

CONFIDENTIAL

DD / S REGISTRY
FILE Reports
10 July 1972

MEMORANDUM FOR THE RECORD

SUBJECT: Agency Annual Report

1. [redacted] from the Office of Finance phoned this morning to inquire about that section of the Annual Report requirements which specified that each component would include a list of "key documents and files for permanent inclusion in Agency archives." He pointed out that neither the system nor the instructions for development of such lists had yet been issued.

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2. We contacted [redacted] in O/PPB and attempted to contact the author of the Tab B, Mr. Drell, and [redacted] who is supposed to be in charge of this program. Both are currently on leave. We therefore instructed [redacted] and will instruct other Offices similarly, that his annual report should merely note that the list of key documents and files for permanent inclusion in Agency archives will be submitted separately when the system and instructions are available.

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[redacted]

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Acting Chief, DD/S Plans Staff

Distribution:

- Orig - DD/S Subject w/background*
- 1 - DD/S Chrono
- 1 - PS Chrono

* DD/S 72-2676 dtd 6 July 72 re Agency Annual Report

MORI/CDF Pages _Target 19 = 5
21 =1 and 22 =2

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SUBJECT TO GENERAL DECLASSIFICATION SCHEDULE
OF E. O. 11652, AUTOMATICALLY DOWNGRADED AT
TWO YEAR INTERVALS AND DECLASSIFIED ON
10 July 1978
(Insert date or event)

TRANSMITTAL SLIP		DATE	23 June 1972
TO: Each Support Office Head			
ROOM NO.	BUILDING		
REMARKS:			
<p>The attached deserves a careful reading. We have delayed sending it in the hope that some supplemental instructions would be forthcoming. It now looks as though it may be a while before any formal guidance is produced. Meanwhile, you should begin thinking about how we are going to meet all of the requirements.</p>			
<div style="border: 1px solid black; width: 150px; height: 30px; margin: 0 auto;">/s/</div>			
FROM: Chief, Support Operations Staff, DDS			
ROOM NO.	BUILDING	EXTENSION	
7D 02	Hqs.		

DD/S REGISTRY
FILE Records

6-21-72
7/25/72
72

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FORM NO. 241 1 FEB 55 (47) REPLACES FORM 35-8 WHICH MAY BE USED.

Att.

DD/S 72-2128, Memo dtd 26 May 72 to DDI, DDP, DDS&T, DDS fr ED-C; subject: Information Control-- Archives, History and Records

Distribution:

- Orig - D/CO, D/F, D/L, D/MS, D/P, D/S, D/TR w/att
- ~~1~~ - DD/S Subject w/att
- 1 - DD/S Chrono
- 1 - SOS Chrono

DDS/SOS:RHW:bkf [] (23 Jun 72)

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DD / S REGISTRY

72-1307

LE

Records

DD/S

72 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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GROUP 1
 Excluded from automatic
 downgrading and
 declassification

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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

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(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

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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.

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(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.

(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.

(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

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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.

c. History

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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.

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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 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

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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.



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W. E. Colby
Executive Director-Comptroller

cc: Inspector General
General Counsel
Director of Security

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8 MAR 1972

NOTE FOR: Mr. Coffey

SUBJECT : Executive Director Memorandum on Archives, History, and Records.

Attached is my response to Mr. Colby's request for comments on his draft memorandum on Archives, History, and Records.

Also attached FYI are:

1. As Tabs to my memorandum to Executive Director
 - A. Roster of Current Records Management Board Members.
 - B. Definition of Archivist functions.
2. Mr. Colby's draft memorandum.
3. Excerpts from the Federal Records Act of 1950, Public Law 754 - 81st Congress.
4. Agency's General Counsel Opinion (dated 2 October 1950) on Compliance with Provisions of Law Pertaining to Federal Records.
5. memorandum for Record on Dr. Ehrmann's reaction to Mr. Colby's memorandum.

