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"Rummaging in the government's attic"

Description of document: **Correspondence between the Central Intelligence Agency (CIA) and the National Archives and Records Administration (NARA) Office of Record Services between 01-January-2001 and March 2007**

Requested date: 22-March-2007

Released date: 18-June-2008

Posted date: 04-July-2008

Date/date range of document: 06-August-1996 – 12-April-2007

Source of document: National Archives and Records Administration
Office of the Inspector General
FOIA Request
8601 Adelphi Road, Room 1300
College Park, MD 20740
Phone: 301-837-3000
FAX: 301-837-3197

Notes:

A total of four hundred seventy nine (479) were located pages responsive to the request.

- Twenty (20) pages were referred to the CIA for review and are under review at the time of this posting.
- Three hundred thirty-four (334) pages were withheld in full pursuant to 5 U.S.C. 552(b)(5), the deliberative process privilege.
- Sixteen (16) pages were released in part and being withheld in part, pursuant to 5 U.S.C. 552(b)(5), the deliberative process privilege, and are enclosed with redactions.
- Fourteen (14) pages were released in part and being withheld in part, pursuant to 5 U.S.C. 552(b)(3) and 50 U.S.C. 403g, and are enclosed with redactions.
- Three (3) pages were withheld in full pursuant to 5 U.S.C. 552(b)(5), the deliberative process privilege and 5 U.S.C. 552(b)(6), the personal privacy privilege.
- The remaining ninety-two (92) pages were released in full and are enclosed.

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National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

June 18, 2008

Re: Freedom of Information Act Request NGC07-103

This is in response to your Freedom of Information Act (FOIA) request of March 22, 2007, for correspondence between the Central Intelligence Agency (CIA) and the National Archives and Records Administration (NARA) from January 1, 2001 to the present. Your request was received in this office on April 9, 2007, and assigned tracking number NGC07-103. On April 6, 2007, you narrowed your request to include only records from the Office of Record Services. I apologize for the delay in our response.

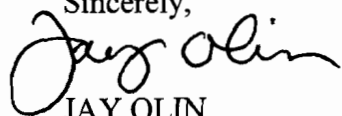
We located a total of 479 pages responsive to your request. Twenty pages have been referred to the CIA for review. Upon completion of their review, we will determine which pages will be released in full, withheld in full, or released in part and withheld in part. Three hundred and thirty-four pages are being withheld in full pursuant to 5 U.S.C. 552(b)(5), the deliberative process privilege. Sixteen pages are being released in part and being withheld in part, pursuant to 5 U.S.C. 552(b)(5), the deliberative process privilege, and are enclosed with redactions. Fourteen pages are being released in part and being withheld in part, pursuant to 5 U.S.C. 552(b)(3) and 50 U.S.C. 403g, and are enclosed with redactions. Three pages are being withheld in full pursuant to 5 U.S.C. 552(b)(5), the deliberative process privilege and 5 U.S.C. 552(b)(6), the personal privacy privilege. The remaining 92 pages are being released in full and are enclosed.

You agreed to pay up to \$100.00 for costs associated with this request. Per OMB guidelines, we are allowed to charge \$0.20 for reproductions. To cover the fees associated with the 122 pages of reproductions enclosed, please send a check made out to NARA for \$24.40 to my attention in Room 3110 at the above address.

If you are not satisfied with our action on this request, you have the right to file an administrative appeal. Address your appeal to the Deputy Archivist (ND), National Archives and Records Administration, College Park, Maryland 20740. Your appeal should be received within 35 calendar days of the date of this letter and it should explain why you think this response does not meet the requirements of the FOIA. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." All correspondence should reference the tracking number NGC07-103.

Please let us know if we may be of further assistance.

Sincerely,

A handwritten signature in black ink that reads "Jay Olin". The signature is written in a cursive style with a large initial "J" and a period at the end.

JAY OLIN

Deputy FOIA Officer

Office of General Counsel

Enclosures



CENTER for the STUDY of INTELLIGENCE

8 February 2005

Handwritten notes: *Helem CIA file 1304 1402 may need to Statone Ask 3/02*

OPTIONAL FORM 99 (7-90)

FAX TRANSMITTAL

of pages *2*

Ms. Pat Freeman
National Archives and
Records Administration
8601 Adelphi Road
College Park, Maryland 20740-6001

To <i>Ray Whitelock</i>	From <i>Pat Freeman (NASS)</i>
Dept./Agency <i>NWmw</i>	Phone # <i>301-837-1720</i>
Fax # <i>301-778-1621</i>	Fax # <i>301-837-3657</i>
NGN 7540-01-317-7388	5099-101 GENERAL SERVICES ADMINISTRATION

Dear Ms. Freeman:

Mr. Robert Storer, the Chief of Declassification and Historical Research Branch at the Department of Defense, has requested that we grant David I. Goldman access to CIA materials. Mr. Goldman is compiling a volume on Southeast Asia and East Asia, 1973-1976 for the *Foreign Relations of the United States* series.

Upon State Department certification to your office of Mr. Goldman's clearances, we grant him access up to those levels for research and copying purposes only. Please ensure that all copies of CIA records receive the special protection and control required. Additionally, we require a full accounting of all copies be made after the Department of State publishes Mr. Goldman's compilation.

As the enclosed copy of our "CIA Records Special Access Policy" notes in paragraph three, Mr. Goldman is free to take notes and copy CIA documents, so long as the Washington National Records Center sends a list of such documents to the CIA History Staff and transmits the notes and copies by secure means to the Department of State.

Please call me at 703-613-1775 if you have any questions.

Sincerely,

David S. Robarge
Acting Chief Historian

Enclosure

CIA SPECIAL ACCESS POLICY

For the office Of Historian
Department of State

19 June 2002

1. In accordance with the "Memorandum of Understanding on Cooperation in Preparing the Department of State's Foreign Relations of the United States Documentary Series" of 27 April 1992, the Office of the Historian, Department of State, should direct requests for access to CIA-originated documents at a Presidential Library or other repository to:

Chief, History Staff
Central Intelligence Agency
Washington, DC 20205

The request should identify the official researcher who wishes access by full name, position title, social security number, date of birth, and type of employment (staff, contract or other). Although the request should note the researcher's level of security clearance, the Department of State must certify the researcher's clearances directly to the library or repository to be visited.

2. The request should also briefly state the scope, period and purpose of the proposed Foreign Relations series research requiring access to CIA documents. On approving the request, the Chief, CIA History Staff will notify the requesting historical office, the repository concerned, and (in case of a Presidential Library) the National Archives and Records Administration.

3. The library or repository will collect all notes and copies of CIA documents from the researcher and forward them directly to the Historian, Department of State, and send a list of such documents to the Chief, CIA History Staff.

4. CIA documents that are classified when released to the Department of State remain classified; they cannot be downgraded, declassified or sanitized in any form (quotation, paraphrase or citation) without further CIA review and concurrence. 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.

5. All classified CIA documents released must be segregated, properly stored, and protected in full accordance with the procedures and practices of the CIA. No additional copies may be made of any CIA documents that are classified when they are released, and all documents must be destroyed upon publication of the Foreign Relations volume for which access is granted. The Historian, Department of State, will consult with the Chief, CIA History Staff, to agree on procedures to provide access to CIA documents for members of the Department of State's Advisory Committee on Historical Diplomatic Documentation.

NALDS NWME Automated Log Data Sheet

FY: 2004 INQUIRY_NO: 20041142 Update INQ_NO

Date of Inquiry: 05/27/2004 Taken By: LAG

Assigned To: WPF By: MOA On: 05/27/2004

Lname: [redacted] Fname: [redacted] (b)(3)

Organization: CIA Requestor Type: 2

Dept: [redacted]

Street: [redacted]

City: [redacted] State: [redacted] ZIP: [redacted]

(b)(3) Phone WK: [redacted] Phone HMIFAX: [redacted]

E MAIL: [redacted]

Inquiry Mode: (1) PH (2) V-Mail (3) E-Mail (4) Surface Mail (5) Visitor (6) FAX 1 <--Type number in box.

