

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Information Security Oversight Office Inspection

83-0420

FROM:

Harry E. Fitzwater  
Deputy Director for Administration  
7D24 Headquarters

EXTENSION

NO.

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT

1. Executive Secretary

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9 FEB 1983

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Science and Technology  
Director of Information Services  
Director of Security  
Executive Secretary

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Information Security Oversight Office Inspection

1. A representative of the Information Security Oversight Office (ISOO) will conduct an inspection of some Agency components on 8-11 March 1983. The inspection will focus on safeguarding national security information, security education, and classified document markings. In addition, ISOO is interested in the Agency's declassification guidelines and our use of Executive Order 12356 as a justification for withholding information from Freedom of Information Act requesters. As in previous years, the inspection will be conducted in accordance with the "Procedures for Access to CIA Information by ISOO Personnel" (copy attached).

2. The ISOO representative, Harold Mason [redacted] has STAT discussed the inspection with members of my staff and has expressed a desire to visit the following components on the dates indicated:

- March 8 - Office of Development and Engineering (Registry)  
Office of Soviet Analysis (Registry)
- March 9 - Executive Registry  
DDI Records Management Officer
- March 10 - Office of Security (Special Security Center)  
Office of Central Reference (ADSTAR)
- March 11 - Office of Information Services (Information and Privacy  
Division, Classification Review Division, and Records  
Management Division)

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HRS

3. Please forward by COB 25 February the names of the individuals within your components who may be contacted concerning the agenda and time for the ISOO inspection. Responses should be directed to the Agency Security Classification Officer, Records Management Division, Office of Information Services (OIS), 1236 Ames Building. If you have any questions concerning the inspections, please call [redacted] extension [redacted] STAT

STAT

[redacted]  
Harry E. Fitzwater

Attachment:  
As stated

PROCEDURES FOR ACCESS  
TO CENTRAL INTELLIGENCE AGENCY INFORMATION  
BY INFORMATION SECURITY OVERSIGHT OFFICE PERSONNEL

1. These procedures, developed through discussion between members of the Information Security Oversight Office (ISOO), General Services Administration, and the Office of Information Services (OIS), Directorate of Administration, Central Intelligence Agency (CIA), are established in recognition of the responsibilities of the Director, ISOO to monitor Agency implementation of Executive Order 12356 and the Director of Central Intelligence (DCI) to protect intelligence sources and methods. Access by ISOO personnel to information under CIA's jurisdiction will be governed by these procedures.

2. The primary method by which the responsibilities of the DCI and the Director, ISOO will be balanced in order to provide ISOO personnel with appropriate access to CIA information is prescreening. Prescreening means review of CIA information by CIA personnel knowledgeable in its subject matter, prior to granting access to ISOO personnel. During this review, information that reveals intelligence sources or methods may be deleted from any document shown to ISOO personnel. If the information that would remain after deletion is not meaningful or is misleading, the entire document may be withheld.

3. ISOO personnel will be granted access to CIA classified information to verify that the information has been properly classified and marked in accordance with the provisions of Executive Order 12356 and implementing directives. Such information will be reviewed on a sampling basis. ISOO personnel may make unclassified notes sufficient to identify documents on which discrepancies are observed, but they will not include substantive information. Prior to removal from CIA premises, any notes will be reviewed by CIA personnel to ensure that they are unclassified and do not reveal intelligence sources or methods. Classified information or copies of classified documents will not be removed from CIA premises.

4. If a question should arise concerning withholding or removal of information, the information will continue to be withheld and to remain on CIA premises, and the question will be resolved between the Director, ISOO and the Director of Information Services (D/OIS). Any formal appeals will be in accordance with the provisions of Executive Order 12356.

5. Any CIA information in the possession, custody, or control of another agency is subject to the "third agency rule." This means that the other agency is not authorized to provide ISOO access to the information without prior CIA approval. Requests for approval must be directed to D/OIS, and any access to such information normally will be limited to copies held on CIA premises. The same rule applies to any information of another agency in the possession, custody, or control of CIA.

6. In addition to the above provisions, access to CIA information by ISOO personnel will be granted only upon CIA verification that their security clearances, SCI clearances, and CIA liaison clearances are appropriate in each case to the information subject to review.

7. The arrangements for visits to CIA by ISOO personnel will be made in the following manner: ISOO will provide OIS, in advance of any visit, an outline of specific interests and the amount of time to be spent on each. D/OIS will respond with a proposed agenda, coordinated within CIA, specifying times and places for access, and any anticipated problems. Agreement on the details of the visit will be reached between ISOO and OIS, and an OIS representative will accompany the ISOO personnel during their visit.

8. Prior to publication, any ISOO inspection report that includes CIA information and is to be made public will be reviewed by CIA personnel. This review will be for security purposes only to ensure that the report is unclassified and does not reveal intelligence sources or methods.