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Chief/Support Services Staff

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GROUP 1
Excluded from automatic
downgrading and
declassification

Records mgmt as technician

Archivist as substantive professional

Historian works with archives
& records

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8 MAR 1972

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Support Services Staff Comments on Executive Director's Draft Memorandum dated 6 March 1972 to Deputy Directors, Subject: Archives, History and Records

1. I think paragraphs one through four of your memorandum present an accurate summary of the background, issues, and constraints facing us on these complex programs. I would suggest, however, that paragraph two include a statement highlighting the legal requirement (the Federal Records Act of 1950 and associated Executive Orders) that each Federal Agency have an archives/records program to insure the identification and preservation of their "permanent" record material. Our OGC has reviewed the legislation and affirmed that the Agency must comply, the only exception being we may retain our documents in our own records storage facility for obvious security reasons. Your memorandum correctly reflects that we cannot expect to dedicate large amounts of manpower to work on these programs; however, I seriously believe that we must be prepared to allocate at least one full-time position in each Directorate to work on their Directorate archives and two positions in the DCI area for the Agency Archivist and a Deputy. I remain convinced that we cannot expect to make any significant progress on an archives program if it is to be administered as an adjunct or a part-time duty of personnel currently assigned to Directorate records or historical programs.

2. I have serious reservations on certain aspects of the proposed overall approach to implement Records Management and Archives Programs. The following comments are keyed to appropriate paragraphs in your memorandum:

A. Paragraph 5(a)(1): Although I agree that an Agency Records Management Board (RMB) should report directly to the Executive Director, I wish to emphasize that the RMB as it is now constituted (see Tab A) is simply not qualified or capable of generating the kind of programs

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you envision in your proposal. The current RMB membership (including the Chairman) lacks the time, authority, managerial experience, and stature within their own Directorates to address themselves to these broad policy problems. The Board members also lack the manpower within their own Directorates to staff out the basic studies needed to mount these programs. If the Board is to function in this arena and report directly to the Executive Director, it must be reconstituted at a more senior level (minimum grade 16) with appointments made by the Executive Director or by the Deputies subject to the approval of the Executive Director. At this level Board members could be expected to have some resources under their command to do basic staff work on these problems. I would suggest that the make up of the Board be somewhat along the following lines:

Chairman:	Rotating - Selected by the Executive Director from Board Membership	
DCI	: PPB Program Officer - [Redacted]	25X1
DDP	: Chief, Information Services - [Redacted]	25X1
DDI	: Chief, DDI Planning Staff - [Redacted]	25X1
DDS&T	: Special Assistant to DDS&T - [Redacted]	25X1
DDS	: Chief, Support Services Staff - [Redacted]	25X1

The current members of the Board (i.e., the Directorate Senior Records Officers) could serve as staff assistants to the Board members, with the Agency Records Management Officer as the principle technical advisor to the Board.

B. Paragraph 5(a)(2): In line with Comment A above, either the new Chairman of the reconstituted RMB or the Chief, Support Services Staff should be a non-voting member of the Information Processing Board to perform functions described in this paragraph.

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C. Paragraph 5(a)(3): Notwithstanding Office of Security objections to previous proposals to transfer CIA records to GSA storage facilities, I feel that there may well be categories of records susceptible to non-CIA storage and that these can be identified by thorough study.

D. Paragraph 5(c)(1): I have a problem with two of the concepts in this paragraph. The first is the feasibility of developing workable systems which will identify documents, rather than files, for inclusion in our Archives. I feel that if only "key documents" are identified, significant omissions will occur, despite the best-intentioned efforts. The records retention plans which the Directorate RMO's presently are concerned with, have as their principal objective the identification and preservation of permanent file series. This function is one that can best be done by qualified archivists in close coordination with the Agency operating officials, Records Management Officers and Historians.

The Agency Archivist and the Directorate Archivists should play the primary role in any systems development for identifying permanent records. As noted above (paragraph 2.A above) the Records Management Board does not have qualified staff, even if reconstituted, to perform this function.

E. Paragraph 5(c)(2): I agree that the Executive Director-Comptroller should appoint the CIA Archivist and that the Archivist should be a part of the O/DCI organization. I am concerned with the statement that the Directorate Archivists "initially...need not be full-time." I do not believe that the Directorate jobs can be handled on a part-time basis, and definitely not as an additional duty by the Directorate Records Management Officers, some of whom are now serving only part-time in the Records Management function. The Directorate Archivists should be individuals who can, on a full-time basis, apply the professional archives principles espoused by National Archives (see Tab B). The Agency should be prepared to insure that the Directorate archivists receive the necessary training to prepare them for this responsibility.

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3. I hope the above comments do not strike you as being too "negative" in nature. I assure you they are meant to be constructive as I am most appreciative of your interest in and support of these programs. I welcome the opportunity to meet with you to clarify and/or elaborate on these comments prior to your presenting this proposal to the deputies.