For AAD and Non-AAD boxes, type X in ONE box only:

Non-AAD Related Inquiry: About Records: [] Re: Quote/Order: [] General Info: []
From Records: [] Other: [x] MN#: []

OR, not both

AAD Inquiry: AAD Information: [] AAD Problem/Error: [] AAD Content: []

FOIA Registration# [] Date Due: []

Response Mode: PH: 1 VMAIL: 0 EMAIL: 0

Surface Mail: 0 FAX: 0 Visitor: 0

Type of Responses: Gen: 0 Specific: 1
(One per each response) AAD Referral: 0 Outside NWME Referral: 0

RG Subform RG1: 999

Furnished: AAD Free: 0 + Other Free PP: 0 = Total Free PP: 0

Doc. Pkgs: 0 TLIST: 0 Brochure: 0

Customer Satisfaction: (1) Compliment (2) Seemed Satisfied (3) Seemed dissatisfied (4) Complaint

(5) Unknown ----> 5 Response Time: 0

FY2: 2004 QTR: 3 MONTH: 5 Date Completed: 05/27/2004 Completed By: WPF

Related Inquiry Numbers: [redacted]

Related Job Numbers: [redacted]

DATE OF INQUIRY: 5/27/04
DATE COMPLETED: 5/27/04

NAME: [REDACTED]
ADDRESS: CIA
Agency? do not give what asked!

INQUIRY TAKEN BY: JH

PHONE: [REDACTED] (b)(3)

REQUESTOR TYPE: 1) CONGRESS 2) FEDERAL GOV'T 3) OTHER GOV'T 4) ACADEMIC 5) ARCHIVES
/LIBRARY/INFO SERVICE 6) NEWS AGENCY/JOURNALIST 7) PRIVATE BUSINESS,
PROFIT 8) PRIVATE BUSINESS, NON-PROFIT 9) PRIVATE CITIZEN 0) OTHER

INQUIRY:
NARA - acceptable transfer formats.
What are acceptable NARA file transfer formats?
He wanted a point of contact for elec. records
records management.

RESPONSE: I gave him POC for David Langbart.

REQUEST TYPE 1) PHONE 2) V-MAIL 3) E-MAIL 4) SURFACE MAIL 5) VISITOR 6) FAX
Non-AAD_Related_INQUIRY: ABOUT RECORDS QUOTE/ORDERING INFO GENERAL INFO

FROM RECORDS OTHER MN#

AAD_INQUIRY: AAD Information AAD Problem/Questions AAD Content

FOIA Registration #: _____ Date Due: _____

RESPONSE MODE: CIRCLE: PHONE V-MAIL E-MAIL SURFACE MAIL FAX VISIT
(PLEASE SPECIFY NUMBER OF RESPONSES IN THE BOX; IF MORE THAN ONE MODE USED, PLEASE ANNOTATE)

TYPE OF RESPONSES: GENERAL SPECIFIC AAD REFERRAL OUTSIDE NWME REFERRAL

REFERRED TO: _____

RECORD GROUP DATASETS: _____

AAD FREE PAGES OTHER FREE PAGES TOTAL ELECTROSTATIC FREE PAGES

OF DOCUMENTATION PKGS FURNISHED TLIST BROCHURE

CUSTOMER SATISFACTION: (1) Compliment (2) Seemed Satisfied (3) Seemed dissatisfied (4) Compliment (5) Unknown

RESPONSE TIME: TOTAL INQUIRY RESPONSE TIME (IN MINUTES)

RESPONSE COMPLETED BY WPF

Central Intelligence Agency



Washington, D.C. 20505

12 May 2000

Mr. Steven L. Hamilton
Archive Specialist
Special Access Staff
National Archive and Records Administration

Dear Mr. Hamilton:

This memorandum certifies the delivery of 678 documents and 6,021 pages of OSS material, which was referred by the National Archive and Records Agency ("NARA") to the Central Intelligence Agency for declassification. These documents constitute the first tranche of records released by CIA pursuant to the Nazi War Crimes Disclosure Act, Public Law 105-246, October 8, 1998. As you are aware, there has been no Privacy Act or third agency review of these materials at CIA in light of NARA's commitment to lead that effort.

Thank you for your assistance in this regard.

Sincerely,

A handwritten signature in cursive script that reads "Ken Levit".

Kenneth Levit
Special Counsel to the DCI



National Archives and Records Administration

*8601 Adelphi Road
College Park, Maryland 20740-6001*

June 5, 2006

Edmund Cohen
Central Intelligence Agency
Information Management Program
Room 1H11, IP Building
Washington DC 20505

Dear Mr. Cohen:

Enclosed are copies of the Standard Form 258 (our number NN3-263-05-009) for 5 cubic feet of records of your agency recently transferred to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the Archives of the United States.

If you have any questions about this transfer, please let me know by telephone (301-837-1647) or by e-mail alex.daverede@nara.gov

Sincerely,

A handwritten signature in black ink, appearing to read "Alex J. Daverede III".

ALEX J. DAVEREDE III
Supervisory Archivist
Initial Processing and Declassification Division

Enclosure: SF 258 copy



National Archives and Records Administration

*8601 Adelphi Road
College Park, Maryland 20740-6001*

June 2, 2006

Edmund Cohen
Central Intelligence Agency
Information Management Program
Room 1H11, IP Building
Washington DC 20505

Dear Mr. Cohen:

Enclosed are copies of the Standard Form 258 (our number NN3-263-05-007) for 4 cubic feet of records of your agency recently transferred to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the Archives of the United States.

If you have any questions about this transfer, please let me know by telephone (301-837-1647) or by e-mail alex.daverede@nara.gov

Sincerely,

ALEX J. DAVEREDE III
Supervisory Archivist
Initial Processing and Declassification Division

Enclosure: SF 258 copy



National Archives and Records Administration

*8601 Adelphi Road
College Park, Maryland 20740-6001*

May 1, 2006

Edmund Cohen
Central Intelligence Agency
Information Management Program
Room 1H11, IP Building
Washington DC 20505

Dear Mr. Cohen:

Enclosed are copies of the Standard Form 258 (our numbers NN3-263-05-005, 006, and 008) for 13 cubic feet of records of your agency recently transferred to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the Archives of the United States.

If you have any questions about this transfer, please let me know by telephone (301-837-1647) or by e-mail alex.daverede@nara.gov.

Sincerely,

A handwritten signature in cursive script that reads "Alex J. Daverede III".

ALEX J. DAVEREDE III

Supervisory Archivist
Initial Processing and Declassification Division

Enclosure: SF 258 copy



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

May 1, 2006

Edmund Cohen
Central Intelligence Agency
Information Management Program
Room 1H11, IP Building
Washington DC 20505

Dear Mr. Cohen:

Enclosed are copies of the Standard Form 258 (our numbers NN3-263-05-005, 006, and 008) for 13 cubic feet of records of your agency recently transferred to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the Archives of the United States.

If you have any questions about this transfer, please let me know by telephone (301-837-1647) or by e-mail alex.daverede@nara.gov

Sincerely,

ALEX J. DAVEREDE III
Supervisory Archivist
Initial Processing and Declassification Division

Enclosure: SF 258 copy



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

May 1, 2006

Edmund Cohen
Central Intelligence Agency
Information Management Program
Room 1H11, IP Building
Washington DC 20505

Dear Mr. Cohen:

Enclosed are copies of the Standard Form 258 (our numbers NN3-263-05-005, 006, and 008) for 13 cubic feet of records of your agency recently transferred to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the Archives of the United States.

If you have any questions about this transfer, please let me know by telephone (301-837-1647) or by e-mail alex.daverede@nara.gov

Sincerely,

A handwritten signature in cursive script that reads "Alex J. Daverede III".

