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Approved For Release 2002/05/17 : CIA-RDP93B01194R000900010054-3

DD/A Registry

31 MAY 1979

79-0636/7

MEMORANDUM FOR: Director of Central Intelligence

VIA : Deputy Director of Central Intelligence

FROM : Don I. Wortman  
Deputy Director for Administration

SUBJECT : Central Intelligence Agency Systematic Review  
Guidelines

REFERENCE : DDA Memorandum of 23 May 1979 on Same Subject

79-1182/2

1. Action Requested: Your signature is requested on:

(a) the attached letter (Tab A) to the Archivist of the United States and

(b) the enclosure thereto, providing guidelines for systematic review of U.S. originated classified information under Agency jurisdiction and authorizing their use by the Archivist as required under Executive Order 12065; and,

(c) the attached letter (Tab B) to the Director of the Information Security Oversight Office (D/ISOO), transmitting the above guidelines for his review, as also required by the Order, together with a copy of the above letter to the Archivist.

2. Background:

a. Section 3-402 of Executive Order 12065 requires Agency heads having original classification authority (listed in Section 1-2 of the Order and including the Director of Central Intelligence) to issue, on or before 31 May 1979, "guidelines for systematic review covering twenty-year old classified information under their jurisdiction."

b. The Order goes on to say that such guidelines "shall state specific, limited categories of information which, because of their national security sensitivity, should not be declassified automatically but should be reviewed item-by-item to determine whether continued protection beyond twenty years is needed. These guidelines shall be authorized for use by the Archivist of the United States and may, upon approval of the issuing authority, be used by any agency having custody of the information. All information not identified in these guidelines as requiring review...shall be declassified automatically at the end of twenty years from the date of original classification."

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c. The Order also requires consultation with the Archivist concerning the guidelines, their review by the D/ISOO, and their publication in the Federal Register. "Foreign government information," as defined in Section 6-103 of the Order, is excluded from the present guidelines. The Order does not require issuance of guidelines covering such information until 30 November 1979.

3. Staff position: These guidelines were prepared on the basis of previous Agency publications implementing the Order, as specified in the referenced memorandum. The requirement for consultation with the Archivist was met by checking the guidelines with his designated representative for this purpose, Mr. Edwin A. Thompson of the National Archives and Records Service (NARS), who has endorsed them. Within the Agency, concurrence was sought and obtained from the DDO, DDS&T, NFAC, the General Counsel, the Offices of Security and Communications, DDA, and the DCI Security Committee. Recommendations and comments received have been incorporated in the guidelines.

4. Recommendation: It is recommended that you sign the attached letter to the Archivist of the United States and its enclosure, as well as the letter to the Director of the Information Security Oversight Office also attached.

**DON WORTMAN**

Don I. Wortman

Attachments: As stated

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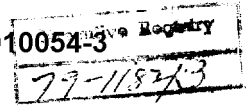
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The Director  
Central Intelligence Agency

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Washington, D.C. 20505



5 JUN 1979

Dr. James B. Rhoads  
Archivist of the United States  
National Archives and Records Service  
Eighth Street and Pennsylvania Avenue, N.W.  
Washington, D.C. 20408

Dear Dr. Rhoads:

Pursuant to Section 3-402 of Executive Order 12065, I hereby issue and enclose for your use the required systematic review guidelines covering classified information of United States origin and more than twenty years old over which the Central Intelligence Agency has classification jurisdiction. These guidelines were prepared in consultation with your designated representative Mr. Edwin A. Thompson, Director of the Records Declassification Division, National Archives and Records Service.

Copies of this letter and of the enclosed guidelines have been forwarded to the Director of the Information Security Oversight Office (ISOO) for his review, as provided by the Order. Systematic review guidelines for "foreign government information" as defined in Section 6-103 of the Order and in Section I/F of ISOO Directive No. 1 will be provided at a later date, in compliance with the provisions of the Order and Directive concerning such information.

Yours sincerely,

/s/ Stansfield Turner

STANSFIELD TURNER

Enclosure

CENTRAL INTELLIGENCE AGENCY  
SYSTEMATIC REVIEW GUIDELINES

A. Authorization. The following guidelines apply to information of United States origin which is more than 20 years old and over which the Central Intelligence Agency has classification jurisdiction. Under the provisions of Section 3-402 of Executive Order 12065, the CIA authorizes the Archivist of the United States to use these guidelines in the review of such information upon its transfer to the General Services Administration and accession into the National Archives.

B. Categories of Information Excepted from Automatic Declassification. Except for foreign government information, which is exempt from automatic declassification under Section 3-404 of the Order, all classified information over 20 years old which is under the classification jurisdiction of this agency is automatically declassified unless it falls into one of the categories described below. Information in these categories shall not be declassified until reviewed for declassification by designated CIA personnel, and must be referred to CIA for such review by all other agencies having custody thereof. Information in Categories 1 through 5 below is subject to another systematic review on the dates specified in parentheses under each of those five categories upon approval of Information Security Oversight Office (ISOO) 10-year-review requirement waivers as provided in Section 3-401 of the Order. Otherwise, information in all categories listed below shall be so re-reviewed at 10-year intervals, as necessary until it can be declassified or assigned a date or event for automatic declassification. Category 29 is a new category under Section 1-301(g) of the Order.