SIGNED

Chief, Support Services Staff

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Attachments

DDS/SSS/HEP:LRF:rf (8 March 1972)

Distribution:

Orig. & 1-Addressee w/att
1-DDS w/att
1-SSS Subject w/att
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ARCHIVES

As defined by the Civil Service Commission for the Archivist of the United States, Archives are "(1) those bodies of non-current permanently valuable records that form useful evidence of the organization, functions, policies, decisions, procedures, operations or other activities of Federal Agencies or very important Federal Officials, or (2) those records that must, or should, be preserved for their informational content....Archival records document official actions and serve as sources for official reference in the prosecution of the affairs of Government by providing a record of past actions. The information contained in Archives is essential to historians, political scientists, economists, sociologists, or other scholars engaged in study in various aspects of our society."

Professional archival work involves the following broad, but not mutually exclusive, functions:

- (1) Appraisal and disposition
- (2) Arrangement and description
- (3) Preservation and rehabilitation
- (4) Documentary publication, historical editing, and exhibit of archival materials
- (5) Reference service

A sampling of these functions are described below to further clarify the professional distinctions between Archivists and Records Management Officers:

- (1) Records appraisal and disposition involves the analysis and evaluation of inactive records to determine their continuing value and to provide advice or make decisions about their destruction or permanent retention. Archivists employ a comprehensive knowledge and understanding of the history, organization, and operations of the Agency; the legislative authorities and responsibilities of the Agency as these relate to the development and retention of records; the organizational, functional and records relationships of the Agency to other Agencies and activities in the intelligence community and federal government at large; and the needs of the scholarly community.

(2) Archivists engaged in records arrangement study the origins, the organizational and functional history and administrative procedures of the producing units. They analyze the records to decide the arrangement that will best reveal their character and significance; protect their integrity as historical evidence of organization and function; and facilitate their location, description, and use.

(3) Preservation involves safeguarding the archival material from deterioration or impairment of their value through alteration. It considers the condition of the records; the nature of their evidential or informational value; the extent of their use; and the cost of repair and rehabilitation.

(4) Archivists involved in publication work carefully study the documents to be published to resolve questions of origin and authenticity. They employ a thorough knowledge of the substance of the documents and persons, circumstances, or events to which the documents relate.

6 MAR 1964

172-1387

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 has 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 immediately 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 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 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.

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. 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 over-all approach to this situation has been developed for implementation through the mechanisms indicated;

(a) Records Management

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Board must be reformed + expanded with

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(1) The Records Management Board, with representation from each Directorates, will report its conclusions, recommendations, etc., (with any dissents) directly to the Executive Director. The Deputy Director for Support will remain administratively responsible for the over-all 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, administratively responsible to the DDS through the Support Services Staff. The Records Management Board will make semi-annual 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.

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(2) The Agency Records Administration Officer will be a non-voting 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 Record Management Program which should be considered by the Information Processing Board, with any recommendations for support of the Agency Record Management Program requiring Information Processing Board action. He will similarly make available to the Records Management Board all information coming before the Information

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Processing Board which might be of value or be appropriately considered by the Agency Records Management Board and its members.

(3) The Records Management Board will develop recommendations as to categories of Agency records (such as the categories in para 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.

Maybe

(b) Annual Reports. 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 a part of the annual program proposal submitted by these units in response to the program call, covering significant events within the unit during the previous year. The identification of the elements to submit these annual reports and an outline of their format will be developed by the Office of PPD in coordination with the Deputy Directors. 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.

(c) Archives

(1) In the process of compiling its Annual Report, each unit submitting such a report will identify its key documents for the year in question for permanent inclusion in Agency Archives. The Records Management Board will develop the system or systems by which such documents can be identified on a systematic basis during the year for reference in the Annual Report. The Annual Report will provide an occasion for an over-all review to insure that the documents marked for archival retention are neither excessive in detail nor incomplete through omissions.

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(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. No additional spaces will be made available for these Directorate posts and initially they need not be full-time if the functions can be handled on a part-time basis (e. g., by the Directorate Records Management Officers). The Agency and Directorate Archivists will supervise compliance with over-all Agency Archives regulations to be drawn up and issued after consultation with the Deputy Directors. A semi-annual report to the Executive Director on the Archives Program will be prepared and coordinated with the Records Management Board.

(3) Arrangements will be made for the segregation of archival documents from those held for Records purposes, in order to permit the automatic retirement and disposition of records without loss of the key archival documents. Archives will be physically held by the Records Management Officer in the Records Center, under guidelines established by the Agency Archivist.

(4) The Annual Reports will provide basic indices of archival documents for future reference.

(d) History

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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 above. 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 over-all Agency contribution to the operation in question. There will be some situations in which a single element of the Agency

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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 Services 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 and establishing a convenient method of immediate response to public or congressional inquiries on these prominent events. Histories will in the future depend upon the Annual Reports for much raw material and identification of key documents through the Archives Program. 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.

6. Interim Period.

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 each unit identified to submit future Annual Reports. In those situations in which an over-all 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. This activity will be supervised by the Agency Historian and Archivist.

W. E. Colby
Executive Director-Comptroller

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records for Federal agencies pending their deposit with the National Archives of the United States or their disposition in any other manner authorized by law; and to establish, maintain, and operate centralized microfilming services for Federal agencies.

“(e) Subject to applicable provisions of law, the Administrator shall promulgate regulations governing the transfer of records from the custody of one executive agency to that of another.

“(f) The Administrator may empower any Federal agency, upon the submission of evidence of need therefor, to retain records for a longer period than that specified in disposal schedules approved by Congress, and, in accordance with regulations promulgated by him, may withdraw disposal authorizations covering records listed in disposal schedules approved by Congress.

“RECORDS MANAGEMENT; AGENCY HEADS

“Sec. 503. (a) The head of each Federal agency shall cause to be made and preserved records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.

“(b) The head of each Federal agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of the agency. Such program shall, among other things, provide for (1) effective controls over the creation, maintenance, and use of records in the conduct of current business; (2) cooperation with the Administrator in applying standards, procedures, and techniques designed to improve the management of records, promote the maintenance and security of records deemed appropriate for preservation, and facilitate the segregation and disposal of records of temporary value; and (3) compliance with the provisions of this title and the regulations issued thereunder.

“(c) Whenever the head of a Federal agency determines that substantial economies or increased operating efficiency can be effected thereby, he shall provide for the storage, processing, and servicing of records that are appropriate therefor in a records center maintained and operated by the Administrator or, when approved by the Administrator, in such a center maintained and operated by the head of such Federal agency.

“(d) Any official of the Government who is authorized to certify to facts on the basis of records in his custody, is hereby authorized to certify to facts on the basis of records that have been transferred by him or his predecessors to the Administrator.

“(e) The head of each Federal agency shall establish such safeguards against the removal or loss of records as he shall determine to be necessary and as may be required by regulations of the Administrator. Such safeguards shall include making it known to all officials and employees of the agency (1) that no records in the custody of the agency are to be alienated or destroyed except in accordance with the provisions of the Act approved July 7, 1943 (57 Stat. 380-383), as amended July 6, 1945 (59 Stat. 434), and (2) the penalties

provided by law for the unlawful removal or destruction of records.

“(f) The head of each Federal agency shall notify the Administrator of any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of records in the custody of the agency of which he is the head that shall come to his attention, and with the assistance of the Administrator shall initiate action through the Attorney General for the recovery of records he knows or has reason to believe have been unlawfully removed from his agency, or from any other Federal agency whose records have been transferred to his legal custody.

“(g) Nothing in this title shall be construed as limiting the authority of the Comptroller General of the United States with respect to prescribing accounting systems, forms, and procedures, or lessening the responsibility of collecting and disbursing officers for rendition of their accounts for settlement by the General Accounting Office.

“ARCHIVAL ADMINISTRATION

“Sec. 507. (a) The Administrator, whenever it appears to him to be in the public interest, is hereby authorized—

“(1) to accept for deposit with the National Archives of the United States the records of any Federal agency or of the Congress of the United States that are determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government;

“(2) to direct and effect, with the approval of the head of the originating agency (or if the existence of such agency shall have been terminated, then with the approval of his successor in function, if any), the transfer of records deposited (or approved for deposit) with the National Archives of the United States to public or educational institutions or associations: *Provided*, That the title to such records shall remain vested in the United States unless otherwise authorized by Congress; and

“(3) to direct and effect the transfer of materials from private sources authorized to be received by the Administrator by the provisions of subsection (c) of this section.