ALEX J. DAVEREDE III
Supervisory Archivist
Initial Processing and Declassification Division

Enclosure: SF 258 copy



National Archives and Records Administration

*8601 Adelphi Road
College Park, Maryland 20740-6001*

May 1, 2006

Edmund Cohen
Central Intelligence Agency
Information Management Program
Room 1H11, IP Building
Washington DC 20505

Dear Mr. Cohen:

Enclosed is a copy of the Standard Form 258 (our number NN3-263-05-002) for 0.5 cubic feet of records of your agency recently transferred to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the Archives of the United States.

If you have any questions about this transfer, please let me know by telephone (301-837-1647) or by e-mail alex.daverede@nara.gov

Sincerely,

ALEX J. DAVEREDE III
Supervisory Archivist
Initial Processing and Declassification Division

Enclosure: SF 258 copy



National Archives and Records Administration

*8601 Adelphi Road
College Park, Maryland 20740-6001*

November 18, 2004

Mr. Edmund Cohen
Director, Information Management Services CIO
Central Intelligence Agency
Washington DC 20505

Dear Mr. Cohen:

Enclosed are copies of Standard Form 258 (our numbers NN3-263-04-004 and 005) for records of your agency recently transferred to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the archives of the United States.

If you have any questions about this transfer, please let me know by telephone (301-837-0595) or by e-mail Richard.Wood@nara.gov

Sincerely,

A handwritten signature in cursive script that reads "Richard E. Wood".

RICHARD E. WOOD
Supervisory Archivist
Initial Processing and Declassification Division

Enclosure



National Archives and Records Administration

*8601 Adelphi Road
College Park, Maryland 20740-6001*

November 18, 2004

Mr. Edmund Cohen
Director, Information Management Services CIO
Central Intelligence Agency
Washington DC 20505

Dear Mr. Cohen:

Enclosed are copies of Standard Form 258 (our numbers NN3-263-04-004 and 005) for records of your agency recently transferred to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the archives of the United States.

If you have any questions about this transfer, please let me know by telephone (301-837-0595) or by e-mail Richard.Wood@nara.gov

Sincerely,

RICHARD E. WOOD
Supervisory Archivist
Initial Processing and Declassification Division

Enclosure



National Archives and Records Administration

*8601 Adelphi Road
College Park, Maryland 20740-6001*

November 17, 2004

Mr. Edmund Cohen
Director, Information Management Services CIO
Central Intelligence Agency
Washington DC 20505

Dear Mr. Cohen:

Enclosed is a copy of Standard Form 258 (our number NN3-263-04-003) for records of your agency recently transferred to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the archives of the United States.

If you have any questions about this transfer, please let me know by telephone (301-837-0595) or by e-mail Richard.Wood@nara.gov

Sincerely,

RICHARD E. WOOD
Supervisory Archivist
Initial Processing and Declassification Division

Enclosure

National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

May 7, 2003

Mr. Edmund Cohen
Deputy Director, Information Management Services
Central Intelligence Agency
Washington DC 20505

Dear Mr. Cohen:

Enclosed is a signed copy of Standard Form 258 (our number NN3-3263-03-018) for records of your agency recently transferred to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the archives of the United States.

If you have any questions about this transfer, please let me know by telephone (301-837-0595) or by e-mail Richard.Wood@nara.gov

Sincerely,

RICHARD E. WOOD
Supervisory Archivist
Initial Processing and Declassification Division

Enclosure



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

February 23, 2004

Mr. Edmund Cohen
Director Information Management Services CIO
Central Intelligence Agency
Washington DC 20505

Dear Mr. Cohen:

Enclosed are signed copies of Standard Form 258 (our numbers NN3-263-02-016 and NN3-263-04-002) for records of your agency recently transferred to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the archives of the United States.

If you have any questions about this transfer, please let me know by telephone (301-837-0595) or by e-mail Richard.Wood@nara.gov

Sincerely,

RICHARD E. WOOD
Supervisory Archivist
Initial Processing and Declassification Division

Enclosure



National Archives and Records Administration

*8601 Adelphi Road
College Park, Maryland 20740-6001*

July 2, 2003

Mr. Edmund Cohen
Director of Information Management
Central Intelligence Agency
Washington DC 20505

Dear Mr. Cohen:

Enclosed is a signed copy of Standard Form 258 (our number NN3-263-03-014) for records of your agency recently transferred to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the archives of the United States.

Also enclosed is an unsigned copy of Standard Form 258 (our number NN3-263-02-015) for an earlier offer of the same records subsequently transferred in Job NN3-263-03-014.

If you have any questions about this transfer, please let me know by telephone (301-837-0595) or by e-mail Richard.Wood@nara.gov

Sincerely,

RICHARD E. WOOD
Supervisory Archivist
Initial Processing and Declassification Division

Enclosure

JUN 7 1999

Mr. Edmund Cohen
Director of Information Management
Central Intelligence Agency
(ADDA/IS)
Washington, DC 20505

Dear Mr. Cohen:

The History Staff recently asked NARA to review miscellaneous COI/OSS materials that have come into its possession in order to secure guidance on the proper disposition of the documents.

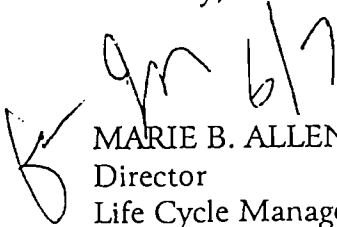
The materials fall into the following five categories:

- ✓ 1. Map (oversize) of a city in China
- ✓ 2. COI memorandums (1941)
- ✓ 3. OSS memorandums regarding a central intelligence establishment (1945)
- ✓ 4. OSS Italy reports
- ✓ 5. Classified personal papers of Cornelius Van H. Engert

We believe that items 1 through 4 should be transferred to the National Archives for incorporation into the larger corporate body of records of the COI/OSS that have already been accessioned. Enclosed for your signature is an SF 258 to effect this transfer. The materials covered by Item 5 should be reviewed for declassification, and if it is possible to fully declassify them, they should be placed with the larger collection of Engert's personal papers from which they come. His personal papers are on deposit at Georgetown University in the Lauinger Library, Special Collections Division. If the materials cannot be declassified, the CIA should retain custody until such time as they can be released.

Please call David Langbart on 301-713-7110 x235 if you have any questions.

Sincerely,


MARIE B. ALLEN
Director
Life Cycle Management Division

Enclosure



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

December 18, 2001

Mr. Edmund Cohen
Director, Office of Information Management
Central Intelligence Agency
Washington DC 20505

Dear Mr. Cohen:

Enclosed are signed copies of Standard Form 258 (our numbers NN3-263-02-001, NN3-263-02-002, NN3-263-02-003, NN3-263-02-004, and NN3-263-02-005) for records of your agency recently transferred to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the archives of the United States. Please note that one of the records series offered in job NN3-263-02-004 (Classified personal papers of Cornelius Van H. Engert) was not delivered to the National Archives.

If you have any questions about this transfer, please let me know by telephone (301-713-7159) or by e-mail Richard.Wood@nara.gov

Sincerely,

A handwritten signature in cursive script that reads "Richard E. Wood".

RICHARD E. WOOD
Supervisory Archivist
Initial Processing and Declassification Division

Enclosures



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

December 18, 2001

Mr. Edmund Cohen
Director, Office of Information Management
Central Intelligence Agency
Washington DC 20505

Dear Mr. Cohen:

Enclosed are signed copies of Standard Form 258 (our numbers NN3-263-02-001, NN3-263-02-002, NN3-263-02-003, NN3-263-02-004, and NN3-263-02-005) for records of your agency recently transferred to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the archives of the United States. Please note that one of the records series offered in job NN3-263-02-004 (Classified personal papers of Cornelius Van H. Engert) was not delivered to the National Archives.