CATEGORY 1

Information constituting or concerning cryptologic or cryptographic intelligence, including information on the development and/or use of any method, means, system, device, installation or activity for the acquisition or transmission of such intelligence or for the protection of cryptographically processed data including cryptographic, communications and emanations security procedures, techniques, materials and equipment.

(Next Review Date: 40 years following initial review.)

CATEGORY 2

Information constituting or concerning counterintelligence, defined by Executive Order 12036 of 24 January 1978 (Section 4-202) as "...information

gathered and activities conducted to protect against espionage, sabotage, international terrorist activities or assassinations conducted for or on behalf of foreign powers, organizations or persons, but not including personnel, physical, document or communications security programs."

(Next Review Date: 30 years following initial review.)

CATEGORY 3

Information concerning or covered by special access, distribution and protection programs continued or established pursuant to Section 4-2 of Executive Order 12065, including but not limited to Sensitive Compartmented Information (SCI).

(Next Review Date: 30 years following initial review.)

CATEGORY 4

Information which identifies any undercover personnel or unit(s), or clandestine human agent(s), of the Central Intelligence Agency or of a predecessor agency; or which otherwise reveals sensitive intelligence sources, methods or activities including intelligence plans, policies, or operations of the Central Intelligence Agency, a predecessor agency, or any element of either.

(Next Review Date: 30 years following initial review.)

CATEGORY 5

Information covertly acquired which is contained in intelligence reports and other documents that bear the legend "THIS IS UNEVALUATED INFORMATION" or, lacking this or an equivalent marking, are similar in format or content to items so marked; and in which the formats used, subject matter, source descriptions or other content would, in collections or aggregates of such reports and/or other documents, reveal the nature, scope or extent of United States intelligence activities in, or in relation to, particular foreign countries or areas or would identify intelligence sources or methods.

(Next Review Date: 30 years following initial review.)

CATEGORY 6

Information which reveals or identifies a present, past, or prospective intelligence source, whether a person, organization, group, technical

system, mechanism, device, or any other means or instrument that provides, has provided, or is being developed to provide intelligence.

CATEGORY 7

Information which reveals or identifies a present, past, or prospective intelligence method, procedure, mode, technique, or requirement used or being developed to acquire, transmit, analyze, correlate, evaluate, or process intelligence or to support an intelligence source, operation, or activity.

CATEGORY 8

Information that discloses the organizational structure of the Central Intelligence Agency; the numbers and assignments of CIA personnel; the size and composition of the CIA budget, including internal and external funding; logistical and associated support activities and services; security procedures, techniques, and activities including those applicable to the fields of communications and data processing; or other quantitative or qualitative data revealing or indicating the nature, objectives, requirements, priorities, scope or thrust of CIA activities, including the missions, functions, and locations of certain CIA components or installations.

CATEGORY 9

Information pertaining to intelligence-related methodologies, techniques, formulae, equipment, programs or models, including computer simulations, ranging from initial requirements through planning, source acquisition, contract initiation, research, design, and testing to production, personnel training, and operational use.

CATEGORY 10

Information which identifies research, procedures, or data used by CIA in the acquisition and processing of intelligence or the production of finished intelligence, when such identification could reveal the particular intelligence interest of the CIA, the value of the intelligence, or the extent of the CIA's knowledge of a particular subject of intelligence interest.

CATEGORY 11

Information pertaining to training in intelligence sources, methods, and activities provided under the auspices of CIA to individuals, organizations, or groups that could reveal or identify equipment, materials, training sites, methods and techniques of instruction, or the identities of students and instructors.

CATEGORY 12

Information that could disclose CIA policies and procedures used for personnel recruitment, assessment, selection, training, assignment, and evaluation.

CATEGORY 13

Information that could lead to foreign political, economic, or military action against the United States or other friendly nations.

CATEGORY 14

Information that could create, stimulate, or increase international tensions in such manner as to impair the conduct of United States foreign policies.

CATEGORY 15

Information that could deprive the United States of a diplomatic or economic advantage related to the national security, or that could weaken the position of the United States or its allies in international negotiations, or adversely affect other activities pertinent to the resolution or avoidance of international conflicts or differences having national security significance.

CATEGORY 16

Information concerning plans prepared, under preparation, or contemplated by officials of the United States to meet diplomatic or other contingencies affecting the national security.

CATEGORY 17

Information that identifies or otherwise reveals activities conducted abroad in support of national foreign policy objectives, and planned and executed so that the role of the United States Government is not apparent or acknowledged publicly; or information that discloses support provided to such activities.

