

DD/S 12.2128

26 May 1972

MEMORANDUM FOR: Deputy Director for Intelligence
 Deputy Director for Plans
 Deputy Director for Science and Technology
 Deputy Director for Support

SUBJECT : Information Control -- Archives, History,
 and Records

1. Executive Order 11652 and the implementing National Security Council Directives governing the classification/declassification of national security information must be implemented by 1 June 1972. It is also clear that new pressures are building under the Freedom of Information Act toward declassification of events in U.S. history wherein CIA played a significant role. The implications of these developments clearly require the fullest coordination of information control procedures, including records management, histories, and archives administration. It follows that we should provide a single mechanism for the execution of these programs.

2. In essence, the three elements of Information Control: Records Management, Archives, and History, all record our experience to make it available for future use as required. This use includes file searches for current operational support, briefing and training new personnel, and answering press or congressional questions as to the Agency's role in earlier events. The problem is to design a system which will satisfactorily answer the needs of the future in these fields with a minimum expenditure of man-hours and funds at present. In these days of declining personnel ceilings, we obviously cannot dedicate large amounts of current manpower to making immediately available detailed answers to all contingent questions. At the same time, we must constantly protect the sensitive sources and methods of intelligence in the national interest and respect our fiduciary responsibility for the safety of many of our sources.

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3. In our approach to this problem in this internally compartmented Agency, it is essential to decentralize much of the responsibility and most of the actual effort. At the same time, this decentralization needs to be matched by a system which will indicate the degree to which minimum standards are met by all units, and a mechanism by which units can profit by interchange of experience and by sharing solutions.

4. In our analysis we must clearly recognize different kinds of information material and the different purposes we expect them to serve. Some of our records are important basic reference tools, e.g., CI files. Some are analyst working files of moderate life requirements. Some are formal publications of the Agency distributed elsewhere in the government with source sanitization. Some are operational records and documents, and some of these are highly sensitive and must remain compartmented as well as classified. Some of our reviews of past events are essentially chronicles of these events, which have value to new arrivals. Some should be analytical reviews drawing lessons and conclusions. Our system should reflect these differences if it is to do the job needed.

5. The following overall approach to this situation has been developed for implementation through the mechanisms indicated:

a. Records Management

(1) Effective records management is the foundation stone of any satisfactory action in these fields, as well as current operations depending upon effective records. It must be the subject of continuing and serious attention at all levels of the Agency and is the direct and full responsibility of each Directorate and subordinate unit with respect to its own records. The Executive Director will report on the Agency program periodically to the Director and Deputy Director, and it will be reviewed semiannually with the Deputies.

(2) Therefore, a new Records Management Board is hereby established with senior officer representation from the Office of the Director and each of the Directorates. The Office of the Director representative will be the Chairman and the Agency Records Management Officer. The Directorate representatives will be of senior grade, will be the Directorate Records Management Officer, and will be assisted by full time Technical Assistants if they have other responsibilities. This Board will serve as the internal Agency Classification/Declassification Review Committee in compliance with Executive Order

11652. The Board will be supported by a Technical Committee of full-time Records Officer representatives from each Directorate and such panels as may be required.

(3) The first order of business for this Board will be the development of a system and structure for the integrated administration and management of our archives, history, and records declassification systems, following the general principles outlined in this memorandum. Regulations developed for publication in time to meet the 1 June deadline of the Executive Order and implementing instructions are to be regarded as interim measures to satisfy the immediacy of the deadline and serve to highlight the importance of immediate concerted effort to establish orderly and meaningful long-term programs.

(4) The Records Management Board will report its conclusions, recommendations, etc., (with any dissents) directly to the Executive Director. The Records Management Board will make semiannual reports to the Executive Director, outlining the status of the Agency's Records Management Program, any problems it is experiencing, and its recommendations for improvement of the program (including reports on records management to be submitted by the Directorates). The Executive Director will consult with the Deputy Directors before implementing any such recommendations. The present CIA Records Administration Branch, Support Services Staff, DDS, will be transferred to the Office of the Executive Director-Comptroller and will become a Secretariat for the CIA Records Management Board. The CIA Records Center will remain under the supervision of the Chief, Records Administration Branch in the Office of the Executive Director.