If you have any questions about this transfer, please let me know by telephone (301-713-7159) or by e-mail Richard.Wood@nara.gov

Sincerely,

RICHARD E. WOOD
Supervisory Archivist
Initial Processing and Declassification Division

Enclosures



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

December 18, 2001

Mr. Edmund Cohen
Director, Office of Information Management
Central Intelligence Agency
Washington DC 20505

Dear Mr. Cohen:

Enclosed are signed copies of Standard Form 258 (our numbers NN3-263-02-001, NN3-263-02-002, NN3-263-02-003, NN3-263-02-004, and NN3-263-02-005) for records of your agency recently transferred to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the archives of the United States. Please note that one of the records series offered in job NN3-263-02-004 (Classified personal papers of Cornelius Van H. Engert) was not delivered to the National Archives.

If you have any questions about this transfer, please let me know by telephone (301-713-7159) or by e-mail Richard.Wood@nara.gov

Sincerely,

A handwritten signature in cursive script that reads "Richard E. Wood".

RICHARD E. WOOD
Supervisory Archivist
Initial Processing and Declassification Division

Enclosures



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

December 18, 2001

Mr. Edmund Cohen
Director, Office of Information Management
Central Intelligence Agency
Washington DC 20505

Dear Mr. Cohen:

Enclosed are signed copies of Standard Form 258 (our numbers NN3-263-02-001, NN3-263-02-002, NN3-263-02-003, NN3-263-02-004, and NN3-263-02-005) for records of your agency recently transferred to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the archives of the United States. Please note that one of the records series offered in job NN3-263-02-004 (Classified personal papers of Cornelius Van H. Engert) was not delivered to the National Archives.

If you have any questions about this transfer, please let me know by telephone (301-713-7159) or by e-mail Richard.Wood@nara.gov

Sincerely,

RICHARD E. WOOD
Supervisory Archivist
Initial Processing and Declassification Division

Enclosures



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

October 16, 2001

Mr. Edmund Cohen
Director of Information Management
Central Intelligence Agency
Washington DC 20505

Dear Mr. Cohen:

Enclosed is a signed copy of Standard Form 258 (our number NN3-263-01-011) for records of your agency recently transferred to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the archives of the United States.

If you have any questions about this transfer, please let me know (telephone 301-713-7159) or by e-mail Richard.Wood@nara.gov

Sincerely,

A handwritten signature in cursive script that reads "Richard E. Wood".

RICHARD E. WOOD
Supervisory Archivist
Initial Processing and Declassification Division

Enclosure



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

October 23, 2001

Mr. Edmund Cohen
Director of Information Management
Central Intelligence Agency
Washington DC 20505

Dear Mr. Cohen:

Enclosed is a signed copy of Standard Form 258 (our number NN3-263-01-009) for records of your agency recently transferred to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the archives of the United States.

If you have any questions about this transfer, please let me know (telephone 301-713-7159) or by e-mail Richard.Wood@nara.gov

Sincerely,

RICHARD E. WOOD
Supervisory Archivist
Initial Processing and Declassification Division

Enclosures

23 February 2001

NOTE FOR: Richard Wood
Declassification and Initial Processing Division
NARA

FROM:

[REDACTED] (b)(3)

Dick

The original manifest that was provided with the delivery for Accession Number NN3-263-01-003 on 22 February 2001 did not include all of the boxes. In order to correct the error, a revised manifest was prepared that includes all of the boxes that were transferred and is attached. It is requested that you sign the attached (revised) manifest and return it to:

OIM/ODC
1G03 IP
Washington, D.C. 20505
Attn: [REDACTED] (b)(3)

Please call me at [REDACTED] if you have any comments or questions. (b)(3)

Thanks in advance for your immediate attention in this matter.

[REDACTED] (b)(3)



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

July 15, 2003

Herbert Briick
CIO/IMS
Central Intelligence Agency

Dear Mr. Briick

The National Archives and Records Administration (NARA) has determined that it is not feasible to provide the Central Intelligence Agency (CIA) with unilateral access on a 24/7 basis to room 6300 at the National Archives at College Park. This is due to highly sensitive records maintained by NARA's electronic records unit in that area.

However, as an alternative, NARA is prepared to ensure the availability of cleared and authorized personnel to provide access to authorized CIA personnel to room 6300 on a 24/7 basis.

If you have any questions please contact me on 301-837-1893.

Sincerely,

A handwritten signature in black ink that reads "Michael J. Kurtz". The signature is written in a cursive style.

MICHAEL J. KURTZ
Assistant Archivist
for Records Services – Washington, DC

cc: Dr. Lewis Bellardo
Mr. Steve Hannestad
Ms. Jeanne Schauble

11 February 2004

Note For: Dave Langbart

From : [REDACTED] (b)(3)

Subject : Air America Records

This note responds to your request (per yesterday's telecon) for the specific statutes supporting the use of the b(3) FOIA exemptions claimed when withholding information in the Air America corporate records and for applicable case law.

The specific statutes are the National Security Act of 1947 and the CIA Act of 1949. Examples of applicable case law include: CIA v. Sims, 471 U.S. 159 (1985); Halperin v. CIA, 629 F. 2d 144 (D.C. Cir. 1980); Afshar v. Dept of State, 702 F. 2d 1125 (D.C. Cir. 1983); and Hunt v. CIA, 981 F. 2d 1161 (9th Cir. 1992).

If you have further questions regarding the above note, please contact me at [REDACTED] (b)(3)

17 December 2003

Note For: Dave Langbart

From : [REDACTED] (b)(3)

Subject : Air America Records

Dave,

(b)(3)

Following a conversation with [REDACTED], I am forwarding to you this note and two enclosures that should prove helpful to you and your colleagues in understanding CIA's decision to withhold information from the public domain contained in a collection of Air America corporate records. The first enclosure, a letter from Lee Strickland to Larry Sall, outlines the authorities and procedural guidelines applicable to Dr. Sall's request for records in CIA's possession pertaining to Air America and its predecessor organizations. The second enclosure provides an explanation of the exemptions applied to the specific information redacted from the records released in response to Dr. Sall's request. The primary exemptions used included b(3) and b(6) with a lesser amount exempted under b(4) and b(5). The vast majority of material redacted and/or withheld included names of foreign nationals, locations, privacy information, and proprietary information.

If you have further questions regarding the above, please contact me at [REDACTED]

(b)(3)

0 6 AUG 1996

Larry D. Sall Ph.D.
Associate Library Director
for Special Collections
The University of Texas at Dallas
P.O. Box 830643
Richardson, Texas 75083-0643

Reference: F96-1277

Dear Dr. Sall:

This letter is to formalize your request for records pertaining to Air America and its predecessor organizations as discussed in our meetings during your visit on 24-26 July 1996. Specifically, you and the members of your team identified several boxes of records pertaining to Air America and its predecessor organizations which you wish to archive at the University of Texas. For identification purposes we have assigned your request the number referenced above.

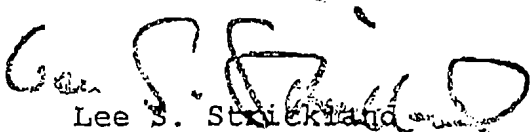
For record purposes, this letter serves as an acceptance of your request; it will be processed in accordance with the FOIA, 5 U.S.C. § 552, as amended, and the CIA Information Act, 50 U.S.C. § 431. Our review of subject records for possible release to you will be for documents in existence as of and through the date of this acceptance letter.

While the FOIA authorizes federal agencies to charge for records services, as a matter of administrative discretion, we have determined that no fees will be assessed for processing your request.

My staff member, Gary M. (whom you met during your visit), will serve as the Case Officer charged with processing your request. As he advised you, because of the heavy volume of FOIA requests received by the Agency, we anticipate that the processing of your request will take several months. As a matter of law, we are required to advise you that since we cannot respond within the 10 working days stipulated by the FOIA, you have the right to consider this a denial and may appeal to the CIA Information Review Committee. It would seem more reasonable, however, to have us continue processing your request and respond to you as soon as we can. You can appeal any denial of records at that time. Unless we hear from you otherwise, we will assume that you agree, and we will proceed on this basis.

