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DDA

DDA 78-0806/10

MEMORANDUM FOR: Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Acting Legislative Counsel
Inspector General
Comptroller
Director, Equal Employment Opportunity
Assistant for Public Affairs

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Procedures Governing Release of CIA Information to the Public

REFERENCE : Multiple addressee memorandum from DDA dtd 28 February 1978, Subject: Release of CIA Information to the Public

1. All of you have responded to my request for comments on the report of the Agency working group to study release of CIA information to the public. Thank you for the time and obvious thought which you gave to this important subject. It is apparent that there are large areas of consensus in how we should proceed on this important matter of protecting the Agency from inappropriate releases of information, although there are some areas of disagreement. Taking all of your comments into account, I have decided to take the following specific actions, most of which were recommended by the working group.

a. We will establish an IRC Working Group (referred to in the past as a "sub-IRC"). This group will be under the chairmanship of my Assistant for Information and will include representatives of the OGC, OLC, PAO and each member of the IRC. I see this group as providing a forum in which policy questions concerning information release can be staffed out and in many cases resolved without directly involving the senior managers who comprise the IRC. Obviously, policy differences which cannot be resolved by the Working Group can and should be referred to the IRC for resolution. I hereby request each IRC member, the General Counsel, the Acting Legislative Counsel and the Assistant for Public Affairs to designate a senior officer to represent them on this new IRC Working Group.

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b. We will establish a Senior Review Panel in the Information and Privacy Staff with responsibility for final detailed review of every document released under the FOIA, the Privacy Act, and Executive Order 11652. Once we have some experience, we may find other review functions which the Panel can usefully perform. We have begun the search for part-time personnel; suggestions about personnel who might be assigned to this small three- or four-person group are welcome.

c. With the establishment of the IRC Working Group and the Senior Review Panel, it seems unnecessary to designate a senior officer referent whose task it would be to alert management to potential problems.

d. There is agreement that we need more and better training of personnel involved in the information release process. I will task the Chief, IPS and the Director of Training to review all current training in this area and to propose suitable enhancements.

e. In a related move, I will task the Director of Training to include training in classification and declassification in basic orientation courses and in specified specialized training courses.

f. As suggested by the working group which studied this problem, I will expect the new IRC Working Group to arrange for periodic cross-directorate meetings ("rap" sessions) of persons involved in the information release process.

g. The need for a unified set of Agency declassification guidelines has been met by work carried out by the new Records Review Branch in the Information Systems Analysis Staff. The new version of the Executive order on classification has just been received, so we should be able to begin work on classification guidelines in the near future. The need for better definitions of sources and methods is being met by the work done on the new charter legislation.

h. It being the majority view that a centralized index of released material should not be established at this time, I am taking no action on this matter.

2. Again, I wish to express my appreciation for the assistance which you have all provided in this effort to enhance our ability to control the flow of Agency information into the public domain.

John F. Blake

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