

# ORIS

E DECAL2

DECLASSIFICATION / HRP / ~~ORIS INPUT MENU~~

TYPE OF ACTION :    << A = ADD   C = CHANGE   D = DELETE   >>  
                         << R = CLEAR MENU        X = EXIT        >>

~~DOCNO~~    -    -    -    DATATYPE:    ~~COMP~~    ~~DOPT~~    -

~~REONAME~~:    -    -    ~~REQNUM~~    -    ~~RELEASE~~    ~~PAGES~~    -

~~PUBDATE~~:    -    ~~DGDATE~~    -    ~~AUTH~~:    -    ~~OLDCLASS~~    -    TS-NO:    -

JOB/BOX/FOLDER:    -    -    -

~~TRIPLE~~    \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

K:    \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DSUBJ:    -    -    -    -    -    -    -    -    -    -

~~DAREA~~    -    -    -    -    -    -    -    -    -    -

**ORIS****DECLASSIFICATION/HRP/ORIS UPDATE MENU**

The DECAL2 procedure is used to add a new document to the DECAL file, indicating that it has been either declassified, sanitized or is a historical document that has been reviewed as part of the Historical Review Program (HRP).

**ADD-A RECORD**

The action code "A" allows you to add a new record in DECAL.

1. DOCNO (Document Number) (3 Alpha-7 Alphanumeric  
-24 Alphanumeric)

The document number consists of three segments: originating agency, originating office and the document identification number assigned to a unique document by the originating office. All three segments require data.

AGENCY-OFFICE-IDENTIFICATION NUMBER

EXAMPLE: CIA -DCI -MEMO ER 1234

2. DATATYPE (Datatype) (1 Alpha)

The Datatype field is only used if the document belongs to the Historical Review Program. If this field is blank, it automatically signifies that the document belongs to the FOIA/PA/EO programs.

3. COMP (Component) (5 Alpha)

This field is used to record the originating Directorate for the document.

INPUT: DDA (appropriate directorate)

4. **DOPI** (Office of Primary Interest) (2 Numeric)

This field is used to record the Office of Primary Interest (OPI) code.

INPUT: 34

5. **REQNAME** (Requestor's Name) (14 Alpha)

The field is used to record the name of the person requesting the document. The requestor's name should be recorded last name, first name initial, and middle initial if known.

INPUT: JonesSK

6. **REQNUM** (Number Assigned to Request) (3 Alphanumeric-4 Numeric)

This field is used to record the control number identifying a particular letter of request in the IPS-LOG file. The first position of this field will denote one of the following types of request:

P - Privacy Act; F - Freedom of Information;

E - Executive Order; A - Amendment and

C - Carrollton Press holding of CIA Document.

Positions two and three are the last two digits of year. Positions five through eight are four-digit sequence numbers (0001 thru 9999).

INPUT: F86-1234

7. **RELEASE** (3 Alpha)

This field is used to record a code indicator which indicates whether the document has been sanitized or declassified. The code must be 'SAN' for SANITIZED, or 'DEC' for DECLASSIFIED.

INPUT: DEC (Declassified)  
SAN (Sanitized)

8. **PAGES** (Number of pages) (4 Numeric)

This field is used to record the number of pages a document contains as released to the public or released under the HRP.

INPUT: 0010

9. **PUBDATE** (Publication Date) (4 Numeric)

This field is used to record the date that a document was published.

INPUT: 860106 (YYMMDD)

10. **DCDATE** (Downgrade Date) (6 Numeric)

This field shows the date a document was downgraded.

INPUT: 860120 (YYMMDD)

11. **AUTH** (Authority) (6 Numeric)

This field records the employee number of the person responsible for declassification of the document.

INPUT: 123456

12. **OLDCLASS** (Old Classification) (1 Alpha)

This field records the initial security classification of the document.

INPUT: U (Unclassified) M (Unknown)  
R (Restricted) C (Confidential)  
S (Secret) T (Top Secret)

13. **TS-NO** (Top Secret Number) (8 Alphanumeric)

This field is used to record the Top Secret control number assigned to the original Top Secret document.

INPUT: TS123456

14. JOB/BOX/FOLDER

(9 Alphanumeric -4 Numeric  
-5 Alphanumeric)

This field is a multi-level field. The first contains the valid retirement JOB Number; the second contains the BOX Number within the retirement job; and the third contains the Folder Number within the box. Please note that the JOB Number portion of this multi-level field is required, whereas, the BOX Number and FOLDER Number are optional.

INPUT: 85-00001R-0001-0001  
or 85B00001R-1 -1  
or 85-00001R-0001-0001A

15. TITLE

(312 Alphanumeric)

This field is used to record the title/subject of the document.

16. K (Keyword)

(9 Fields - 25 Alphanumeric Each)

This field is used to record a word relating to information contained in the document. As many as 9 keywords can be added concerning a document.

17. DSUBJ (Subject)

(6 Numeric)

This field is used to record a six-digit numeric code used to identify the subject(s) of the document.

INPUT: 531000

18. DAREA (Geographic Area)

(3 Alpha)

This field is used to record a three letter code, which indicates the country or geographic area covered in the document. (See Area Codes in the manual).

INPUT: KUS (United States)

~~UPDATE ON DECLASSIFICATION/HRP/ORIS INPUT MENU~~

~~POINT TO REMEMBER~~

There is no retrieve function in the DECAL2 menu. Therefore, you must have a copy of the document or do a GIMS query statement to obtain all of the information about a document in the system before you can make a change or deletion.

~~CHANGE ON DECLASSIFICATION/HRP/ORIS INPUT MENU~~

The action code "C" allows you to change any data other than the document number in the menu fields. With a TOA=C you must input the document number and only the new data in the field that is to be changed. Once you have taken this action, you must depress the enter key and you will obtain an update message indicating that the change has been made.

~~DELETE ON DECLASSIFICATION/HRP/ORIS INPUT MENU~~

The action code "D" allows you to delete an entire document record from DECAL with only the document number field filled in. Depress the enter key and the entire document record will be deleted and an update 'deleted' message will appear on your CRT.

~~EXIT FROM DECLASSIFICATION/HRP/ORIS INPUT MENU~~

The action code "X" allows you to exit out of the DECAL2 menu.

**DATATYPE:** A letter "H" signifies that this document was declassified or sanitized under the Historical Review Program (HRP).

**Length:** LA1

**Format:** Alpha

**Edit Checks:** Must be an "H" if an HRP document. A blank field automatically records the document as a PA/FOIA/EO release.

**LOCATION:** DECAL file

OLDCLASS: One character indicating the initial security classification assigned to the document.

Length: LA1

Format: Alpha

Edit Checks: Must be one of the following codes:

- U - UNCLASSIFIED
- M - UNKNOWN
- R - RESTRICTED
- C - CONFIDENTIAL
- S - SECRET
- T - TOP SECRET

Location: DECAL file

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TS-NO: The Top Secret control number assigned to the original top secret document.

Length: LA8

Format: Alphnumeric

Location: DECAL file

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JOB/BOX/FOLDER: The retirement Job Number, Box Number within the retirement job and the Folder Number within the box.

Length: LA18

Format: Alphanumeric

Edit Check: Must contain a valid formatted Job Number and Box Number.

Location: DECAL file



TITLE: The title/subject of the document.  
Length: LA312  
Format: Alphanumeric  
Location: DECAL file