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8 January 2009

MEMORANDUM FOR:

VIA:

FROM: [REDACTED]

SUBJECT: CIA Declassification Center ~~Weekly~~ Report 1 - 7 January 2009

***(U) The Next Automatic Declassification Date is  
31 December 2009!***

**(U) Of Management Interest**

**(U//~~FOUO~~) Year-end Document Declassification Support System (DDSS) Metrics**

(U//~~FOUO~~) [REDACTED] compiled metrics on data added to DDSS during calendar year 2008. DDSS is the CIA managed system which documents and assists in the management of interagency referrals generated under the automatic declassification provisions of EO 12958, as amended. During 2008, [REDACTED] referrals totaling [REDACTED] pages were added to DDSS. This represents an increase of 14% to a new total of [REDACTED] referrals **totaling** [REDACTED] **pages**. This represents the best and, in fact, the only estimate of referral workload under the Executive Order. [REDACTED]

**(U//~~AIUO~~) From the Archives**

**(U//~~AIUO~~) The Importance of Being Specific**

(U//~~AIUO~~) The RAC team recently reviewed a 17 December 1969 Morning Cable Summary that contained the following item:

(U//~~AIUO~~) "Our Allies: Four RAF jets were flying across England yesterday when the rearmost pilot radioed 'you are on fire -- eject.' Two pilots bailed out -- only one plane was on fire. Scratch two aircraft at almost a million dollars each. (UPI)" [REDACTED]

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(U//~~ATUC~~) Editor's Note: Release decision of the above document was RIF.

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**(U//~~ATUC~~) Progress Towards the 31 December 2009 Deadline**

**(U//~~ATUC~~) Note:** We have changed our reporting against the 2009 deadline to improve its usefulness. The first chart below displays all production against the FY 2009 deadline. By "all production" we include production in prior years. We have also added crosshatching to indicate material that CDC has reviewed that is on referral to another government agency (OGA). This material requires an OGA review prior to final certification. We are doing our best to encourage OGAs to complete their referral reviews that emanate from CDC on a timely basis. The area above the crosshatching represents fresh review that CDC must complete prior to the deadline.

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**(U//~~ATUC~~)** In the second chart, we subtract out review against the 2009 deadline that has been completed in prior years (about  pages). It gives a better measure of progress this FY against the deadline.

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**(U//~~ATUC~~)** This thermometer chart provides a measure of completeness against the CIA records that must be reviewed by **31 December 2009**. These records include hardcopy CIA records dated 1984 and external referrals dated 1981 or earlier (i.e., "legacy"). These legacy referrals are from the CIA Archives or Presidential Libraries (via the RAC Program). (Referrals for CIA at NARA are excluded due to the procedures of the National Declassification Initiative which are controlling the review rates at NARA). If not reviewed prior to 31 December 2009, these records are at risk for automatic declassification. In this case, the thermometer goes through 31 December 2009. **The first chart reflects data current through 5 January and includes 2009 deadline material processed in prior years. The second chart reflects data current through 5 January and excludes 2009 deadline material completed in prior years. The crosshatched area represents material on referral, i.e., material for which CDC has completed its review and an OGA review is pending.**

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**(U//~~ATUC~~)** The first three thermometers measure progress against certification for material being processed manually (for accession to NARA or exemption) and via automated system (for delivery on CREST at NARA or via the RAC Program to the Presidential Libraries). The fourth thermometer measures overall progress (manual + automated). As in other "Thermo" charts, the targets are above the thermometer; the current pages processed to date ("production") is provided below the thermometer; the height of the thermometer represents pages processed to date graphically; and at the right are tick marks that divide the target into  equal weekly sub-targets. The horizontal line ("slider") indicates the number of pages that should be completed by the current week of the FY assuming a linear production rate. Above the slider is good; below indicates more work to be done.

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- Total production against 2009 deadline:

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[REDACTED]

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- Current FY production against 2009 deadline:

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### ~~(U//AIUO)~~ Overall Production for FY 2009

(U//~~AIUO~~) The status of production against the FY2009 goals as of **3 January** is presented in the "Thermometer Chart" below. The chart reflects new FY 2009 production goals. This chart includes 2009 deadline material (2008 deadline material has been completed) and other later deadline material. 

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(U//~~AIUO~~) Note that this chart presents "Pages Certified this Fiscal Year" and is organized by product line. Thus counts in this chart reflect material that has completed the declassification review process this FY (i.e., "certified"). It does not reflect pages that have completed the full production process (i.e., been "delivered") but reflects progress against the Executive order deadlines which involve "declassification review" (and not delivery, e.g., to the National Archives). The chart below is organized by key goals, i.e., total review/release; legacy NARA external referrals; automated review/release (our highest value on-line redacted product); and legacy Presidential Libraries. (Note that Overall Total subsumes Automated, and Automated subsumes Presidential Library product. Because the Overall Total includes some categories that are not displayed explicitly such as manual review and special media; and automated review includes internal CIA material which is also not displayed explicitly on this chart---the Overall Total is not the simple sum of the three sub-categories to its right on the chart.)



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- Standard CDC production this FY:

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## **(U) Of General Interest**

### **(U//~~AIUO~~) DRRB Weekly Activities**

(U//~~AIUO~~) Certifiers and reviewers are focused on 2009 review, certification, and product generation (PROD GEN) activities. [REDACTED]

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### **(U//~~AIUO~~) D/CIA Team**

(U//AIUO) The D/CIA team continues to review, certify, and perform quality control (PROD GEN) of documents due in 2009. This week, many of the documents certified came from records of the National Intelligence Council. In addition, team reviewers are triaging DS jobs due in 2009. New certifier [REDACTED] continued his training this week with one-on-one tutorials from D/CIA team reviewers and the NCS senior reviewer. [REDACTED]

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### **(U//~~AIUO~~) DI Team**

(U//AIUO) The DI Team has begun work on the review, certification, and PROD GEN of 2009 material, as well as remaining returned referrals. These documents are primarily Intelligence Assessments, Weekly Summaries, and research papers from the 1960s-1980s, dealing with Vietnam, the Middle East, and Latin America. [REDACTED] is continuing to assist the DCI team in certifying 2009 documents. [REDACTED]

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### **(U//~~AIUO~~) NCS Team**

(U//~~AIUO~~) The NCS team continues to re-review file series exempt (FSE) documents as required by our NSC approved file series exemption from Level 1 through Quality Assurance/Quality Control (QA/QC), moving them to certification, and working the PROD GEN queue. The team also is working Duplicate Reconciliation (RECON) queues, Level 1 through QA/QC, and moving the documents to certification. [REDACTED]

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### **(U//~~AIUO~~) Presidential Libraries (RAC) Team**

(U//~~AIUO~~) The RAC team is fully employed with the review, certification, RECON, and PROD GEN of documents from eight Presidential Libraries. Certifiers continued the review on STAIRS of RAC documents referred to CIA by other government agencies. This week, the team reviewed for release finished intelligence reports on Cuba and Rhodesia. [REDACTED]

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**(U//~~ATUO~~) Quality Control/Training**

(U//~~ATUO~~) - [ ] continues updating the on-line dictionary. [ ] is on vacation until January 13, 2009.

[ ]

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(b)(3)**(U//~~ATUO~~) NARA Operations**

(U//~~ATUO~~) Reviewers are working State, Army, Navy and DIA boxes, and technicians are entering the results into the database. [ ]

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(U//~~ATUO~~) The technician team entered [ ] pages in [ ] into the field database. The reviewing team completed [ ] pages in [ ] boxes at Level I. In addition, [ ] RNE pages were reviewed at Level I. The reviewing team completed [ ] pages in [ ] boxes at Level II. Certification consisted of [ ] pages in [ ] boxes. The release rate was [ ] percent of which [ ] percent came from Release-in-Part records and [ ] percent came from Release-in-Full records. [ ]

[ ]

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(U//~~ATUO~~) Two reviewers worked three full days on the NDI Quality Assurance Review Team (QART). Together, they reviewed [ ] Hollinger boxes. Agency representation on the QART was as follows: Day 1 - CIA, NARA, Navy, State; Day 2 - CIA, NARA, Army, Navy, USAF, State, DOE; Day 3 - CIA, NARA, Army, Navy, USAF. [ ]

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(b)(3)**(U//~~ATUO~~) External Referral and Liaison Team****(U//~~ATUO~~) Referral Operations**

(U//~~ATUO~~) The responsible account manager talked to [ ] about the schedule for the two reviewers scheduled to begin reviewing OSD documents. [ ] said that at least one of the Office of Secretary of Defense (OSD) reviewers would be [ ] starting this week. [ ]

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(b)(3)**(U//~~ATUO~~) Account Manager's Activities**

(U//~~ATUO~~) From 01/01/09 thru 01/07/09 there were [ ] [ ] printed out from ER&L Referral in CADRE. [ ]

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(U//~~ATUO~~) The responsible account manager entered [ ] documents [ ] in batch # [ ] for Department of Energy (DOE) onsite review. [ ]

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(U//~~ATUO~~) The responsible account manager entered [ ] documents [ ] in batch [ ] for Army on-site review. [ ]

[ ]

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(U//~~AIUO~~) The responsible account manager entered documents in the following batches for JCS review:

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(U//~~AIUO~~) The responsible account manager entered  documents  in batch #EUCOM-06 for OSD to review for EUCOM.

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(U//~~AIUO~~) Department of Energy (DOE) documents previously purged from CADRE and replaced with placeholder pages were closed and forwarded in CADRE as indicated below. Also, the related hardcopy batches were processed in AMDB and sent to the AARC:

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(U//~~AIUO~~) The following National Library Carter (NLC) documents were documented in AMDB, processed in CADRE and returned to the teams:

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(U//~~AIUO~~) The following NRO documents were documented in AMDB, processed in CADRE and returned to the teams:

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(U//~~AIUO~~) Federal Bureau of Investigation (FBI) reviewer,  returned batch FBI-68. The responsible account manager documented in AMDB and processed the documents in CADRE before forwarding them to the teams for

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final processing.