(5) The Records Management Board will furnish a nonvoting member to the Agency Information Processing Board, with authority to submit agenda items and recommendations to the Information Processing Board. He will particularly bring to the attention of the Information Processing Board those aspects of the Agency's Records Management Program which should be considered by the Information Processing Board, with any recommendations for support of the Agency Records Management Program requiring Information Processing Board action. He will similarly make available to the Records Management Board all information coming before the Information Processing Board which might be of value or be appropriately considered by the Agency Records Management Board and its members.

(6) The Records Management Board will develop recommendations as to categories of Agency records (such as the categories in paragraph 6 above, plus any others deemed appropriate) and as to specific guidelines for the selection, retention, and declassification of records in these categories. These guidelines should also, where appropriate, include time periods for retention and declassification by category and indicate disposition thereafter, and include appropriate measures to comply with legal and executive requirements for retention and declassification. In particular, recommendations should be made as to the identification of categories which might appropriately be retired as classified government documents under GSA auspices or passed to the National Archives, rather than held solely under CIA control to protect intelligence sources and methods.

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(7) The Records Management Board will serve as the forum for recommendations for declassification, Agency contributions to other Agency historical programs and other interagency problems involving the Agency's records. In this process, coordination will be made as appropriate with the General Counsel, the Director of Security, etc.

b. Archives

(1) Each unit submitting an annual report (see below) will identify its key documents and files for permanent inclusion in Agency Archives. The Records Management Board will develop the system or systems by which such documents will be identified on a systematic basis during the year and indexed for later access and declassification review as an element of the Records Management Program. Annually, each unit will make an overall review to ensure that the documents marked for archival retention are neither excessive in detail, inappropriately classified nor incomplete through omissions. A certificate to this effect will accompany the unit's Annual Report, and the Agency Archivist will report any problems in this process to the Executive Director through the Records Management Board.

I have problems with this. It would be impractical to list all key documents and files which are to go to archives.

(2) The Agency Records Management Officer will also be appointed as the Agency Archivist, to supervise the Agency's Archives Program. He will coordinate the execution of the Archives Program through the Agency Records Management Board. He will work in close coordination with the Agency Historian. The Deputy Directors in their Directorates will appoint their Records Management Officers also as

Directorate Archivists, to supervise this program in the Directorate. The Agency and Directorate Archivists will supervise compliance with overall Agency Archives regulations to be drawn up and issued after consultation with the Deputy Directors. A semiannual report to the Executive Director on the Archives Program will be prepared by the Records Management Board.

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c. History

The major thrust of the Agency Historical Program will be placed on the development of analytical histories of important Agency activities and operations. The "Office History" approach to date, which has been largely successful in bringing our history up to 1965, will no longer be the major focus of the program, as the chronicling of future Agency activity will take place under the Annual Report system outlined below. Thus, future Agency histories will take major subjects of Agency activity and analyze the ways in which the various elements of the Agency worked together to produce the overall contribution to the operation in question. There will be some situations in which a single element of the Agency provided all or most of the Agency participation in any one activity. There will be occasions also when sensitivity will require that any analytical review of an operation be conducted in a most restricted fashion. This will apply to many Clandestine Service histories. Priority will be given to establishing the basic Agency history of the more prominent operations and activities in which the Agency has been engaged, e.g., Cuban Missile Crisis, Bay of Pigs, War in Vietnam, War in Laos, Congo Operations, U-2 Operations, etc., with particular attention to lessons derived from these experiences. These histories should also be indexed in a fashion to permit their use to provide immediate response to public or congressional inquiries on these prominent events to the extent feasible. Histories will in the future depend upon Annual Reports for general chronicle and upon the Archives Program for identification of key documents. The Agency Historian will be an ex officio member of the Records Management Board, will report directly to the Executive Director, and will work in close coordination with the Agency Archivist/Records Management Officer and the Directorate Historians who will be fully consulted on all matters affecting histories concerning their Directorates.

d. Annual Reports

(1) To provide the necessary chronicle of the Agency's activities at minimum expenditure of effort, a system of annual reports of the units and offices of the Agency will be developed. These will be submitted to the next senior command level for review and then held by the originating unit, with a copy incorporated in the Agency's Archives. The requirement for these annual reports will be timed and coordinated with the submission of the Agency's Annual Report to the President's Foreign Intelligence Advisory Board and the Agency's Annual Program submissions to avoid duplication of effort. The identification of the elements to submit these annual reports and an outline of their format will be developed by the Agency Historian for the Executive Director, in coordination with the Deputy Directors. These may include significant contractor units, when these played a significant role in Agency programs or operations. These annual reports should highlight major accomplishments, major problems and overall conclusions and recommendations for future action in the unit itself or by elements supporting or associated with it. As required, compartmented annexes can be compiled and held separately covering particularly sensitive events.

