
F 2	Local Radio Activity.....	RAD 6 or RAD (Country)	
F 3	Relay Station Operations.....	RAD 15	
F 4	Monitoring Post Operations.....	RAD 16	
F 5	Promotion and Publicity.....	RAD 11	
F 5-1	VOA Radio Programs and Relays.....	RAD 11	
F 5-2	Local Radio Programs.....	RAD 11	
F 5-3	Program Booklets.....	RAD 11	
F 6	Equipment and Supplies (technical).....	RAD 10	
F 6-1	Inventory.....	RAD 10-1	
F 6-2	Equipment.....	RAD 10-2	
F 6-3	Supplies.....	RAD 10-3	

F 7	Program Effectiveness and Evaluation.....	RAD 1-1
F 7-1	VOA Shortwave Radio Broadcasts and Relays.....	RAD 1-1
F 7-2	USIS Local Radio Programs.....	RAD 1-1
F 8	Reports.....	RAD 2
F 9	Space Radio Transmission.....	TEL 6
G	Motion Pictures.....	MP
G 1	Program.....	MP 1
G 2	Films.....	MP 9
G 2-1	By Title.....	MP 9-(title)
G 2-2	Shipment.....	MP 13-2
G 2-3	Requests to Agency.....	MP 13-2
G 2-4	Disposal - Withdrawal - Sale.....	MP 13-3
G 2-5	Rights.....	MP 15
G 2-5	Censorship.....	MP 14
G 2-6	Catalog.....	MP 9-1
G 2-7	Distribution - Loan.....	MP 12
G 2-8	USIS - Locally - produced.....	MP 16
G 2-9	Purchase.....	MP 13-1
G 3	Mobile Units - Scheduling and Operation.....	MP 17
G 4	Equipment - Supplies (technical).....	MP 10
G 4-1	Inventory.....	MP 10-1
G 4-2	Mobile Units.....	MP 17
G 4-3	Film Equipment.....	MP 10-2
G 4-4	Supplies.....	MP 10-3
G 5	Commercial Sources - Outlets.....	MP 6
G 6	Program Effectiveness and Evaluation.....	MP 1-1
G 6-1	Communist Reaction.....	MP 1-1
G 6-2	Public Opinion.....	MP 1-1
G 7	Film Festivals.....	MP 8
G 8	Reports.....	MP 2
H	Cultural Program.....	CUL
H 1	Requests - Distribution of Materials.....	CUL 9
H 2	USIS Libraries - Information Centers.....	CUL 11
H 2-1	Community Activities.....	CUL 12
H 3	Binational Centers.....	CUL 11
H 4	Foreign Libraries - Information Centers - Reading Rooms.....	CUL 11
H 5	Exhibits - Displays.....	CUL 8
H 5-1	Program.....	CUL 8-1
H 5-2	Washington produced.....	
H 5-3	USIS produced.....	
H 5-4	Equipment and Supplies (technical).....	CUL 8-4
H 6	Music Program.....	CUL 14
H 6-1	Concerts and Performing Artists.....	CUL 14-5
H 6-2	Recordings.....	CUL 14-6
H 6-3	Scores.....	CUL 14-7
H 6-4	Rental and Performance Rights.....	CUL 14-9
H 6-5	Other Materials and Information.....	CUL 14
H 7	English Teaching Program.....	EDU 10
H 7-1	Materials.....	EDU 10-1
H 7-2	Direct Teaching.....	EDU 10-2
H 7-3	Seminars for National Teachers of English.....	EDU 10-3
H 7-4	English-by-Radio and Television.....	EDU 10-4
H 7-5	English Certificate Program.....	EDU 10-5

H 8	Informational Media Guaranty Program.....	INF 7
H 8-1	Program.....	INF 7-1
H 8-1	Country Agreements.....	INF 7-4
H 8-2	Finance.....	INF 7-3
H 9	Presentation Program.....	CUL 9
H 9-1	Books - Other Publications.....	CUL 9-6
H 9-2	Periodical Subscriptions.....	CUL 9-7
H 9-3	Other Materials.....	CUL 9-8
H 10	Book Translation Program.....	PPB 13
H 10-1	Basic List.....	PPB 13-4
H 10-2	Translation Lists.....	PPB 13-4
H 10-3	Book Packets - Small Books.....	PPB 13-4
H 10-4	Translation Requests.....	PPB 13-3
H 11	Publications Activities Program.	
H 11-1	Book Development Program.....	PPB 12-11
H 11-2	Low-priced Book Program.....	PPB 12-9
H 11-3	Simplified English Books.....	PPB 12-9
H 11-4	Book Exhibits.....	PPB 12-5
H 12	Program Effectiveness and Evaluation.....	PPB 1-1
H 13	Reports.....	PPB 2

Special Projects

J 1	Trade Fairs.....	TF 8
J 2	Agricultural Fairs.....	AGR 8
J 3	Refugee Program.....	REF