It was a pleasure to meet and talk with you and your team and we look forward to working with you in the future in your most worthwhile endeavor. Should you wish to contact Gary, he can be reached on 703-351-2083 or fax 703-351-2524.

Sincerely,


Lee S. Strickland
Information and Privacy Coordinator

Explanation of Exemptions

Freedom of Information Act:

- (b)(1) applies to material which is properly classified pursuant to an Executive order in the interest of national defense or foreign policy;
- (b)(2) applies to information which pertains solely to the internal personnel rules and practices of the Agency;
- (b)(3) applies to information pertaining to the CIA Director's statutory obligations to protect from disclosure intelligence sources and methods, as well as the organization, functions, names, official titles, salaries or numbers of personnel employed by the Agency, in accordance with the National Security Act of 1947 and/or the CIA Act of 1949;
- (b)(4) applies to information such as trade secrets and commercial or financial information obtained from a person on a privileged or confidential basis;
- (b)(5) applies to inter- and intra-agency memoranda or letters which are predecisional and deliberative in nature, or consist of attorney work-product or attorney-client information;
- (b)(6) applies to information, the release of which would constitute an unwarranted invasion of the personal privacy of other individuals; and
- (b)(7) applies to investigatory records, the release of which could: (A) interfere with enforcement proceedings, (C) constitute an unwarranted invasion of the personal privacy of others, (D) disclose the identity of a confidential source, (E) disclose investigative techniques and procedures, or (F) endanger the life or physical safety of an individual.

Privacy Act:

- (d)(5) applies to information compiled in reasonable anticipation of a civil action or proceeding;
- (j)(1) applies to polygraph records; documents or segregable portions of documents, the release of which would disclose intelligence sources and methods, including names of certain Agency employees and organizational components; and documents or information provided by foreign governments;
- (k)(1) applies to material properly classified pursuant to an Executive order in the interest of national defense or foreign policy;
- (k)(2) applies to investigatory material compiled for law enforcement purposes,
- (k)(5) applies to investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, or access to classified information, the release of which would disclose a confidential source, and
- (k)(6) applies to testing or examination material used to determine individual qualifications for appointment or promotion in Federal Government service, the release of which would compromise the testing or examination process.

James Schaefer

Mr. Edmund Cohen
Chief, Information Management Services
Central Intelligence Agency
Washington, DC 20505

Dear Ed:

The Archivist has asked me to assume personal oversight responsibility for working with those agencies, including the CIA, involved in withdrawing documents from NARA's open shelves to determine if any of these records, upon further reflection, can be restored to the open shelves. On behalf of the Archivist, I hereby request that you undertake a re-review of the various collections that the April 26, 2006, ISOO Audit identified as having CIA equities, as discussed herein.

NARA requests first that you re-review the approximately 3,147 records that were withdrawn from the 55 boxes identified as the "INR Collection." It is our understanding that the CIA has now been provided copies of the sampled records that ISOO concluded were not appropriate for classification. However, it would likely be most efficient for CIA to re-review all of the records, rather than trying to prioritize the sample set.

The ISOO audit concluded that only 50% of these 3,147 records were appropriate for classification; another 18% were questionable, and 32% were clearly inappropriate. The audit went on to note that "a significant number of these records [that were appropriate for classification] were classified solely because they contain the name of a CIA official in the list of individuals and offices that had been provided a copy of an otherwise unclassified document." The audit further concluded that a large number of the records that were withdrawn as classified were, in fact, unclassified.

Moreover, as has been noted on many occasions, prior to 1999, the INR Collection was one of the most popular and active group of records subject to research at NARA. These records have been reviewed, and copied, by many researchers.

We, therefore, urge you to follow the standards established in section (f) of the ISOO interim guidelines and that you employ the utmost discretion and wisdom before concluding that any information in these 3,147 records must continue to be withheld from public access. The guidelines state, in particular, that information should only be withheld if the agency concludes that continued disclosure "would seriously and demonstrably damage national security and that the withdrawal of the record(s) from public purview would significantly mitigate that damage." The guidelines further require that you "consider whether withdrawing the record(s) might damage national security by

highlighting or otherwise bringing undue attention to the information and take into consideration the following information to be provided by NARA:

1. The length of time the record(s) has been available to the public;
2. The extent to which the box containing the record(s) has been requested for research;
3. The extent to which the record(s) and/or the classified information at issue has been referenced or published in government and non-government publications.

To the extent that information must continue to be classified, please be sure to follow the requirements in the guidance that specific information be sanitized to the greatest extent possible rather than withdrawing the entire record.

Along these same lines, following the re-review of the 3,147 records, we request that you review the at least 780 records that were identified in the audit as "CIA (Various Collections)." The audit noted that within this group of records was what has at times separately been identified as the 56th box from the INR collection, but which actually came from a separate series of State Department records (see footnote 9 of the audit). Accordingly, I ask that among this group you first re-review the withdrawn records from the so-called 56th box.

Lastly, we ask that CIA re-review the approximately 254 records identified in the audit as the "Internet Collection." In this collection, the audit concluded that 78% were appropriate for classification, 9% were questionable, and 13% were inappropriate.

I would be happy to meet with you at your convenience to review the status of this project, so that I can report to the Archivist on the milestones set for completing the project and the scope of proposed withdrawals.

Sincerely,



MICHAEL J. KURTZ
Assistant Archivist for
Records Services – Washington, DC

Official File: NW
Reading Files: NW, NGC, N

Central Intelligence Agency

Washington, D.C. 20505


10 May 2006

National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740
Attention: Jeanne Schauble

Subject: Material Declassified by Nazi War Crimes

Because material declassified by the Nazi War Crimes (NWC) Act authority has retained the referral tabs applied by the originating government agency(ies), the CIA 25-Year Program at the National Archives (NARA) may have inappropriately reviewed the material and then mistakenly applied declassification guidelines different from those guidelines followed by the NWC representatives. This 25-Year review was an unintentional error, and the 25-Year Program fully accepts all decisions rendered by the NWC Disclosure Act authority. In future, CIA requests NARA not to refer documents already declassified under the war crimes authority to CIA for any additional action. Should any of these documents be inadvertently referred to CIA, the 25-Year Program will respect all NWC decisions. If, during processing, NARA finds documents with both NWC and 25-Year Program release decisions, we would request NARA notify our program at NARA so that we can revisit the document, honor the NWC decision, and delete the 25-Year decision.

Sincerely,

 (b) (7)
Chief/CIA Declassification Team at NARA

Central Intelligence Agency



Washington, D.C. 20505

Rec'd
11/2
RND
FYI

23 October 2006

Mr. Laurence Brewer
Director
Life Cycle Management Division
National Archives and Records Administration
8601 Adelphi Road
College Park, Maryland 20740-6001

Dear Mr. Brewer:

We have received your letter of 15 September 2006 inviting the Central Intelligence Agency (CIA) to participate with the National Archives and Records Administration (NARA) in the "NARA E-Records Initiative." We welcome such an opportunity and are excited about the prospect.

As you know, we have submitted a CIA records control schedule (RCS) to NARA that is designed to address the disposition of all our records, electronic and non-electronic. In this regard, and in line with paragraph three (of your letter), we already have identified the number and type of records series in our Agency submission. We look forward to an active engagement with NARA to secure, as quickly as possible, the authorities for disposing of our electronic records and meet the Government-wide deadline of September 2009 for agencies to identify and schedule all existing electronic records.