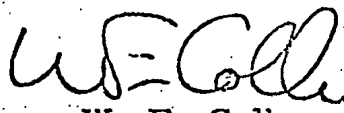
(2) In many areas it will be essential to produce one-time reports to cover the years from 1965 (or the most recent history) to the current Annual Report. This will be undertaken by units identified to submit future Annual Reports. In those situations in which an overall Agency history to be produced will cover the period in question, a separate Annual Report need not be developed (e. g., the War in Laos, the War in Vietnam), as the necessary chronicle and Archives can be developed at the same time as the analytical history. In other cases, however, a one-time effort to catch up to the current annual report system will be necessary, and this will be undertaken by the unit in question. Staff supervision of this activity will be provided by the Agency Historian and Archivist.

e. Classification and Declassification

The Records Management Board will be the focal point for the Agency's implementation of the classification and declassification procedures required by Executive Order 11652. The Board will coordinate as required with the General Counsel, the Director of Security, and others in carrying out this responsibility. The Agency Representative to the Interagency Classification Review Committee under Section

7 of this Order will work through the Agency Records Management Board in carrying out his responsibilities.

f. A Special Assistant for Information Control will be appointed by the Executive Director to serve as Agency Records Management Officer, Agency Archivist, Chairman of the Agency Records Management Board, and perform such other duties in the field of Information Control as the Executive Director may prescribe.



W. E. Colby

Executive Director-Comptroller

cc: Inspector General
General Counsel
Director of Security

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Problems

Archives

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1. [] was of the opinion that he needed some type of index to Agency-produced publications--no such index had been available to the Archives since the demise of the IPI. He suggested that CRS might be able to furnish listings, by year, of all CIA and foreign documents indexed (apparently he wanted both finished intelligence and raw reports). It was my opinion that these listings would be very bulky to store and difficult to use. As long as CRS maintains the index records as a part of the active AEGIS data base, he could be provided with listings on an ad hoc basis if he really required them. When and if CRS plans to retire a portion of the automated index (e.g., purging all entries over 10 years of age), then the retired index records could be put on COM and stored in Archives. This would be of some value. It could be checked against actual holdings, e.g., to determine gaps in the Archives collections. It might also prove of some help when the time rolled around to review all classified documents approaching their 30th anniversary to determine whether continued classification was necessary.

As a finding aid, however, it would be of little value unless multiple sets were provided.

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2. [] maintains that the Agency is required to retain permanently negatives of every still photograph accessioned. He based this claim on the NARS attitude expressed concerning OSS photographs. (I would personally question the need to retain photographs acquired from commercial sources--and probably some of the others as well.) A number of things related to photographs bother []. He feels that the negatives are relatively worthless unless he also has an index to them. The Graphics Register did maintain an index to both personality and ground photographs. Following the CRS reorganization of 1967, all indexing of photographs was discontinued except for those ground photographs accessioned by the USSR Division on []

The photo negative files have been STAT as vital records, but STAT has requested that they be transferred to Archives. STAT of NARS informally received request that photos be classified as temporary records.

[] subjects and, of course, this indexing ceased in December 1971 with the transfer of the ground photography collection to NPIC. For operational purposes, the CRS files of personality prints serves as an index to the personality negative file. The ground photography collection in NPIC has a logical filing scheme, augmented by color coding to facilitate searching. In both instances, the prints reference the corresponding negative. Inasmuch as the print files are constantly subject to purging, however, there are many negatives which are indexed in no fashion. In addition to the negatives, Archives receives many prints (which may or may not have been accessioned into the Agency photo collections) as attachments to information reports.

As is true of the personality photo file, However, caption cards are retained and these would provide a degree of access to the master neg. file.

