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MEMORANDUM FOR: John W. Coffey
Deputy Director for
Support
7D26 Headquarters

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Attached for information is a copy of the security memorandum which we are sending to the Chairmen of Historical Boards and to all historical officers and writers in the CIA Historical Program.

Howard M. Ehrmann
Chief, CIA Historical Staff

21 September 1971
(DATE)

MORI/CDF Pages 2 thru 8

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED. (47)

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DD/S 71-3678

Executive Registry

71-4147/4

DD/S REGISTRY

FILE O+M 6

8 September 1971

MEMORANDUM FOR: Historical Officers and Writers

SUBJECT : Security in the CIA Historical Program

REFERENCE : Memorandum from Executive Director-Comptroller to Deputy Directors, 27 July 1971

1. The maintenance of security has been and continues to be a prime objective of the CIA Historical Program. In furtherance of this objective this memorandum establishes procedures to place even greater emphasis on the security of the Program, in accordance with the policies stated by the Executive Director-Comptroller, referenced above. Under these procedures each component will continue to be responsible for safeguarding histories in progress and completed histories and for limiting access to such histories in accordance with the need to know. Historical officers and writers in each component will insure that measures are taken to comply with these objectives as provided below.

2. Semiannual Audits of Histories

a. Historical officers of components within the Office and the Area of the DCI, of deputy directorates, and of components within directorates will insure that custodians for their components maintain a log of all histories in their custody (Form 3434), showing the title, the volume number, the control number, the copy number, and the location. Custodians will maintain the log on a current basis and enter therein the names and components of all persons granted access to such histories, together with the dates of access.

b. In January and July of each year every historical officer of a component within a directorate will make a physical audit of all histories for which his component is responsible, to review

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and verify the information shown in the custodial log. He will then transmit through his component to the historical officer of the directorate a xerox copy of the log, together with a statement certifying that the log has been inspected and is an accurate inventory of the histories for which the component is responsible (Form 3435). In the case of histories held within the office of a directorate, the historical officer of the directorate will similarly review, verify, and certify such information. In the Office and Area of the DCI this audit will be performed by the component historical officer who will make his certification to the Chief of the CIA Historical Staff.

c. In order to review the effectiveness of these security procedures, the Chief and Deputy Chief of the CIA Historical Staff may as they deem necessary, also inspect the custodial logs.

3. Protection and Disposition of Draft Histories

a. Historical writers will insure the security of histories in preparation and will take precautions that histories transmitted for review will be hand carried and receive Eyes Only handling. Each writer will maintain a record of all persons to whom he provides draft histories for review and coordination. (Form 3434 shall be used for this purpose.)

b. Normally, all preliminary, partial, and final drafts will be destroyed when a history has been accepted into the CIA Historical Program and published in final form. All such drafts will be transmitted for destruction to the component historical officer, who will maintain a log of drafts destroyed (Form 3436), showing the title, author, component, copy number, and date of destruction. The historical officer of the component will transmit a xerox copy of the record of destruction for each draft destroyed during the semiannual reporting period to the appropriate person as described in Paragraph 2b above.

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c. When there is a valid requirement to preserve the draft of a completed history, the draft will be registered and controlled as if it were an extra copy of the finished history. It will be included in the log and reported in the semiannual audit.

4. Extra Copies of Completed Histories

The number of copies of a completed history will normally be determined by the degree of sensitivity of the history and the number of components which have participated in its preparation. Where more than four copies are required, permission to make them must be secured from the deputy director or his designee of the directorate responsible for preparing the history. The component historical officer will inform the Chief of the Historical Staff of the number of copies authorized and the extra copies will be registered in the log of completed histories held by the component of origin. These extra copies will be inventoried in the semiannual report.

5. Access to Completed Histories

The intent of these instructions is to maintain the security of draft and finished histories. Nothing in this memorandum is to be construed as diminishing the access to histories by personnel who have a need to know. It will continue to be Agency policy to encourage the use of histories consistent with their sensitivity and the need to know principle. 25X1

Howard M. Ehrmann
Chief, CIA Historical Staff

Concurrence:

25X1

8 Sept. 71

L. K. White
Executive Director-Comptroller

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CIA HISTORICAL PROGRAM

Custodial Log

TITLE	DIRECTORATE
	COMPONENT
	PROJECT NO. (if draft)
VOLUME NO.	PUBLICATION NO. (if published)
LOCATION (Building and room)	COPY NO. OF

ACCESS RECORD

NAME	COMPONENT	DATE OUT	DATE BACK

FORM 9-71 3434

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CIA HISTORICAL PROGRAM

Semiannual Audit of Histories

I certify that I have compared the attached inventory of histories with the actual holdings of the _____ and find the inventory to be accurate except as stated below.
COMPONENT

_____
NAME

_____
TITLE

_____
DATE

EXCEPTIONS AND REMARKS

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CIA HISTORICAL PROGRAM

Record of Destruction of the Draft of a Published History

I certify that I have destroyed _____ draft copy(s)
INDICATE NUMBER
of the following published history and that to the best of my knowledge no other draft copies exist:

Title of History _____

_____

Author _____

Directorate _____

Component _____

Remarks _____

_____

_____

_____

_____
NAME

_____
TITLE

_____ _____
DATE DRAFT DESTROYED

FORM 9-71 3436

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