

CIA RECORDS ACCESS POLICY
(revised 1 August 1983)

1. Government historical offices should direct requests for access to CIA-originated documents at a Presidential Library or other official repository to:

Chief Historian
Central Intelligence Agency
Washington, DC 20505.

The request should identify the official researcher who wishes access by full name, rank (if military), social security number, date of birth, type of employment (staff, contract or other), and level of security clearance.

2. To establish the researcher's need-to-know, the request should also briefly state the scope, period and purpose of the proposed research requiring access to CIA documents. After consulting (if necessary) with the components concerned, CIA's Chief Historian will approve or deny the request, and so notify the requesting historical office, the repository concerned, and (in the case of a Presidential Library) the National Archives and Records Service.

3. A researcher granted access to CIA documents will be free to take notes and to have copies made of documents he wishes to retain for official research purposes. The library or repository, however, must collect all such notes and copies of CIA documents from the researcher and forward them directly to CIA's Chief Historian for review before release. After arranging for the originating components to review this material, the Chief Historian will send all released items to the requester, and identify any items that have been denied.

4. CIA documents that are classified when they are released remain classified; they cannot be downgraded, declassified or 'sanitized' without further CIA review and concurrence. As in the past, security and clearance procedures also require further CIA review and specific approval before the open or unclassified publication of a work that includes any information based on CIA documents.