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[] is also concerned about the ultimate disposition of the photo print and negative files of the official Agency photographer. [] feels that they should go to Archives, but he concedes that the Museum Commission might have a valid claim to some or all of these. Certainly, many of them (e.g., buildings, ceremonies, key personnel) should be of interest to historians.

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Problems

Archives (contd.)

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3. [] said that Archives was obtaining copies of most of the formal biographic publications (though he suspected, from gaps in the numbers, that his collection was far from being complete). He raised the question of ad hoc biographic reports which receive only a limited dissemination. He drew a parallel between these and the ad hoc intelligence memoranda prepared by production offices; [] said that OCI furnishes Archives with carbon copies of its informal production. My personal opinion is that Archives should receive copies of only those ad hoc biographies which were important because of their use—e.g., biographies prepared in support of a trip abroad by the President. Most ad hoc biographies are nothing but updated versions of reports issued in other series (such as the BH series), formatted in a different manner and perhaps abbreviated.

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4. Certain of the production offices furnish Archives with supplementary or background papers connected with its ~~their~~ formal production. ONE does this consistently in the case of the NIEs. [] refers to these as "research project" files. The folders include such things as preliminary drafts, ~~and~~ contributions received from other components, and the scope papers. (This, incidentally, duplicates some of the submissions from other components.) OCI apparently sends to Archives the source evaluation sheets which are required by IRS (as a service to the DDP). It seems to me that if any organization were to preserve these evaluation sheets, it should be IRS. I doubt if they would prove to be of any long-term value. In this connection, [] also asked me if I knew anything about production offices maintaining lists of the sources used in published reports—my knowledge was limited primarily to the ~~present~~ procedures followed in CRS. [] felt certain that the availability of a list of the source documents used in the preparation of a report would greatly facilitate the process of reviewing them for possible declassification. In addition to the Publication Source Survey (Form 3492), OCI provides Archives with an Authorization Sheet (Form 2024), and a Standard Distribution List for its publications.

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(e.g., Support Project files are included in OER's RRP.)

OSI also has a RRP & files of contributions to publications of other offices (e.g., NS, NIS).

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5. Archives is not getting copies of sanitized versions of CIA publications. [] feels that it should, and the matter is mentioned in the model Records Retention Plan. From a practical standpoint, [] said that the availability of the sanitized version of the report might be a factor in later determining whether or not the publication could be declassified for public release.

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6. [] thought that it might be useful if Archives ~~were to be used~~ as the depository for classified materials for the presidential libraries. Of course, Archives does have the materials for the LBJ and Eisenhower libraries. What he has in mind is, in anticipation of future requirements, the Agency should

a formal program were initiated to use

Archives (contd.)

start collecting presidential library materials at the outset of each administration. Question: Are we convinced that every president will have a library? Also, I suspect that to a certain extent documents are being collected on a current basis for deposit in presidential libraries as a later date--certainly the DDI accumulated the support materials for the Nixon visits to Peking and Moscow.

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7. [] feels that the official record copy of each document should indicate on its face all official actions taken with regard to it. This, of course, would not be possible in the case of microfilm records ^{created} made early in the information handling cycle.

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8. On 2 December 1970 [] prepared a memo specifying the archival requirements for motion picture films and the types of copies needed. A copy of this memo went to [] on 2 February 1971. There has been no Agency compliance this far. The OSS films are, of course, in the custody of SSU--and this collection could be viewed as essentially an extension of the Agency Archives. Other films which [] feels should be deposited in Archives include Agency-produced films (training, public relations, etc.), [] (The 1970 CRS Records Control Schedule had listed all films as temporary.)

has left something to be delivered with respect to types of copies.

ISSUE: ARCHIVISTS

Question: Would it be a viable solution to abandon the policy of maintaining separate Agency Archives, turning over custody of CIA's records of enduring value to the National Archives in lieu thereof? Does the National Archives have sufficient space to accommodate these records and would the National Archives be willing to accept the records?

