

TRANSMITTAL SLIP		DATE
TO:		<i>21 July 1986</i>
<i>D/OIS</i>		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 56

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

Central Intelligence Agency



Washington, D. C. 20505

July 21, 1986

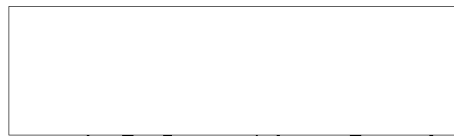
Mr. James W. Moore  
Assistant Archivist for Records Administration  
National Archives and Records Administration  
Washington, D.C. 20408

Dear Mr. Moore:

In your April 29 letter to me you proposed a change in the way CIA Requests for Records Disposition Authority (Standard Form 115) provide for eventual transfer to the National Archives of those CIA record series approved for permanent retention. The reasons you propose a specific date for such transfers are evident. The considerations are practical and real. Your ability to schedule your workload is important to the efficient operation of your Agency.

We cannot, however, support any such proposal that calls for the inclusion on the 115s of a specific date of offer for permanent series. Our inability to comply with your proposal is forced by statutory requirements. The National Security Act of 1947, requires that the Director of Central Intelligence protect intelligence sources and methods from unauthorized disclosure, 50 USC 403(d)(3). The records of the CIA frequently contain information which, if made public, would disclose an intelligence source or an intelligence method. The date when damage to national security is no longer possible is frequently determined by circumstances over which CIA has no control. That being the case, the Agency cannot set an arbitrary date after which it will no longer be concerned with the consequences of disclosures. In brief, the statute cited earlier makes arbitrary deadlines impossible. In the same vein, we should point out that declassification of CIA records does not automatically ensure that such records in aggregate can then be made public.

The current statement on the 115s, regarding the offering to the National Archives of permanent items in five-year blocks when national security considerations permit, provides in our view the most expeditious means by which CIA records can be offered to the National Archives. The CIA is committed to a systematic review of its permanent records under its Historical Review Program. This ongoing program is dedicated to reviewing CIA permanent records to determine their eligibility for declassification and transfer to NARA at the earliest possible date. With the OSS records as an example, we have been and are committed to offering CIA permanent records to the National Archives when and if national security considerations permit.



STAT

Director of Information Services

DDA/OIS/IRMD/ [Redacted] 16 July 1986

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Distribution:

- Original - Addressee
- ✓ 1 - D/OIS Subject
- 1 - IMB Subject: NARA 1986
- 1 - IRMD Chrono

# National Archives



Washington, DC 20408

April 29, 1986

[Redacted]

STAT

Director of Information Services  
Central Intelligence Agency  
1236 Ames Center  
Washington, DC 20505

Dear [Redacted]

STAT

We are writing to suggest a change in the way CIA Requests for Records Disposition Authority (Standard Forms 115) provide for the eventual transfer to the National Archives of those record series approved for permanent retention.

At present, SF 115s submitted by CIA include the following statement:

All PERMANENT items in this schedule are arranged chronologically and will be offered to NARA in 5 year blocks when national security considerations permit.

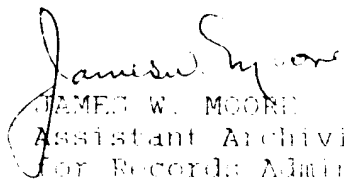
This wording is at variance with our normal procedures which call for the inclusion on SF 115s of a specific date of offer for permanent series, such as: Offer to NARA in 5 year blocks when 20-25 years old. We fully recognize that the special sensitivity of most CIA records precludes such specificity. However, we believe that there are alternatives that will address CIA's needs and responsibilities but also will ensure the transfer of permanent records to NARA at the earliest possible time, consistent with national security.

We would like to propose for your consideration the following transfer statement, which very closely parallels the wording used on National Security Agency schedules:

Offer to the National Archives entire records series or 5 year blocks thereof if unclassified and/or declassified in accordance with national security regulations and guidelines when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable or when 100 years old, whichever occurs first. The entire series of these records or 5 year blocks thereof will then be transferred to the National Archives.

We welcome your comments and suggestions and would be glad to meet with you or your staff to discuss this matter further. If you have any questions, please call me on 724-1453 or Ken Rossman, Director, Records Appraisal and Disposition Division on 724-1457.

Sincerely,

  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration