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SECRET

MEMORANDUM FOR DISCUSSION

FROM :
Information and Privacy Staff

SUBJECT: Tentative Proposals as to Records To Be Included in
Automated Index to Released Documents

1. Purpose of Index

There is general agreement on the need for the Agency to develop a system for recording the declassification and/or release, in whole or in part, of records of CIA origin. At the minimum, the system should give users the capability to:

- a. List in orderly sequence declassified CIA records to facilitate compliance with the "holder notification" requirements of the National Security Council Directive (II.E.) implementing Executive Order 11652.
- b. Do lookups, either from a terminal or by means of machine listings, to determine whether specific documents have been previously released.
- c. Search for previously released records pertaining to a historical event, a foreign area, an organization, an individual, a project, or any other topic which might be the subject of a future request.
- d. Determine where copies of previously released records may be obtained.
- e. Compile listings of released records for the perusal of members of the public, which, according to some authorities, is a requirement of 5 U.S.C. 552(a)(2).

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2. Assumptions

In various meetings where the need for an index was discussed, spokesmen for other Agency components stressed their desire that the data base be all-inclusive, covering "information" (e.g., disclosures found in the reports of the various groups which investigated the CIA) as well as documents released to members of the public by the Agency in administering the Freedom of Information Act, the Privacy Act, and Executive Order 11652. No component, however, has volunteered to maintain the index or to contribute substantial resources toward its maintenance. We are proceeding, therefore, under the following assumptions and constraints:

- a. Maintenance of the data base (i.e., selection of records, indexing, data input and verification, etc.) will be the responsibility of the Information and Privacy Staff, with systems support provided by the Office of Data Processing. The Central Reference Service will be asked to assist in devising a standardized scheme for recording bibliographic citations, which is complicated by the diverse nature of the items to be indexed.
- b. No additional manpower will be added to the Information and Privacy Staff, thereby limiting the coverage of the index to what can be accomplished with the manpower currently available. (Indeed, the on-board strength of the Staff may be reduced during the coming months.)
- c. With rare exceptions, the file coverage will be confined to records released pursuant to Executive Order 11652, the Freedom of Information Act, and, very selectively, the Privacy Act. Any program to develop a capability for retrieving data concerning other categories of information releases (e.g., information disclosed in the Church and Rockefeller Committee reports, documents or information included in the Pentagon Papers, records released in the course of litigation, press releases, etc.) will result in a separate, but hopefully compatible, system(s).
- d. The system design should be such as to permit future expansion with respect to scope of coverage and data elements indexed.

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- e. Inputting of records into the existing DECAL system should be continued in the interim, with the expectation that this file will be converted to the new record format as soon as a new index system is operational.
- f. It would be desirable to retroactively index, on a time-available basis, all significant CIA records released since 19 February 1975, the date that the amended Freedom of Information Act took effect.
- g. The information retrieval capabilities represented by the IPS subject case files and the automated log now under development should be taken into account in the design and scope of the proposed index to released records.

3. Subject Matter Coverage

Whenever a request is received which duplicates, or is very similar to, one previously processed, we must be able to identify the earlier request(s) and locate all relevant files. By so doing, we would be able to avoid redundant searches and reviews, and also ensure that we did not deny information to one requester which had already been released to another. At the risk of oversimplification, it can be said that any of the broad areas listed below could be the subject of repeated requests, and therefore responsive records released should be indexed or retrievable through some other system:

- a. Reporting and analysis on any foreign intelligence topic.
- b. Information maintained by the Agency on U.S. domestic organizations and institutions.
- c. Information pertaining to the Agency mission, functions, organization, history, etc.
- d. Information on programs (such as drug experimentation) widely regarded as extralegal or falling outside the Agency charter.
- e. Information concerning Agency covert action programs.
- f. Information on public figures (U.S. or foreign; living or dead).
- g. Information on topics of proven interest (such as UFOs or the JFK assassination).

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4. Records to be Excluded from Index

Unindexed material will nonetheless be subject to a measure of control. With regard to those records released to the public in connection with FOIA, PA, and EO requests, the IPS case files contain lists of records denied or released in their entirety, plus actual copies of all records released in sanitized form. Moreover, documentation in these files identifies the components holding the records not physically included in the folders. Retrieval, however, is now limited to retrieval by name of requester or case number (supplemented, of course, by the recollections of individuals who worked on the requests). Indexed material, on the other hand, will be retrievable by any combination of attributes (document number, document title, keywords, area code, publication date, original requester, originator, sanitized or declassified, ad inf.).