Discussion: In point of fact, the National Archives does have custody and legal control of a considerable volume of records of the CIA and its predecessor organizations. For example, Record Group 226 (Office of Strategic Services) consists of 935 cubic feet of records, primarily the records of the Research and Analysis Branch of OSS, which were given to the Department of State at the time of the dissolution of OSS and subsequently turned over to the National Archives by the Department; Record Group 262 (Foreign Broadcast Intelligence Service) contains 702 cubic feet of records which were turned over to the National Archives at the time that FBIS was a component of the Federal Communications Commission; Record Group 263 (Central Intelligence Agency) is also comprised of FBIS records, 133 cubic feet of which were turned over to the National Archives after FBIS became a unit of the CIA (the latest accessioning action occurred in 1951). In addition, large quantities of OSS records are to be found intermingled with the records of the Department of State, the various defense agencies, and the now-defunct World War II emergency agencies. Relatively few CIA records, on the other hand, would be found in the National Archives record groups. Many such records are stored by other Government agencies at the Washington National Records Center, but until such time as these records are offered to the National Archives for final appraisal and accessioning, they are the property of the agency which deposited them at the Records Center.

There is little doubt that the National Archives would be willing, even eager, to accept custody of the Agency's records. It would cause problems, to be sure, but nothing that the National Archives could not resolve through the expenditure of public funds. The problems would include space, secure storage facilities, additional staff, and special clearances for the current staff. The National Archives Building is essentially filled to capacity, and the organization was forced to store many record groups at the Washington National Records Center. This Records Center is now pressed for space; moreover, the environmental conditions there are not up to normal archival standards. The National Archives is hopeful of acquiring another building in

ADMINISTRATIVE—INTERNAL USE ONLY

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STAT the future, to be located at the site of the present Kann's department store. Something will have to be done soon, but no definite commitment has been received from OMB or Congress. [redacted] records are stored at the Washington National Records Center, but, as far as is known to this office, none are to be found at the National Archives Building or, indeed, in the legal and physical custody of the National Archives, (i.e., accessioned into the National Archives). The Presidential Library system, of course, does include [redacted] among its holdings, but this is another matter. Only a handful of National Archives staff members are cleared for [redacted] and appropriate secure storage areas are minimal.

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It is not unusual for intelligence and security agencies to retain custody and control over their records. Some of them store semicurrent records in the Washington National Records Center, whereas the Agency even maintains its own records center, but very few noncurrent records are offered by them to the National Archives for accessioning. For example, the National Archives has virtually no records from the AEC, the NSA, or the DIA, although there are records groups for each of these agencies. The record group for the FBI consists of only 28 cubic feet of records.

The Agency chose to operate its own records center and archives in order to control access to sensitive records. National Archives personnel are no doubt as loyal and trustworthy as our own employees, but the fact remains that they ^{are} not indoctrinated with the necessity for protecting sensitive sources and methods--if indeed they could even recognize them. The prime motivation for the archivist is to provide maximum access to requesters. This can be seen today in the service activities of the Presidential Libraries, in particular. The requester is virtually provided with a "shopping list" of classified or otherwise restricted documents, and every effort is made to assist him in levying mandatory review requests on the agency of origin.

The present philosophy of the Agency does not envisage retaining custody of its archival materials indefinitely. When they have been reviewed and declassified, they will be turned over to the National Archives in order to afford maximum access to researchers. Some materials, OSS operational records pertaining to China and French Indochina, have already been accessioned by the National Archives from the Agency holdings. There are sizable quantities of other OSS records--still and motion picture photography, e.g.--which could be safely offered to the National Archives if approval could be obtained from Agency management.

The maintenance of separate Agency Archives--and the same situation prevails with respect to the Agency Records Center--represents an expense to the Agency, and is probably more costly to the taxpayer than would be the case if

this were not done. The benefits in terms of convenience to operating components and historical researchers from the Agency, and the added security which derives from maintaining physical custody over the records probably warrant the added expense. What sort of price tag can you place on the safeguarding of information which, if released, might result in the death of an agent?

So strongly has the Agency management felt concerning the necessity for intelligence officers to control access to intelligence records, that the Agency decided to detail personnel to the National Archives to review the OSS records up for declassification--this despite the fact that the Agency does not "own" the records and did not even turn them over to the National Archives. The Records Declassification Division of the National Archives would have been willing to perform this task, but Agency management was unwilling to trust their judgments.

