2 April 1981

MEMORANDUM FOR THE RECORD

25X1   FROM:

Chief, Operations Branch

SUBJECT: Meeting with ISOO Representatives to Discuss Questions
Concerning Agency Systematic Review for Declassification
(SRD) Activities

The meeting was held on 18 March 1981. From ISOO there were Harry Mason,
Jane Payne, Stephen E. Wimbourne, and Rudolph H. Waddy. From the Agency there
25X1   were [   ] from CRD/OIS, and [   ]   25X1
25X125X1 [   ] and [   ] from RMD/OIS. The questions which were prepared by
ISOO were given to us in writing before the meeting, and the answers which we
provided them orally at the meeting, were as follows: (C)

1. What is the present Agency commitment to the SRD program in terms of
budget and personnel resources?

A. The Classification Review Division (CRD) is responsible for the Agency's
25X1   SRD program and has about [ ] positions. We currently have [ ] reviewers,   25X1
25X1   [ ] part time annuitants, and [ ] intelligence assistants plus manage-   25X1
ment, secretarial and clerical help. The cost of the program is some-
25X1   thing over [   ] per year and we estimate that at this rate
the program will cost about [   ] by 1988 based on five   25X1
percent inflation factor.

2. Assuming a continuation of current resource levels, will the goal of SRD
at the 20 year mark be reached by 1988? If not, what additional resources would
be needed to meet the goal?

A. No, we will not reach our goal with the current level of resources. We
estimate that we will complete about 30% by 1988 and possibly up to 50%
depending on improved efficiency. We estimate that it would take a 200
percent increase in manpower and a total of [   ] to meet   25X1
our goal.

25X1

3. Of the resources commited to SRD, what percentage goes to direct support for NARS, either as onsite assistance or as administrative support (i.e. development of guidelines, review of NARS-referred material, supplementary guidance, etc.)?

25X1

A. Our direct support to NARS runs about ☐ of our manpower. It's roughly **25X1** ☐ man-days per week since we have teams visiting NARS weekly to review our material which turns up in the records of other agencies. In addition, we do ad hoc jobs such as surveying State Records Group 59 for the period 1940-44 and 1945-49 to identify and protect Agency equities; briefing NARS Personnel; special review requests such as the Himmler Collection; reviewing material inadvertently released to prepare damage reports; etc.

4. How current are the records disposition schedules that cover the classified material eligible for SRD? What assurance do you have that the material for which you are providing SRD has in fact been designated and approved by NARS as permanently valuable?

A. RMD answered. Just about all our material is covered by NARS-approved Records Control Schedules. All the records we subject to SRD has been identified by NARS as permanent. The amount of Agency records that are considered permanent run from ☐ **25X1**

5. Of those Agency records designated as permanently valuable, what percentage is classified and thus subject to SRD?

A. Practically all are classified. NFAC records run maybe 98% classified to almost 100% in DO records. It was pointed out that an intelligence service must exist and work in secrecy and that about all the DO deals in is sources and methods.

6. Of Agency records designated as permanently valuable, what percentage is in agency custody at the 20 year mark? The 25 year mark? The 30 year mark?

A. At 30 years, about 99% and the percentage is higher at 25 years and still higher at 20 years.

7. What percentage of Agency classified permanently valuable records subject to SRD are declassified as a result of SRD review? What disposition is made of those records which are declassified? Are they subject to additonal review before release to the public?

25X1

A. We declassify about ☐ of the records we review under SRD. The percentage varies according to the Directorate. Of the material we review at NARS however, we declassify about ☐ Documents that are declassified when **25X1** we review records held by the Agency are left in place and returned to

storage. These are very scattered documents, usually of little substance, and taken individually are of little value to anyone. If these declassified documents are requested under FOIA or Mandatory Review, they will be reviewed again for Privacy Act, Copyright, and othe non-national security exemptions. We can't just turn them loose. This would happen even if the records went to NARS as they must screen and review all records for these purposes too.

8. Has the Agency designated any areas in which members of the public may review declassified records? What is the volume of activity in these areas? Does your agency have any means of notifying the public of what material has been declassified?

A. A reading room is maintained in the Ames Building where people can come, usually by arrangement, to review declassified records. The room does not get a lot of use. The Agency notifies Carrolton Press of declassified documents and they make much of it available to the public. The information we declassify at NARS also will be made available to the public.