K	Television.....	TV
K 1	Programming.....	TV 12
K 1-1	ITV-produced Programs.....	TV 12-1
K 1-2	Cooperatively produced Programs.....	TV 12-4
K 1-3	IMS Films.....	TV 12-3
K 1-4	USIS Locally-produced Programs.....	TV 12-2
K 1-5	Non-USIS Locally-produced Programs.....	TV 12-5
K 2	Local TV Activity.....	TV 6 or TV (Country)
K 3	Promotion and Publicity.....	TV 11
K 4	Equipment - Supplies (technical).....	TV 10
K 4-1	Inventory.....	TV 10-1
K 4-2	Equipment.....	TV 10-2
K 4-3	Supplies.....	TV 10-3
K 5	Program Effectiveness and Evaluation.....	TV 1-1
K 5-1	ITV Programs.....	TV 1-1
K 5-2	USIS Local TV Programs.....	TV 1-1
K 6	Reports.....	TV 2
K 7	Space TV Transmission.....	TEL 6

PRIMARY SUBJECTS

ADMINISTRATION (purple)

ACCOUNTING & DISBURSING
 BUILDINGS & GROUNDS
 BUDGET
 COMMUNICATIONS & RECORDS
 EMERGENCY PLANNING
 EQUIPMENT, SUPPLIES & SERVICES
 FINANCIAL MANAGEMENT
 FACILITATIVE SERVICES
 LEGISLATIVE & LEGAL AFFAIRS
 ORGANIZATION & ADMINISTRATION
 PERSONNEL
 PUBLIC RELATIONS
 SECURITY
 TRAVEL & TRANSPORTATION
 VEHICLES

ACC
 BG
 BUD
 CR
 EP
 ES
 FMGT
 FS
 LEG
 ORG
 PER
 PR
 SY
 TRV
 VEH

POLITICAL & DEFENSE (red)

COMMUNISM
 DEFENSE
 INTELLIGENCE
 POLITICAL AFFAIRS & RELATIONS

CSM
 DEF
 INT
 POL

SCIENCE (orange)

ATOMIC ENERGY (GEN)
 SCIENCE & TECHNOLOGY
 SPACE & ASTRONAUTICS

AE
 SCI
 SP

SOCIAL (blue)

HEALTH & MEDICAL CARE
 REFUGEES & MIGRATION
 SOCIAL CONDITIONS

HLTH
 REF
 SOC

CONSULAR (dark green)

CONSULAR AFFAIRS
 PASSPORTS & CITIZENSHIP
 PROTECTIVE SERVICES
 VISAS

CON
 PPT
 PS
 V

CULTURE & INFORMATION (yellow)

EDUCATION
 EDUCATIONAL & CULTURAL EXCHG.
 INFORMATION
 CULTURE
 MOTION PICTURES
 PRESS & PUBLICATIONS
 RADIO
 TELEVISION

EDU
 EDX
 INF
 CUL
 MP
 PPB
 RAD
 TV

ACC.....ADM.
 AE.....SCI.
 AGR.....ECON.
 AID.....ECON.
 AV.....ECON.
 BG.....ADM.
 BUD.....ADM.
 CON.....CONSULAR
 CR.....ADM.
 CSM.....POL & DEF.
 CUL.....CUL & INF.
 DEF.....POL & DEF.
 E.....ECON.
 ECIN.....ECON.
 EDU.....CUL & INF.
 EDX.....CUL & INF.
 EP.....ADM.
 ES.....ADM.
 FMGT.....ADM.
 FN.....ECON.
 FS.....ADM.
 FSE.....ECON.
 FT.....ECON.
 HLTH.....SOCIAL
 INF.....CUL & INF.
 INCO.....ECON.
 INT.....POL & DEF.
 IT.....ECON.
 LAB.....ECON.
 LEG.....ADM.
 MP.....CUL & INF.
 ORG.....ADM.
 OS.....ECON.
 PER.....ADM.
 PET.....ECON.
 PO.....ECON.
 POL.....POL & DEF.
 PPB.....CUL & INF.
 PPT.....CONSULAR
 PR.....ADM
 PS.....CONSULAR
 RAD.....CUL & INF.
 REF.....SOCIAL
 SCI.....SCIENCE
 SOC.....SOCIAL
 SP.....SCIENCE
 STR.....ECON.
 SY.....ADM.
 TEL.....ECON.
 TP.....ECON.
 TR.....ECON.
 TRV.....ADM.
 TV.....CUL & INF.
 V.....CONSULAR
 VEH.....ADM.

ECONOMIC (green)

AGRICULTURE
 AID
 AVIATION (CIVIL)
 ECONOMIC AFFAIRS
 ECONOMIC INTEGRATION
 FINANCE
 FUELS & ENERGY
 FOREIGN TRADE
 INDUSTRIES & COMMOD. (GEN)
 INDUSTRIES & COMMOD. (YELLOW)
 INLAND TRANSPORT
 LABOR & MANPOWER
 OCEAN SHIPPING
 PETROLEUM
 POSTAL AFFAIRS
 STRATEGIC TRADE CONTROL
 TELECOMMUNICATIONS
 TRADE PROMOTION & ASSISTANCE
 TRANSPORTATION (GEN)

AGR
 AID
 AV
 E
 ECIN
 FN
 FSE
 FT
 INCO
 INCO(YP)
 IT
 LAB
 OS
 PET
 PO
 STR
 TEL
 TP
 TR