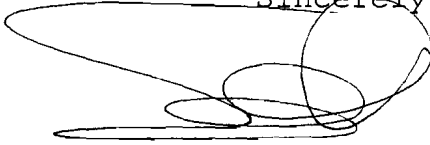
We have proposed a schedule, per 36 CFR 1228.22, based on series because it better serves the Agency need and addresses the long term value of records that often transcend the system used to produce or maintain them. Moreover, the Agency's strategic direction is to move all records into a single repository - a "data layer". The Chief Information Officer is overseeing the implementation of our Service Oriented Architecture (SOA) that segregates the application (or system) from the data (record). A series of services in the SOA middle layer "processes" or adds value to the record that is stored in the data layer, including marking each record with records

Mr. Laurence Brewer

management metadata (indicating disposition, provenance, etc.) We are influencing the SOA in a very direct fashion, incorporating our Electronic Recordkeeping System (ERKS) certification and aspects of the Federal Enterprise Architecture into the requirement set for a "records management service."

In closing, we believe a CIA-NARA partnership to meet the objectives of the NARA E-Records Initiative would be mutually beneficial. We look forward toward the delivery of a modern RCS for managing e-records, and hope to have an opportunity to discuss how we plan to meet our electronic records management challenges in an SOA environment.

Sincerely,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom. The signature is positioned above the printed name and title.

Edmund Cohen
Chief, Information Management Services

June 19, 2006

Mr. Edmund Cohen
Chief, Information Management Services
(CIO/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Cohen:

We recently received the enclosed inquiry from the National Security Archive concerning the destruction of certain CIA records that were requested by the Archive under the Freedom of Information Act (your reference F-2003-00340). CIA's letter of December 16, 2005, noted that the originals of several of the requested documents have been destroyed in accordance with NARA-approved disposition schedules. The documents in question, which were previously released in redacted form, are MORI-numbered 16627, 16633, 16638, 16641, 16644, 16647, 16654, 16658, and 16660.

For each of the documents listed above, we would appreciate your providing us with the following information: office that retired the records; the title of the series in which they were filed; the disposition authority under which the records were destroyed; and, if known, the date the documents were destroyed. Please provide us with a response within 30 days of the date of this letter.

If you have any questions, you may contact David Langbart on 301-837-3172.
Sincerely,

PAUL M. WESTER, JR.
Director
Modern Records Programs

Enclosures

Official File-NWML
Reading File-NWML
Reading File-NWM

cc: Langbart

doc: s:\correspondence\cia.natsecarch2.cia.letter.doc

file: 1301-1a CENTRAL INTELLIGENCE AGENCY

Drafted by: Langbart

DL/dl/6/19/06

November 23, 2004

Mr. Edmund Cohen
Chief, Information Management Services
(CIO/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Cohen:

According to a recent declaration of the Deputy Chief Financial Officer of the Central Intelligence Agency, filed in a civil litigation lawsuit, the CIA is unable to locate the classified annexes to the Intelligence Authorization Acts for FYs 1947 through 1970. A copy of the declaration is enclosed. It is our understanding that a record set of those annexes should be preserved among the permanent appropriations and budget files of the CIA.

Pursuant to NARA's responsibilities under 44 U.S.C. 2905, we would appreciate it if you would investigate this matter to determine if, in fact, the classified annexes are no longer extant among the CIA's files. If they are not, please provide the report required by 36 CFR 1228.104 (copy enclosed) within 30 days of the date of this letter.

We appreciate your cooperation. Please call David Langbart on 301-837-3172 if you have any questions.

Sincerely,

HOWARD P. LOWELL
Director
Modern Records Programs

Enclosures

Official File-NWML
Reading File-NWML
-NWML

cc: Langbart
Noble
NGC
NCON

doc: s:\correspondence\cia.budget.annexes.doc

file: 1301-1b Unauthorized Disposal: CIA-Classified Budget Annexes

Drafted by: Langbart

DI/sg/11/23/04



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

March 22, 2005

Mr. Edmund Cohen
Chief, Information Management Services
(CIO/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Cohen:

This is in response to your letter of February 23, 2005, concerning the disposition of the classified annexes to the intelligence authorization acts for FYs 1947 through 1970. Based on the information you provided, it is clear that no unauthorized destruction has taken place and we consider this case closed.

We appreciate your cooperation in dealing with this matter. Please call David Langbart on 301-837-3172 if you have any questions.

Sincerely,

HOWARD P. LOWELL
Director
Modern Records Programs

Central Intelligence Agency



Washington, D. C. 20505

mk *Copy*

29 June 2006

Dr. Allen Weinstein
Archivist of the United States
National Archives and Records Administration
8601 Adelphi Road
College Park, Maryland 20740-6001

Dear Dr. Weinstein:

This letter is in response to your letter to Director Goss requesting additional searches for records pertaining to the John F. Kennedy Assassination as a result of information contained in a documentary film "Rendezvous with Death."

As you know, Agency declassification officers met with Mr. Steve Tilley of your staff, as well as with Mr. Jeremy Gunn, former Chief Counsel of the JFK Assassination Records Review Board, and Mr. Gus Russo, co-producer of the film. They also reviewed the film. As a result of those meetings, we requested additional clarification of the precise files and topics of interest to NARA, which Mr. Tilley provided to us in a letter dated 22 May.

The Agency components responsible for these records are now examining the information provided in Mr. Tilley's letter to determine what, if any, responsive information might be in our possession. Feel free to consult with Mr. Edmund Cohen, Chief of Information Management Services, if you have any further questions. He can be reached on 703-613-1352.

Sincerely,

Handwritten signature of Michael V. Hayden in cursive script.

Michael V. Hayden
General, USAF
Director

JUN 30 2006

Mr. Edmund Cohen
Chief, Information Management Services
(CIO/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Cohen:

Many thanks for your letter of June 13, 2006, approving the proposed transfer of specific German documents located among records of the Office of Strategic Services (OSS), Record Group 226, in National Archives and Records Administration (NARA) custody. Consistent with our previous practice in the copying and restitution of a similar collection in RG 226, we will photocopy all materials on archival bond paper for permanent retention with the OSS records. On completion of copying, the original German documents will be transferred to the Bundesarchiv.

Thank you again for your cooperation,

Sincerely,



MICHAEL J. KURTZ
Assistant Archivist for
Records Services - Washington, DC

✓ Official File: NW
Reading File: NW

WB: Copied to [unclear]

Central Intelligence Agency



Washington, D. C. 20505

MT
6.30.06

13 June 2006

Dr. Michael J. Kurtz
Assistant Archivist for
Records Services—Washington, D.C.
National Archives at College Park
8601 Adelphi Road
College Park, MD 20740-6001

Dear Dr. Kurtz:

This is in response to the requests we received from the National Archives and from the Bundesarchiv for the return to Germany of specific captured German documents located within U.S. Army records accessioned by the National Archives and Records Administration (NARA). You have indicated that NARA has examined this issue at length to assure that the proposed transfer maintains the archival integrity of the original collections, and that microfilm copies of all transferred materials will be retained by NARA. We accept NARA's recommendations for the return of these items to the Bundesarchiv.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to be "Edmund Cohen".

Edmund Cohen
Chief, Information Management Services

MAR 9 2006

Mr. Edmund Cohen
Chief, Information Management Services
(CIO/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Cohen:

I understand that you would like to have additional information relating to NARA's concerns regarding the unclassified version of the File Plan Records Control Schedule (FPRCS). As noted in our November 22, 2005, response to your most recent evaluation progress report, the unclassified version of the FPRCS submitted by the Central Intelligence Agency poses two major problems from NARA's perspective.

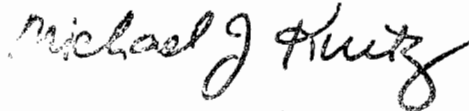
The first and most critical problem with the unclassified version of the FPRCS is its lack of detail. The submission includes only series titles for the schedule items and provides no descriptive information concerning the records, even for those items marked as unclassified in the full-text submission (see enclosed examples). The level of information that is provided is not sufficient for NARA to comply with 44 USC 3303a (a), which requires NARA to afford the public the opportunity to provide informed comments concerning pending schedules. Based on the conversations NARA staff had with CIA in March, 2005, we expected that the public release version of the FRPCS would include information describing the content of the records proposed for disposal. We cannot proceed with the appraisal and scheduling process with the unclassified version of the schedule in its present state.