Question: Shouldn't there be an Agency policy drafted on Archives and an Archivist's role in an Archives Program? Where should it be located organizationally? What is the relationship of the Historical Staff with the Archives Program? Are new "empires" beginning to be formed?

Discussion: These questions have been batted around in the Agency for a long time. After considerable soul-searching and compromising, an Agency Archives Regulation has finally been drafted and is now in the process of final coordination. A copy of the draft of [] is attached. As you will note, it calls for the designation of a total of five Archivists, an Agency Archivist (who will also function as the Archivist for the Office of the DCI) and an Archivist for each of the four directorates. An earlier, more detailed version of the Archives Regulation specified that the title of Archivist and the corresponding duties could be assigned to individuals already wearing another hat, such as a Directorate-level Records Management Officer. It is therefore wholly possible that a formal Agency Archives Program may be established without the creation of any additional slots.

As you noted, the Special Assistant for Information Control was vested with the title of Agency Archivist at the time that his position was created by the Executive Director-Comptroller. It was recognized by Mr. Colby that the time that the Special Assistant for Information Control could devote to archival matters would be limited. Thought was given to the feasibility of obtaining the services of an archivist from the staff of the National Archives, but some opposition surfaced to this course of action, particularly from the then-DDP. Another alternative considered was to select a veteran Agency employee and provide him with training

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in archives philosophy and administration. Mr. Colby approved in principle the proposal that a slot be established for an assistant to the Special Assistant for Information Control, with this assistant serving, after suitable training, as an advisor on archives matters. This slot, which was never established due to the subsequent reorganization of the Agency, it was recognized, might involve into that of Agency Archivist.

An intelligence officer from the DDI was assigned to the Office of the Special Assistant for Information Control. He received orientation in the Agency Records Management Program, operation of the Agency Archives and the Agency Records Center, and various Agency information handling systems. A political scientist by training, his Agency work experience had been limited to DDI assignments, but had included such things as intelligence production, information storage and retrieval, EDP systems analysis, and service on interagency information processing study groups. From January to mid-March 1973, he attended a formal archivists' training course at the National Archives. When not actually attending classes, he visited various components of the Office of National Archives, the Office of Records Management, the Office of Federal Records Centers, and the Office of Presidential Libraries for briefings, tours, and general discussions. The contacts thereby established have proved extremely useful since then, and were probably of greater value than the formal lecture sessions and the assigned readings.

Upon the completion of his assignment to the National Archives, he began functioning as Staff Assistant for Archives. He spent a considerable amount of time working with the Chief/Agency Archives in refining the criteria for "permanent" records, utilizing his contacts in the Records Appraisal Division of the National Archives for guidance. Some solid results were achieved, but the press of work in the Office of the Special Assistant for Information Control necessitated that his time be diverted to other activities--management analysis and, more particularly, declassification matters. The current thinking is that he should serve with the new Classification Programs Branch, with archival responsibilities as a collateral assignment. Needless to say, declassification and archives are closely related matters.

The Historical Staff has a legitimate interest in the Agency Archives Program. Indeed, members of the Staff, along with the component historians, constitute the principal Agency clientele of the Agency Archives. Recognition is accorded the archives role of the Historical Staff in its basic regulation, viz., that the Staff is to provide guidance as to which Agency records are of historical value. Mr. Colby, in establishing the position of Special Assistant for Information Control, stressed the close relationship of the Agency historical, records management, archival, and classification/declassification

activities. It is probably impolitic to hint at empire-building, but it was our understanding that Mr. Colby was strongly considering placing the Historical Staff organizationally under the Special Assistant for Information Control to ensure that the two activities-- archives and history--were properly meshed.

We were unaware that the Historical Staff had an "archivist." The term "archivist," of course, can be applied to any professionally trained person usually engaged in one or more of the following archival activities: appraisal and disposition, accessioning, repair, description, reference service, exhibits, and publication. It is doubtful if these activities are carried on much by the Historical Staff (publication, in the archival sense, refers to the publication and editing of historical documents). The Historical Staff does maintain a Source Document Index. This consists of approximately 150,000 file card entries, plus some 10,000 documents. The Source Document Index was started by the DDP, and later taken over by the Historical Staff and expanded to include other directorates' materials. The documents held by the Historical Staff are understood to be copies, and not the archival record copies.