9. If the requirement for an agency SRD program were abolished would your agency continue to review classified material for declassification on a systematic basis? If yes, why? At what time point? If no, what resources would be saved?

A. We probably would discontinue systematic review but that would be a policy decision made at a higher level. Afterall, we would not receive funds for such a purpose, as an intelligence agency we find it difficult to declassify records in any case, and we can use the resources in other areas which are of higher priority. Since personnel cost represent [   ]of the SRD cost, a major portion of that would be saved depending on what review requirements are abolished and which are maintained and continued.   **25X1**

10. Are the offices that handle FOIA and Mandatory Review located in the same organizational unit as the SRD program? In what ways are these functions integrated?

A. The SRD/FOIA, and mandatory review activities are all within the same parent organization, OIS. But in the case of FOIA and mandatory reviews, the administration of the programs only is in OIS while the actual review work is conducted independently in the Directorates. This spreads the activity out very broadly and since each Directorate pretty much runs its own show there is in fact rather weak integration of the overall effort.

11. To what degree would abolishment of SRD at the agency level have an impact on the response time for FOIA and Mandatory Review requests? Would additional resources have to be commited to these programs? If so, how much?

A. The response time would probably be shortened somewhat because we anticipate that some of the SRD review personnel would be transfereed to do the FOIA and Mandatory Review work. That again, would be a policy decision. We believe the FOIA load would not increase significantly because so little material has been released through the SRD program anyway. (C)

25X1

Distribution:
Orig - Liaison w/ISOO w/att
  1 - RMD w/att
  1 - CRD Chrono

MAR 06 1981
Mr. Thomas White
Chief, Information Services Staff
Room 7D02
Central Intelligence Agency
Washington, D.C. 20505

Dear Tom:

As I mentioned at the last ISC meeting, we are in the process of preparing a detailed analysis of the Systematic Review for Declassification (SRD) program in the executive branch. I had originally intended for our analysis to concentrate on the nuts and bolts of declassification in order to improve the cost effectiveness of the program. It now appears that policy questions basic to the SRD program will become a focus of attention in some of the agency recommendations for the modification of Executive Order 12065 that are due in this office by March 23, 1981.

With this in mind, I have instructed the SRD study team to prepare a list of questions that reflect this changed emphasis. A copy of the list is attached. As you can see, much of the requested information deals with budget and records management topics in addition to questions of declassification policy. So that we can gather the information needed in a single visit, I would appreciate it if you could make representatives of the appropriate offices available when the ISOO analysts visit Central Intelligence Agency on March 18, 1981.

Thank you for your assistance.

Sincerely,

STEVEN GARFINKEL
Director

Enclosure

cc: Official File - Z
     Reading File - Z

SG/SWimbourne/yh

QUESTIONS CONCERNING AGENCY SYSTEMATIC REVIEW
FOR DECLASSIFICATION (SRD) ACTIVITIES

STAT
STAT

1. What is the present agency commitment to the SRD program in terms of budget

and personnel resources?

2. Assuming a continuation of current resource levels, will the goal of SRD at the 20

year mark be reached by 1988? If not, what additional resources would be needed

to meet the goal?

3. Of the resources commited to SRD, what percentage goes to direct support for

NARS, either as onsite assistance or as administrative support (i.e. development

of guidelines, review of NARS-referred material, supplimentary guidance, etc.)?

4. How current are the records disposition schedules that cover the classified

material eligible for SRD? What assurance do you have that the material for

which you are providing SRD has in fact been designated and approved by NARS as

permanently valuable?

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eRD?
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records which are declassified? Are they subject to additional review before

release to the public?

IPD
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declassified records? What is the volume of activity in these areas? Does your

agency have any means of notifying the public of what material has been

declassified?

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If yes, why? At what time point? If no, what resources would be saved?

10.   Are the offices that handle FOIA and Mandatory Review located in the same

organizational unit as the SRD program? In what ways are these functions

integrated?

11.   To what degree would abolishment of SRD at the agency level have an impact on

the response time for FOIA and Mandatory Review requests? Would additional

resources have to be commited to these programs? If so, how much?

