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FORM 610 (EF)  
8-98

USE PREVIOUS EDITIONS

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CL BY: \_\_\_\_\_  
CL REASON: \_\_\_\_\_  
DECL ON: \_\_\_\_\_  
DRV FROM: \_\_\_\_\_

APPROVED FOR  
RELEASE  DATE:  
28-Dec-2009

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CIO/IMS 0042-02  
9 May 2002

MEMORANDUM FOR: Deputy Executive Director  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chief Financial Officer  
Chief Global Support  
Chief Human Resources Officer  
Director of Security

FROM: Alan C. Wade  
Chief Information Officer

SUBJECT: Guidance to Safeguard Information  
Regarding Weapons of Mass Destruction and  
Other Sensitive Information Related to  
Homeland Security

REFERENCE: Memo for Multiple Addressees fr  
D/IMS/CIO, dtd 6 May 02, "Review  
of Procedures and Holdings of Documents  
to Ensure Protection of Weapons of Mass  
Destruction and Other Sensitive Information  
Related to Homeland Security"

1. Action Requested: Please share the attached reference with other appropriate subordinate components, centers, and staffs. Please ensure that all appropriate components reexamine their review and release procedures, and holdings of documents in accordance with the attached guidance.

2. The Director of Information Management Services, CIO (D/IMS/CIO) sent the referenced memorandum to CIA offices that declassify and/or release information. Although you may be aware of this package and the White House memorandum regarding Weapons of Mass Destruction (WMD) and sensitive Homeland Security information, I am distributing this information to ensure you are informed and to ask your assistance in further sharing the safeguarding guidance with other appropriate components, centers, or staffs within your

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business area that we might have missed. I have tasked IMS/CIO to respond on behalf of the Agency to the President's Assistant via the Office of Homeland Security on the status of CIA's reexamination of our review and release procedures.

3. All agencies and departments are charged to consider the need to safeguard WMD and other sensitive information on an ongoing basis. Although the appropriate steps for safeguarding sensitive information may vary according to the information, the attached guidance and contact points are helpful. In addition, IMS/CIO is working with the Information Security Oversight Office (ISOO) and other agencies to ensure the revised Executive Order 12958 "Classified National Intelligence Information" includes reclassification authority and enhanced language within the Order to safeguard WMD and other sensitive information. Any additional guidance developed within the community or received will be shared with you.

4. Please advise the IMS/CIO action officer, [redacted] via your Information Review Officer (IRO) if you have questions regarding the attachments. If your components need classification management, records management, or review/release guidance and assistance as they review their procedures in light on the new guidance, please engage your IROs and Information Management Officers (IMOs).

Alan C. Wade

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