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It was noted that [] position title was that of Archivist. That is correct. He was given the standard title of Archivist because his duties include many of those enumerated in the paragraph above. Virtually all professional employees of the custodial divisions of the National Archives are Archivists. The nonprofessionals are Archival Technicians, a pattern also followed in the Agency Archives. One point should be made. There is no academic discipline called "archives." A few universities, such as American University, offer courses in archives administration, but nowhere can one obtain a degree in archives. Most of the staff members at the National Archives have degrees in the social sciences, with backgrounds in American history preponderant. They are historians (or political scientists, or economists, or sociologists, etc.) by way of academic training; they are archivists simply because they are employed by an archival facility to engage in the traditional archival tasks. To perform his job effectively, the archivist must first of all be familiar with the basic principles of archival arrangement, description, etc. Secondly, he must be intimately acquainted with the administrative history of the organizations whose records he is administering and the missions of those organizations. Finally, he must try to anticipate the interests of the historians and other researchers of the future.

Empire-building seems like a rather harsh term when applied to the proposed Agency Archives Program. It would be a rather small empire. Four positions, which were approved long ago, are being added to the staff of the Agency Archives. These archival technician slots will be used to accomplish the inspection, repair, and arrangement of records for microfilming, and in addition, ^{the incumbents} will do the actual filming and verification.

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The Agency Archivist and the four Directorate Archivists, as provided for in the draft [] were not expected to be fulltime positions--certainly not so in the case of the Directorate Archivists. The Agency Archivist's duties would include establishing guidelines for the selection of records of enduring value, the arrangement and description of the records in accordance with established archival practices, and conducting liaison with the National Archives. He would be expected to work closely with members of the Historical Staff, particularly with respect to ^{developing} the criteria for preserving records of historical value. (Incidentally, many of these matters are rigidly controlled by the General Records Schedules and other regulations promulgated by the National Archives. The National Archives exercises final appraisal authority.) The Directorate Archivists-- and the Agency Archivist would perform similar functions for the Office of the DCI--would be responsible for the preparation of Records Retention Plans for their areas, i.e., descriptions of the record series produced by their components which must be preserved in view of their evidential or informational values (archivist jargon). The Records Retention Plans would be, and have been in the past, submitted to the Historical Staff for review and comments--the final decisions would be the responsibility of the Agency Archivist. The Directorate Archivists would also be responsible for ensuring that all permanent records were transferred to Agency Archives as soon as practicable, and that they were properly arranged, labeled, and in good state of repair. The Chief/Agency Archives would arrange them in properly labeled archives boxes, publish inventories of record holdings to facilitate research, and provide reference services to authorized researchers.

The new Classifications Programs Branch will interface with the Agency Archives Program in several ways. For example, it will be responsible for informing Chief/Archives of downgrading actions taken so that the archival copy of the document can be properly marked to reflect changes in classification. In connection with the requirement that records be reviewed for possible declassification prior to their attaining 30 years of age, Agency Archives and the Classification Programs Branch will be required to work very closely in segregating records subject to review, packaging them and shipping them to the offices of the declassification officers, logging actions taken, marking the documents, and returning them to Agency Archives or, if then unclassified, offering them to the National Archives for accessioning.

Summary: The Agency is working on the development of a modest Archives Program, one that will not result in the creation of an "empire." An independent Agency Archives and Records Center are considered essential to the continued security of sensitive sources and methods. The Historical Staff's interests in the

Archives Program are legitimate, and the Staff has a definite role in the identification of records of historical and other enduring values. The Archives Program, however, is related much more closely to the Agency's Records Management and Classification Programs and should therefore properly be placed under the same organization umbrella, viz., what is to become the Information Systems Analysis Staff. (If a bit of obiter dicta is to be permitted, it could be mentioned that the functions assigned to the Regulations Control Branch are among the traditional records management activities. If it is Agency policy that like activities should be grouped together, then the Regulations Control Branch should also fall under the jurisdiction of the Information Systems Analysis Staff.)

Addendum: Nothing was said of the fact that there is no single Agency archival holding. I believe that there should be. The separate administration of the SSU archives, and bits and pieces such as the Donovan papers held by the Historical Intelligence Collection, will only serve to complicate declassification programs, etc.