The Information and Privacy Staff currently maintains a manual log for all FOIA, PA, and EO requests. The Office of Data Processing has under development an automated logging system to replace the manual log. One of the capabilities of the automated log will be that it will be possible to search the "subject" field, probably through keywords. If this system is implemented, the automated log would thus enable us to identify previous requests for records on named projects, organizations, individuals, etc.--assuming that the search topics had been keyworded--and examine the relevant case files to determine what has been released.

It is proposed that the following categories of records--some of which are seldom involved in request responses anyway--not be indexed:

- a. Open source materials.
- b. Unclassified records, unless released in segregated form.
- c. Records originated by other agencies, even though they may contain information derived from CIA reports or concern CIA activities or personnel.
- d. Unclassified maps, reference aids, intelligence studies, translations of foreign broadcasts and press items, etc., released to the public through the facilities DOCEX/LC, NTIS/Commerce, or the GPO.

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- e. Speeches, Congressional testimony, press releases, and similar materials not involved in requests from the public.
 - f. Records declassified as a result of the 30-year declassification review program.
 - g. Records which, if released to anyone other than the original requester, would constitute an invasion of personal privacy.
5. Records to be Included in Index

Subject to the exclusions listed above, all records released pursuant to FOIA, EO, and PA requests from the public will be considered for indexing. It is anticipated that all CIA records released in connection with EO (mandatory classification review) requests will be indexed; that a large percentage, but not all, of the CIA records released in connection with FOIA requests will be indexed; and that very few of the CIA records released in connection with PA requests will be indexed. It will be the responsibility of the IPS case officer to review all releases, identify the records which meet the criteria for inclusion in the file, and set aside copies for indexing.

It is expected that the types of CIA records listed below will be among the items indexed:

- a. Intelligence information reports and cables (FIRs, OO-Bs, TDFIRs, TDFIRDRs, PIRs, etc.).
- b. Finished intelligence (intelligence memoranda and reports, situation reports, current intelligence daily and weekly periodical issuances, biographic reports, STIRs, NISS, NIFs, SNIEs, etc.). The system should be designed to accommodate draft versions, as well as the final disseminated versions of certain of these series, and, of course, the nomenclature has undergone change.
- c. Typescript monographs--usually in the form of memoranda--which received limited dissemination.
- d. Reference aids.
- e. Staff studies and related policy, management, investigative, or operational papers.

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- f. Correspondence. (Transmittal letters and memoranda containing no substantive information would **not** be indexed, however, unless released in sanitized form.)
 - g. Staff cables.
 - h. Agency administrative issuances such as notices, regulations, directives, handbooks, etc.
 - i. Maps.
 - j. Photographs and motion picture films.
 - k. Agency histories.
 - l. Certain computer listings.
 - m. Forms.
6. Other Options Under Consideration

It has been suggested that it might be desirable to design the index system so as to accommodate references to "files" as well as individual documents. This option would be followed in instances where a large number of records has been released, many of which would not meet our standards for inclusion in the index (e.g., newsclippings or FBI items). Examples would be the "Rosenberg documents" and the "Kennedy assassination" documents. A variation of this approach would be to index selectively individual documents judged to be of general interest, in addition to indexing the "file" as a separate entry. If the Staff's plans for an automated log materialize, however, the file entry approach should be unnecessary since the log would afford us the same retrieval capability.

Another suggestion is that we explore the possibility of contracting out the tasks of document indexing and data input preparation. There would seem to be no security problems, and this option would greatly ameliorate the manpower problem.

Outline of DECAL

- ✓ 1. Document(s) are received from case-officer that have been sanitized or declassified, and released to a requester.
- ✓ 2. Document(s) are checked to see if they are already in DECAL.
3. Document(s) are read and information is abstracted from document(s) for input into computerized document retrieval system.
4. Information abstracted is reviewed by supervisor.
5. Information is keyed into DECAL.
6. Keyed hard copy documents are prepared for microfiche and sent to P&PD for microfishing.
7. Upon return of microfished documents, microfiche are verified.
8. Verified hard-copy documents are sent to Carrollton Press as appropriate.
9. Searches are done on system to retrieve previously released documents which are pertinent to new requests, *listings are made as needed.*
10. Applicable documents are pulled from microfiche library and are hard copied for release to requester.
11. *Monthly OPI listings are disseminated to offices with the past month's actions on documents given.*