CATEGORY 18

Information revealing that the United States has obtained, or seeks to obtain, certain data or materials from or concerning a foreign nation, organization, or group; the disclosure of which information could adversely affect United States relations with or activities in a foreign country.



CATEGORY 19

Information that could lead to political or economic instability, or to civil disorder or unrest, in a foreign country or jeopardize the lives, liberty, or property of United States persons in such a country or could endanger United States Government personnel or installations there.

CATEGORY 20

Information concerning foreign intentions, capabilities, or activities which could pose a potential threat to United States national security interests or to those of allied or other friendly governments.

CATEGORY 21

Information indicating the extent of, or degree of success achieved by, United States collection of intelligence on and assessment of foreign military plans, weapons, capabilities, or operations.

CATEGORY 22

Information revealing defense plans or posture of the United States, its allies, or other friendly countries or enabling a foreign nation or entity to develop countermeasures to such plans or posture.

CATEGORY 23

Information disclosing the capabilities, vulnerabilities, or deployment of United States weapons or weapons systems.

CATEGORY 24

Information that continues to provide the United States with a scientific, technical, engineering, economic, or intelligence advantage of value to the national security.

CATEGORY 25

Information concerning research of a scientific or technical nature leading to the development of special techniques, procedures, equipment and equipment configurations, systems, or devices for collection or production of foreign intelligence; or the operational planning for, deployment or use thereof in such collection or production, or for other national security purposes.

CATEGORY 26

Information concerning United States Government programs to safeguard nuclear materials, techniques, capabilities, or facilities that could compromise, jeopardize or reduce the effectiveness of such programs.

CATEGORY 27

Information on foreign nuclear programs, activities, capabilities, technologies, facilities, plans and intentions, weapons and their deployment that could disclose the nature, scope, or effectiveness of United States intelligence efforts to monitor nuclear developments abroad or could cause such efforts to fail or be restricted in a manner detrimental to national security.

CATEGORY 28

Information pertaining to contractual relationships or joint arrangements with individuals, commercial concerns or other entities when such a relationship or arrangement involves a specific intelligence interest, or reveals the extent or depth of knowledge or technical expertise possessed by CIA, or when disclosure of the relationship or arrangements could jeopardize the other party's willingness or ability to provide services to CIA.

CATEGORY 29

Information that could result in or lead to action(s) placing an individual in jeopardy.

C. Agency Assistance to the National Archives. This agency has designated experienced personnel to guide and assist National Archives personnel in identifying and separating documents and specific elements of information within documents under these categories that are deemed to require continued protection. These CIA-designated personnel are authorized to declassify categories of information exempted from automatic declassification (listed in the preceding section) if it is determined that they no longer require protection. These CIA personnel will make recommendations for continued classification of the documents or categories of information requiring continued protection.

D. Continuing Application of Earlier Guidelines. The systematic review guidelines and instructions identified below shall remain in effect until canceled or superseded:

1. Downgrading instructions provided in the letter of 16 April 1973 from Lawrence R. Houston, Central Intelligence Agency General Counsel, to Dr. James B. Rhoads, Archivist of the United States.

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2. Instructions concerning information on Secret Writing (S/W), cited in the letter of 8 June 1973 from [redacted] Central Intelligence Agency Archivist, to Mr. Edwin A. Thompson, Director of the Records Declassification Division, National Archives and Records Service.

3. Guidelines concerning [redacted] material, cited in the letter of 23 August 1977 to Mr. Edwin A. Thompson, Director of the Records Declassification Service, National Archives and Records Service, from [redacted] Central Intelligence Agency Senior Review Officer.

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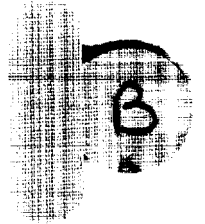
4. Central Intelligence Agency issuance dated 11 December 1978 and entitled "GUIDELINES FOR CLASSIFICATION REVIEW OF CIA PREDECESSOR RECORDS AND INFORMATION BETWEEN 1941-1946", signed by [redacted] Chief of the Classification Review Group, Information Systems Analysis Staff, Directorate of Administration.

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/s/ Stansfield Turner

STANSFIELD TURNER

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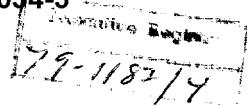


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The Director  
Central Intelligence Agency

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Washington, D.C. 20505



5 JUN 1979

Mr. Michael T. Blouin  
Director, Information Security Oversight Office  
General Services Administration  
Washington, D.C. 20405

Dear Mr. Blouin:

Enclosed for your review are guidelines issued pursuant to Executive Order 12065 for the systematic review of United States originated classified information over twenty years old and under Central Intelligence Agency classification jurisdiction. Also enclosed is a copy of my letter to the Archivist of the United States forwarding these guidelines for his use.

Yours sincerely,

/s/ Stansfield Turner

STANSFIELD TURNER

Enclosures