“(b) The Administrator shall be responsible for the custody, use, and withdrawal of records transferred to him: *Provided*, That whenever any records the use of which is subject to statutory limitations and restrictions are so transferred, permissive and restrictive statutory provisions with respect to the examination and use of such records applicable to the head of the agency from which the records were transferred or to employees of that agency shall thereafter likewise be applicable to the Administrator, the Archivist, and to the employees of the General Services Administration, respectively: *Provided further*, That whenever the head of any agency shall specify in writing restrictions that appear to him to be necessary or desirable in the public interest, on the use or examination of records being considered for transfer from his custody to the Administrator, the Administrator shall impose such restrictions on the records so transferred, and shall not remove or relax such restrictions without the concurrence in writing of the head of the agency from which the material shall have been transferred (or if the existence of such agency shall have been terminated, then he shall not remove or relax such restrictions without

S-E-C-R-E-T

AGENCY GENERAL COUNSEL OPINION

2 OCTOBER 1950

COMPLIANCE WITH PROVISIONS OF LAW PERTAINING TO
FEDERAL RECORDS

- "1. THE CENTRAL INTELLIGENCE AGENCY MUST COMPLY WITH THE RECORDS DISPOSAL ACT, INsofar AS IT DOES NOT CONFLICT WITH THE PROVISIONS OF PUBLIC LAW 253.
2. THE CENTRAL INTELLIGENCE AGENCY SHOULD COMPLY WITH PUBLIC LAWS 152 AND 754 WHENEVER POSSIBLE, EVEN THOUGH EACH SPECIFICALLY EXEMPTS CIA FROM ITS PROVISIONS. HOWEVER, IF SUCH COMPLIANCE WOULD RESULT IN THE UNAUTHORIZED DISCLOSURE OF INTELLIGENCE SOURCES AND METHODS, PUBLIC LAW 253 MUST BE FOLLOWED.
3. THE CENTRAL INTELLIGENCE AGENCY SHOULD COMPLY WITH EXECUTIVE ORDER 9784⁴ WHENEVER POSSIBLE, ALTHOUGH IT DOES NOT REQUIRE DISCLOSURE OF CONFIDENTIAL INFORMATION WHICH WOULD ENDANGER THE NATIONAL INTEREST OR LIVES OF INDIVIDUALS. CONSEQUENTLY, NO RELIANCE UPON PUBLIC LAW 253 SEEMS NECESSARY.
4. PUBLIC LAW 253 PROVIDES THAT THE DIRECTOR OF CENTRAL INTELLIGENCE "SHALL BE RESPONSIBLE FOR PROTECTING INTELLIGENCE SOURCES AND METHODS FROM UNAUTHORIZED DISCLOSURE." IF THE DIRECTOR DEEMS COMPLIANCE WITH ANY EXISTING LAW WILL RESULT IN SUCH DISCLOSURE, NO COMPLIANCE IS NECESSARY."

* Dated Sept. 25, 1946. Provides for the more efficient use and for the transfer and other disposition of Sov't records.

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7 March 1972

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1. I spoke with Dr. Ehrmann at 1300 hour, 7 March, concerning the draft from the Executive Director. Dr. Ehrmann said:

a. He is enthused about the appointment of an Archivist and his membership on the Records Board. (He is glad that the three people who identify Archives (RMO, Archivist, and Historian) are on the Board.

b. He intends to express concern over the mistaken concepts of History and Archives.

c. He feels that an Archives is not a collection of Key Documents. Archives are files with many documents.

d. He feels that histories do not come from annual reports.

e. He said that Archivists must be professionals by training and experience and their work cannot be handled on a part-time basis.


f. He feels it would be an error to have Directorate Senior Records Officers also assume the duties and responsibilities of the Directorate Archivists.

g. He feels the RMO's are not professional Archivists and do not have time enough for the work.

h. He feels the Directorate Archivist should be subordinate to the Agency Archivist and not independent.

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2. Professor Ehrmann concluded that he has tried to contact  by phone. The Professor is waiting a return call at which time he intends to stress that: "This paper is not ready to go to the Deputies. The matter is too important to be acted upon hastily." Neither does the Professor want the proposal to be killed off or withdrawn. "We should continue to work to establish the Archives." He is afraid the Deputies will accept the paper as it stands and the Archives could not successfully function under these circumstances.



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MEMORANDUM FOR: Executive Director-Comptroller
Bill:

This is revised to reflect our discussion Thursday. Houston's memo, since received, suggests you may need to chair the Classification Review Committee. If so, this may need further revision. I'll be glad to ^{REVISE} or you may prefer to name your Committee and have them do it. While the route mapped here may be necessary to get this program underway, I think you should have in mind putting all but the Board (back) into Support once it is rolling. This is program-wide. Also, I think it not wise management to hang working programs on your Office.