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~~(U//**FOUO**)~~ *Other Government Agencies' On-Site Hardcopy Review*

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~~(U//**FOUO**)~~ *STAIRS Operation and Administration*

~~(U//**FOUO**)~~ Note: The State of the Art Inter-Agency Referral System (STAIRS) is a stand-alone system that supports the review of Presidential library documents by other government agency personnel.

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~~(U//**FOUO**)~~ *Other Government Agencies' On-Site Review*

~~(U//**FOUO**)~~ The following individuals representing the indicated agencies conducted on-site reviews of library documents in STAIRS:

Bob Kott and John Shippe of the DOS

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~~(U//**FOUO**)~~ *MDR Activity*

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~~(U//**FOUO**)~~ **Declassification Services Branch**

~~(U//**FOUO**)~~ **Document Declassification Support System (DDSS)**

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(U//~~FOUO~~) During this reporting period, [ ] conducted the following coordination with Government agencies:

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- *Army.*  
[ ] began final reconciliation of the [ ] upload files that he uploaded for Army at the end of 2008. [ ]  
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- *Department of State.*  
The DDSS team is working on uploading a new DOS upload file. [ ] is providing guidance to the team as required. [ ] (b)(3)  
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- *Navy.*  
The DDSS team is preparing Navy data for upload into DDSS and [ ] is providing ongoing guidance to the team. [ ] (b)(3)  
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(U//~~FOUO~~) DDSS Miscellaneous

- DDSS Information Systems Security Plan (ISSP).  
[ ] is waiting for the DDSS Information Systems Security Manager (ISSM) to provide a date for a meeting in January to discuss aspects of the revised DDSS Information Systems Security Plan as well as the impact of the new Employee Bulleting 11-08 concerning removable media on DDSS. [ ] (b)(3)  
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- DDSS Errors.  
The DDSS team continues to investigate the problem that is causing users to receive an error message that indicated that the DDSS application is unable to access the DDSS database. The team believes the problem is caused by a particular query and has developed an easy work-around to enable a user immediately to restore a lost DDSS session. The DDSS team is now able to replicate this issue on the DDSS integration system, and is working on a solution.  
  
During his efforts to upload [ ] Army upload files into DDSS in December, [ ] maintained a log of each step he took for each file and documented all errors received. He provided this log to the DDSS team for its use in its ongoing investigation of the problem. [ ] (b)(3)  
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- Unique Tab Identifiers.  
[ ] continued work on a Concept of Operations (CONOPS) for implementing unique tab IDs for the Director, Information Security Oversight Office. (b)(3)  
  
[ ] is coordinating a meeting with Army in January to discuss the Department of Defense Joint Referral Center in terms of its relationship to the unique tab identifier CONOPS and NARA's IRC. [ ] (b)(3)  
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~~(U//AFOU)~~ **CADRE Duplicate Detection, Resolution, and Reconciliation.**

~~(U//AFOU)~~ Metrics for 28 December through 3 January 2009 are included below as well as the cumulative metrics throughout the duration of DDR (25 June 2002 to the present). The percentage of duplicates discovered for the period is [ ] compared to a cumulative average of [ ]

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~~(U//AFOU)~~ **CADRE Duplicate Detection, Resolution, and Reconciliation.**

~~(U//AFOU)~~ **CADRE Support**

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- At the request of [ ], Assistant CADRE Program Manager, researched a document that meets the Requester Report rules but was not displaying on the report. Investigated the issue with [ ] lead reports developer, who determined the cause of the problem. Coordinated correction of the problem with [ ] and [ ] and tested the fix, which was deployed to Production.
- Continued to investigate the possibility of using the Sanitized Title field instead of the Title field to prepare the Requester Report, coordinating with two members of the Development Team and [ ] and prompting the scheduling of a TEM to address the issue.
- Researched and documented several issues with the archiving of several but not all versions of a document in Production.

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- Followed up with [redacted], CADRE Trainer, on the status of the development of an Advanced Query course with which I will assist. [redacted]

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**(U//~~FOUO~~) Mosaic Analysis Program (MAP)**

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- The team has completed the compilation and consolidation of the results of its metadata analysis of the 1998-2007 collections and is organizing a selection of document examples.

[redacted]

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**(U//~~FOUO~~) Agency Scanning Center (ASC) Support to CDC**

**(U//~~FOUO~~) 25-Year Production Statistics**

(U//~~FOUO~~) The ASC scanned [redacted] pages, indexed [redacted] documents, and exported [redacted] pages of DI material. In addition, [redacted] documents were indexed and [redacted] images of Reagan Presidential Library material were exported. [redacted]

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**(U//~~FOUO~~) Upcoming Week**

(U//~~FOUO~~) Our attention is now focused on 2009 production goals and meeting the 2009 deadline. [redacted]

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[redacted]

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Chief, CIA Declassification Center

CC:

Reviewers Comments:

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