Second, the unclassified FPRCS covers only temporary records. The most efficient way for NARA to appraise records, including our internal review process, is for appraisers to review related records, both permanent and temporary, within the context of each other. Otherwise, we run the risk of making decisions without a full understanding of the records. We can proceed with a schedule that includes only temporary items, but at the same time we must have a parallel schedule that includes the permanent items for the same basic function/subject so that the permanent and temporary items can be

appraised together. If FPRCS schedules were requested via the Federal Register process, however, we would need to provide requestors with information relating only to the temporary items.

I hope this letter clarifies this matter for you. Please call David Langbart on 301-837-3172 if you have any questions.

Sincerely,



MICHAEL J. KURTZ
Assistant Archivist for
Records Services-Washington, DC

Enclosure

Official File-NWML
Reading File-NWML
Reading File-NW

cc: Langbart

doc: s:\correspondence\cia.fprcs.letter.doc

File: 1301-1a CIA
X-1302-1 CIA Evaluation

Drafted by: Langbart

Dl/sg/02/17/06



Washington, D. C. 20505

28 November 2005

Dr. Michael Kurtz ^{MK}
Assistant Archivist for Record Services – Washington DC
National Archives and Records Administration

SUBJECT: (U//FOUO) National Archives and Records Administration (NARA)
Application of CIA Sanitization Instructions

^{MK} 1. (U//FOUO) In support of the CIA declassification efforts ongoing at the National Archives and Records Administration (NARA) at College Park, Maryland, the CIA Declassification Center (CDC) authorizes appropriately cleared NARA Freedom of Information Act (FOIA) staff, to use and apply declassification instructions provided by the CDC NARA Team under the authority of Executive Order 12958, as amended. These detailed and document-specific instructions are on a cover sheet or tab accompanying each reviewed document.

2. (U//FOUO) Upon receipt of a FOIA request for a withheld document containing CIA equities, and assuming other agency equities have been resolved, NARA staff have agreed to provide an appropriately sanitized (redacted) version based on CDC NARA Team detailed instructions, if available, to the researcher. The ability to provide this version will expedite the NARA response to a researcher. The researcher may accept the sanitized version or may request a new review under FOIA guidelines. The researcher does not relinquish any appeal rights by receiving the version redacted under the authority of EO 12958 in answer to his or her original request.

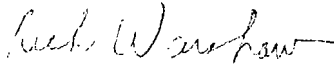
3. (U//FOUO) Should the researcher choose to exercise his or her rights under FOIA, the NARA FOIA staff will forward the request and provide a copy of the original document, as well as the redacted version, and the CDC NARA Team instructions to the CIA FOIA staff. The inclusion of the redacted version, with a copy of the cover sheet or tab with CIA redaction instructions, will help ensure review quality under the FOIA program. Otherwise, the current FOIA processes will remain in effect.

4. (U//FOUO) It is hoped that the immediate availability of a redacted, declassified document will satisfy many researcher requests, reducing the workload and coordination time for both NARA and CIA FOIA staffs.

Dr. Michael Kurtz

5. (U//FOUO) I believe this approach jointly developed by CIA and NARA staff is in the best interest of NARA, CIA and the public. Should members of your staff have any questions either generally or on a specific document, I encourage them to contact our CDC NARA Team Chief, [REDACTED] may be reached at (b)(3) [REDACTED]. Should you have any questions on this memorandum, please feel free to call me at [REDACTED] (b)(3)

Yours truly,



Richard J. Warshaw
Chief, CIA Declassification Center
Information Review and Release Group
Information Management Services, DS



National Archives and Records Administration^{LC}

8601 Adelphi Road
College Park, Maryland 20740-6001

June 5, 2001

Mr. David P. Holmes
Counsel to the Executive Director
Central Intelligence Agency
Washington, DC 20505

Failed to
To Holmes

Called 200

Dear David:


As you know, the Interagency Security Classification Appeals Panel (ISCAP), to which I am the representative of the Archivist of the United States, continues to receive appeals for the declassification of specific entries that appear in versions of the President's Daily Brief (PDB) or similar series used by the Director of Central Intelligence (DCI) to brief the President. The PDBs at issue are among the holdings of several presidential libraries. [

[REDACTED]

(b)(5)

[REDACTED]

[REDACTED]



(b)(5)

On a practical level, the CIA has itself already released in redacted form two PDBs from the Lyndon Baines Johnson Library. These documents were reviewed and approved for declassification and release under the provisions of a previous executive order. The PDB of April 1, 1968 was declassified and released in December 1989 with a few minor redactions. The documents included information pertaining to North and South Vietnam, Panama, Brazil, Cyprus, and Egypt. The PDB of August 7, 1965 was released in July 1993 with deletions. This document included information on Vietnam, Communist China, Indonesia, Greece, and the Dominican Republic. In addition, excerpts from the PDBs dated from late May to early June 1967 during the Six-Day War in the Middle East have been released with limited redactions. As I am not aware of any compelling arguments that the disclosure of these documents caused irreparable harm to the national security of the country, I hope you can agree that it would be much preferable that other PDBs, particularly older documents, should be reviewed on a case-by-case basis for disclosure rather than simply close all documents no matter the content.

The ARRB, established under the President John F. Kennedy Assassination Records Collection Act of 1992, also identified seven PDBs dated between November 23, 1963, and November 30, 1963 as assassination records to be included in the JFK Assassination Records Collection. The relevance of these documents is unquestioned as the documents record information gathered in

the aftermath of the assassination that was presented to President Johnson in the week following the assassination.

Moreover, the publication of John L. Helgerson's *CIA Briefings of Presidential Candidates, 1952-1992*, by the CIA's Center for the Study of Intelligence discloses the topics about which presidential candidates and presidents were briefed during that 40-year period.

[REDACTED]

[REDACTED]

(b)(5)

I look forward to your thoughts and comments on this matter.

Sincerely,

MICHAEL J. KURTZ
Assistant Archivist
For Records Services – Washington, DC

cc: William Leary
J. William Leonard
Jennifer Carrano
Frank Machak
~~David Kris~~ Robert O DAVIS
Steven Garfinkel

[REDACTED]

(b)(5)

Official File - NW
Reading File - NW
STILLEY:713-7160:6.5.01
DOC: Holmes, David (letter) 6.5.01

FEB 8 2001

Mr. Edmund Cohen
Director, Office of Information Management
(D/OIM)
Central Intelligence Agency
Washington, DC 20505

Dear Ed:

The National Archives and Records Administration has completed its review of Operational Activity (OPACT) files. We have determined that all documentation from all OPACT files warrants preservation and eventual transfer to the National Archives. For the records dating to October 1999, when the new recordkeeping system went into effect, the paper files are designated as permanent. For the period dating from October 1999, the electronic recordkeeping system is designated as permanent along with any documents associated with files on the system that are maintained only in hard-copy.



We have made this decision after thorough review of the records and CIA's screening program. We have concluded that the screening taking place under the current schedule results in the destruction of some files and documents that warrant permanent preservation. We found instances where policy, management, development, and planning documents, as well as other significant documentation of a substantive nature, are being destroyed, even though the schedule only authorizes the disposal of duplicate and non-record material. We also concluded that the files contain virtually no documentation that is non-record. We acknowledge that the OPACT files do include some records that relate to administrative matters as well as duplicates of intelligence reports found elsewhere.