[Redacted Signature]

(John W. Coffey

(DATE 25 MAY 1972

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

(47)

SOS/DD/S [Redacted] bbt (19 May 72)

Rewritten: ADD/S:RSW/ms (22 May 72)

Distribution:

- Orig Blue Note - Adse, w/O&8 of Att (DD/S 72-_____)
- 1 - DD/S Chrono
- 1 - DD/S Subject, w/cy of Att ✓
- 1 - Chief, SOS/DD/S, w/cy of Att
- 1 - DC/SSS, w/cy of Att

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DD/S 72-2128: Memo dtd 26 May 72 for (DD/S) DD/I, DD/P, DD/S&Tfr Ex. Dir.-Compt., subj: Archives, History, and Records; w/cys for IG, General Counsel, D/S.

MEMORANDUM FOR: Executive Director-Comptroller

Bill:

Attached is a somewhat hurried revision of your memorandum about the records program to reflect some of the more basic ideas we discussed yesterday afternoon. The probability, as it appears from Larry Houston's memorandum just received, that you will be the Chairman of the Agency Classification/Declassification Review Committee may introduce some awkwardness in the way we have this worded. I'll be glad to work it over again when that has been decided. Alternatively, if you are to be the Chairman you may want to establish the rest of the membership and have the Board produce a final paper.

John W. Coffey

(DATE)

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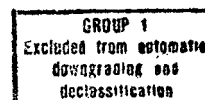
MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support

SUBJECT : 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. While classification is the subject which these directives address, the overriding implications of their provisions seem clearly to place compliance within the province of records management, histories, and archives administration. Classification and declassification are command responsibilities but so are records management and history. It seems to follow that we should provide the single mechanism for the management of these programs.

2. It is my intention, therefore, to create a new Records Management Board with senior level representation from the Office of the Director and each of the Directorates which will serve as the internal Agency Classification/Declassification Review Committee in compliance with Executive Order 11652. The first order of business for this board should be the development of a system and structure for the integrated administration and management of the archives, history, and records declassification systems. 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.

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

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4. 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 and now must be extended to include compliance with the Freedom of Information Act and E.O. 11652. 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. On the other hand, some records have direct value to future operations, and certainly our need to handle press or congressional questions and comply with the law and executive directives warns us of the need to devote an appropriate effort in this direction.

5. 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.

6. In our analysis we must clearly recognize different kinds of record 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.

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

a. Records Management

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(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.

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(2) The Records Management Board will report its conclusions, recommendations, etc. (with any dissents) directly to the Executive Director. 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. 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.

(3) 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.

(4) 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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(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 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.

(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 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.

(3) Arrangements will be made for the segregation of archival documents from those held for records purposes, 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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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 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 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 and the Agency Records Management Officer.

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

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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 CIA General Counsel is 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

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RSW ~~POW~~

See attached

Also the revised
revised paper to
WEC

20 MAY 1972

~~done~~

#4 - UNDERLINED -

YOU KNOW MY POSITION.

DD/S 72-2003

18 May 1972

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT: Executive Order 11652


1. As we have discussed in the past, Executive Order 11652 on Classification and Declassification of National Security Information and Material provides in section 7(B)(2) that the head of each department will designate a senior member of his staff who will ensure effective compliance with implementation of the Order and also chair a departmental committee which will have authority to act with respect to the department's administration of the Order.

2. I believe I have mentioned that Mr. David Young, who is now announced as the Executive Secretary of the Inter-agency Classification Review Committee, told me the Department of State's Intra-agency Committee will probably be chaired by William B. Macomber, Jr., Deputy Under Secretary for Management.

3. I had a telephone call from Joseph J. Leibling, Deputy Assistant Secretary of Defense for Security Policy, and we discussed this matter. I said we had not come to a final conclusion but that if State keeps it at the Macomber level we might have to name the Executive Director-Comptroller at least the nominal senior member responsible to act for the Agency. Mr. Leibling agreed and said in the light of this they may name his superior, Robert C. Moot, Assistant Secretary (Comptroller).

4. I have nothing conclusive on the foregoing, but I will be glad to explore it further if you wish. If you are named, I assume the official responsible for the new proposed organization for records management, classification, declassification, and destruction, and who will report to the Executive Director-Comptroller, would do the actual staff work involved.

STAT



LAWRENCE R. HOUSTON
General Counsel

cc: DDS
D/Security

TRANSMITTAL SLIP		DATE: 22 May 1972	
TO: Mr. Coffey			
ROOM NO.	BUILDING		
REMARKS: Recommend your signature. <table border="1" data-bbox="672 436 899 562"><tr><td> </td></tr></table> STAT Robert S. Wattles			
FROM:			
ROOM NO.	BUILDING	EXTENSION	

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)