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Room 7D02
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Sincerely,

STEVEN GARFINKEL
Director

Enclosure

Distribution:
  Orig. - OIS Subject
      1 - C/CRD
      1 - C/RMD
      1 - C/IPD
DDIS:GWOwens:caa   (17 Mar 81)

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    integrated?

11. To what degree would abolishment of SRD at the agency level have an impact on

    the response time for FOIA and Mandatory Review requests? Would additional

    resources have to be commited to these programs? If so, how much?

MEMORANDUM FOR THE RECORD

Subject: Meeting with representatives of CIA to discuss the CIA systematic review for declassification (SRD) program.

Date: 18 March, 1981.

Participants: Stephen Wimbourne, Rudolph Waddy, Jane Payne, and Harold Mason of the ISOO staff; CIA representatives from the Classification Review Division with responsibility for the SRD program, FOIA, mandatory review, and records management. *and representatives for*

Purpose: To gather the information requested in the ISOO questionaire on the SRD program (attachment 1) and to solicit CIA's general views on the future of the SRD program.

The meeting opened with a brief presentation by the ISOO staff explaining the interest of the Director, ISOO, in identifying problem areas in the present executive order and highlighting the responsibilities of ISOO as the Executive Branch oversight authority in making recommendations to the NSC for possible changes in E.O. 12065. CIA responded with a presentation of the problems they faced as an intelligence organization with the opening of their records. These problems dealt mainly with the question of sources and methods and the DCI's legal responsibility for their protection, the effect on our foreign relations of release of material that may seem innocuous to America, and the negative efffect release of material has on potential sources.
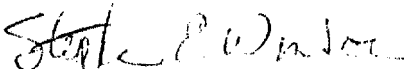
Discussion then proceeded to the ISOO questionaire. CIA responses are keyed to the list of questions.

STAT 1. At present [   ] staff members (Actual figure is known). Current
STAT   budget around [   ] Anticipate total cost of program to reach
STAT   [   ] million by 1988.

2. No. Best estimate is approximately 30% completion. Would need a 200% staff increase and approximately [   ] to reach goal by 1988.   STAT

STAT 3. [   ] of manpower goes to support NARS. This would continue regardless of any change in E.O. 12065.

4. CIA records are all under current records schedules that have been approved by NARS. As CIA maintains its own archives, and because of the importance of the CIA mission, NARS has tended to be very conservative in approving destruction of CIA records. There are no plans at present for the transfer of any CIA records series to NARS.

STAT 5. Between [   ] percent of permenantly valuable CIA material is classified.
                                          currently classified   originated by CIA
6. Because CIA maintains its own archives all records are in agency custody.

STAT 7. [   ] Declassified records are not segregated after review in order to maintain the integrity of the original files. Material is reviewed again by the division of CIA that originated the material. (See questions 10 and 11)

8. Yes. The CIA maintains a reading room that can be used by prior arrangement. It is primarily used for FOIA requests. No material declassified under SRD is stored there. It is only used a few times a month. CIA notifies the Carlton Press of declassified material. They in turn prepare lists for anyone who wants to buy them.

9. Probably not. Special groups of records may be reviewed on an ad hoc basis. The entire budget of the program, less [   ] for NARS support,   STAT would be reallocated to other functions.

10. The administrative support for FOIA, SRD, and mandatory review are located in the same organizational unit. Although SRD is done centrally, any requests for material under FOIA are referred to the ~~division~~ *component* that created the material. This procedure causes any material that has been declassified under SRD to be re-reviewed by the originating ~~division~~

if requested under FOIA.

11. It is anticipated that the abolishment of SRD would have little, if any, effect on the response time for FOIA and mandatory review requests. The reason for this is that the vast majority of FOIA and mandatory review requests deal with material that is less that 20 years old. It is not planned to commit additional resources to the FOIA and mandatory review program.

Additional Discussion: In summary, CIA felt that because of the sensitive nature of their mission, the limited amount of material declassified under SRD, and the need for subsequent review of declassified material prior to release, the SRD program is not cost effective and does not result in an appreciable amount of material being released to the public. Any change in the order from 20 years to 30 year review, while in theory allowing additional time for the sensitivity of information to decline, would not result in any great increase in release of information.

Stephen E. Wimbourne

ISOO