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DD/S&T# *1429-72*

9 May 1972

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science & Technology
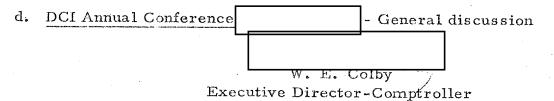Deputy Director for Support
General Counsel
Inspector General

SUBJECT   : Agenda for the Deputies Meeting on 10 May 1972

At our meeting on Wednesday, 10 May, at 2:30 p.m., the following subjects will be discussed:

   a. Compartmentation Systems. The Director of Security will brief on this subject.

   b. Archives, History, and Records. See my revised draft, attached.

   c. Classification and Declassification. Please refer to the following memoranda:

      OGC Memorandum of 21 April 1972, "CIA Implementation of New Executive Order Which Protects National Security Information"
      OGC Memorandum of 25 April 1972, "Draft NSC Directive Implementing E. O. 11652"
      DD/S Memorandum of 5 May 1972, "Implementation of Executive Order 11652"

   d. DCI Annual Conference [   ] - General discussion   25X1
                                                                         25X1

W. E. Colby
Executive Director-Comptroller

cc: Director of Security
    D/DCI/IC

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DD/S&T# _1430-72_

9 May 1972

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

SUBJECT : Archives, History, and Records

1. Considerable study and discussion have taken place of the
Agency Historical Program and the Records Management and
Archives Programs. This memorandum will outline a basic approach
to the interrelationship of these three subjects in an effort to improve
the Agency's performance in all these fields.

2. In essence, the three subjects 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, answering press or Congressional questions as to the
Agency's role in earlier events, etc. 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 immedi-
ately available detailed answers to all contingent questions. On the
other hand, some records have direct value to future operations, and
certainly our need to handle press or Congressional questions warns us
of the need to devote an appropriate effort in this direction.

3. In our approach to this problem in this internally compart-
mented Agency, it is essential to decentralize much of the responsi-
bility and most of the actual effort. At the same time, this decentrali-
zation needs to be matched by a reporting 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
records material and the different purposes we expect them to serve.
Some of our records are important basic reference tools, e.g., CI files.

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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. <u>Records Management</u>   **25X1**

       (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. The Executive Director will report on it periodically to the Director and Deputy Director, and it will be reviewed semiannually with the Deputies.

       (2) The Records Management Board (with representation from each Directorate at the senior officer level, and such secretariat as may be required) will report its conclusions, recommendations, etc., (with any dissents) directly to the Executive Director. The Deputy Director for Support will provide general support for the Agency Records Management Program, while each Directorate will remain responsible for the Records Management Program within its own Directorate. The Chairman of the Records Management Board will be the Agency Records Administration Officer and will report directly to the Executive Director, together with his secretariat. 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

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management to be submitted by the Directorates). The Executive Director will consult with the Deputy Directors before implementing any such recommendations.

(3) The Agency Records Administration Officer will be a nonvoting member of 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.

(4) The Records Management Board will develop recommendations as to categories of Agency records (such as the categories in paragraph 4 above, plus any others deemed appropriate) and as to specific guidelines for the selection and retention of records in these categories. These guidelines should also, where appropriate, include time periods for retention 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.

(5) 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

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this process, coordination will be made as appropriate with the General Counsel, the Director of Security, the Agency Historian, the Agency Archivist, etc.

b. Archives

(1) Each unit submitting an annual report 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, 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 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.

(2) An Agency Archivist will be appointed to supervise the Agency's Archives Program and will report directly to the Executive Director. He will be a member of the Agency Records Management Board and will coordinate the execution of the Archives Program through this Board. He will also work in close coordination with the Agency Records Management Officer and the Agency Historian. Archivists will be appointed by the Deputy Directors in their Directorates to supervise this program in the Directorate. These officers will be of senior grade, although they may be appointed as Directorate Archivist as a part-time duty in addition to other duties. They will be assisted by the Directorate Records Management Officers. 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 and coordinated with the Records Management Board.

Suggest inclusion in RM report.

(3) Arrangements will be made for the segregation of archival documents from those held for records purposes,

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in order to permit the automatic retirement and disposition
of records without loss of key archival documents. Archives
will be physically held by the Records Management Officer
in the Records Center, under guidelines established by the
Agency Archivist.

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c. <u>History</u> [   ]

    The major thrust of the Agency Historical Program will
be placed on the development of analytical histories of im-
portant Agency activities and operations. The "Office History"
approach to date, which has been largely successful in bring-
ing 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 ele-
ments of the Agency worked together to produce the overall
Agency 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 con-
ducted 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 con-
gressional 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 and the
Agency Records Management Officer.

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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 annual report will be compiled during January, covering the previous calendar year. 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.

[handwritten margin note:] move ? back time frame when offices are working on annual report to PFIAB

(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

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declassification procedures required by Executive Order 11652. The Board will coordinate as required with the General Counsel, the Director of Security, the Agency Archivist, the Agency Historian and others in carrying out this responsibility. The Agency Records Management Officer will be designated under Section 7 of this Order as the Agency representative to the Interagency Classification Review Committee, acting under the supervision of the Executive Director.

W. E. Colby
Executive Director-Comptroller

cc: Inspector General
General Counsel
Director of Security