However, allowing the files to be screened for this material can lead to the disposal of records that should be retained, and, in fact, has had this result. We also believe that destroying duplicates and administrative documents results in a loss of context

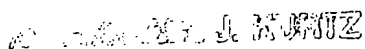
that adversely affects the research value of the permanent material. The OPACT files document some of the most important and sensitive activities of the U.S. Government and must be preserved intact.

We recognize that the conclusions reached here are different from those reflected in our evaluation report. Those conclusions were based on a limited review of just a few operational activity files. The revised schedule reflects the examination of a large number of files as well as a detailed and extensive review of agency regulations and guidance. We believe that it more accurately reflects the situation.

We would like to express our sincerest appreciation for the cooperation and assistance of CIA staff in carrying out this difficult and time-consuming review. Chris Olsen, [REDACTED] aided in (b)(3) completion of this project. [REDACTED] in particular was of inestimable assistance. She secured access to the files and related agency issuances and answered or secured answers to all of our questions concerning OPACT files. This project could not have been completed without her assistance.

Please call David Langbart on 301-713-7110 x235 if you have any questions.

Sincerely,



MICHAEL J. KURTZ
Assistant Archivist for
Records Services - Washington, DC

Enclosure



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date : May 7, 2001

Reply to

Attn of : David A. Langbart, NWML ^{DAL}

Subject : Equipment

To : [REDACTED] ^{(b)(2)} OIM/ODC

I contacted our Special Media Archives Services Division to find out if NARA has the capability to read dictaphone belts and audio magna belts. NARA itself does not have the equipment necessary to read and do preservation re-recording of dictaphone and magna belts. NARA has contracted with Cutting Corp. of Bethesda, which has modified old equipment and/or built new equipment, to be able to play intelligently such obsolete office dictation recordings and to transfer the accessioned dictabelts and magnabelts over the next few years to modern analog audio tape. Almost all of the records involved in this project are recordings CIA created monitoring POW radio broadcasts dating from 1950's through early 1970s, and accessioned a number of years ago.

If CIA simply wants to play and identify what is on your dictaphone belts and audio magna belts, you should contact Cutting Corp. directly and make some arrangements with Cutting for listening to the recordings to determine content. The contact would be Anji Cornette (301-654-2887x22). You may tell her that Les Waffen at NARA provided her name as a reference. Our special media staff inform me that playing these obsolete formats on modified equipment will be tricky, expensive, and copying should be done simultaneously as the belts are being auditioned, in order to ensure that no permanent records are lost or destroyed.

Please let me know if you have any questions.

May 25, 2001

Mr. Christopher Olsen
Chief, Records and Classification Management Group
Office of Information Management
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Olsen:

[REDACTED] (b)(5)

If you have any question in the meantime, please call Mr. Langbart 301-713-7110 x235.

Sincerely,

MARIE B. ALLEN
Director
Life Cycle Management Division



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date : July 16, 2001

Reply to

Attn of : David A. Langbart, NWML

Subject : ERWG Letter to ISOO

To : Richard J. Warshaw, Chair, ERWG

The following is the information the Life Cycle Management Division provided to ISOO relating to the ERWG's request for clarification concerning contractor records, national laboratory records, private collections, and unscheduled records:

Contractor Records. The issue of contractor records has been a thorny one for many years. The regulations regarding contractor records and records management are found at 36 CFR 1222.48. In a nutshell, some, but not all, contractor records may be considered property of the U.S. Government and consequently managed in accordance with records management legislation and regulations. Those contractor records that are properly scheduled as permanent would seem to be covered by EO 12958. Unscheduled records that are the property of the USG would be considered unscheduled records.

National Laboratories. The comments made above apply to the National Laboratories. In addition, it is important to note that the introduction to the Department of Energy schedule covering research and development records states that the schedule covers "R&D records generated within the Department of Energy (DOE) complex which consists of all DOE offices and its contractor organizations, such as national laboratories."

Private Collections and Institutes. The question asked is a good one. Those materials, however, do not fall under NARA purview, unless these collections are the result of an improper disposition of Federal records. In that context, consideration might be given to asking whether or not the classified information was properly and legally removed from USG custody.

Unscheduled Records under Direct Government Control. The ERWG does not quite understand the concept of unscheduled records. Records are considered scheduled if they are described on a NARA approved SF 115, Request for Records Disposition Authority, or records manual or the GRS, regardless of the current location of the records. Records and documents do not actually have to be **in** a record keeping system in order to be scheduled. If the records and documents, when properly filed following the agency's record keeping directives, would be covered by an item in an approved schedule, then those records and documents are scheduled. If the materials meet the definition of a Federal records, are classified, and are covered by an approved schedule or manual, or the GRS, then they appear to be subject to EO 12958. The formal definition of unscheduled records is found in 36 CFR 1220.14.

file: CIA



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date : July 17, 2001

Reply to
Attn of : David A. Langbart, NWML *DAL*

Subject : Video Tapes

To : [REDACTED] (b)(3)
OIM/ODC

Agencies are required to use only industrial or professional recording equipment and videotape for permanent and unscheduled records. The details are spelled out in 36 CFR 1232.30(c). VHS is a consumer format and is not suitable for long-term storage. Per 36 CFR 1228.266(d)(1), however, VHS tapes can be transferred to the National Archives as reference copies.

The agency should convert the VHS, or other, originals to a professional quality videotape format currently in broad use, such as Betacam SP or Digital Beta, and then transfer these professional quality grade tapes to NARA along with the VHS. In addition, the agency must stop using VHS as a recording medium for designated permanent record series and for unscheduled records, and install or contract for recordings to be made on a professional video format that can be preserved.

Please let me know if you have any questions.



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date : September 10, 2001

Reply to
Attn of : David A. Langbart, NWML

Subject : Special media action plan (Recommendation VI/5)

To : [REDACTED] (b)(3)
CIA

I have consulted with the staff of the Special Media Archives Services Division about your proposal for migrating permanent special media (motion picture film, video, audio) records to contemporary formats for preservation. The special media originals may not be destroyed by CIA even after migration to a new format. The originals should be retained and transferred to NARA along with the contemporary format copy and a reference copy.

Special media audio and video formats change rapidly every five to ten years and it is always best to be able to go back to an original even though the original format may be obsolete and has been copied to a new format. Using digital betacam for the migration is acceptable for now as a backup master copy since digital betacam is a professional robust videotape format, widely accepted in the professional marketplace. But even though widely used, it too is likely to be obsolete in another few years. That is why the original video, audio, motion picture and the digital betacam copy and any other copy format used will need to be retained and transferred. Our experts have also concluded that using digital betacam videotape recording technology is a viable method to employ for migrating original audio records that are designated as permanent.

Actual motion picture film is and will be the preferred media of choice for preservation of moving images. Motion picture film has better resolution (which video cannot yet match) and will last longer physically in proper storage than any videotape format. Therefore, permanent motion picture film originals and film copies need to be kept and transferred even if video copies are made on digital betacam (which really will be for agency convenience and use, since a video of a film is not a substitute preservation copy).

In addition to the audio-visual records noted above, we also discussed the 16mm and 35mm microfilm of the IRs. Those records are scheduled as permanent in the form of microfilm, so there is no need to convert that to a digital format for transfer purposes. The agency, of course, may convert it to digital for its own purposes, but the original microfilm must be retained.

Please call me on 301-713-7110 x235 if you have any questions.

David A Langbart

DAVID A. LANGBART
Life Cycle Management Division

October 30, 2001

Mr. Carl Darby
Director
Information Management Services
(CIO/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Darby:

Earlier this year, the Central Intelligence Agency physically transferred to the National Archives and Records Administration approximately 470 cubic feet of records for analysis by the Interagency Working Group on Nazi War Criminal Records. While the analysis of the bulk of the records continues, we have determined that six bodies of records are either covered by an existing schedule or are accretions to previously accessioned records.

In order to complete the legal transfer of these records, we have prepared an SF 258, Agreement to Transfer Records to the National Archives of the United State, for each body of material. Please return these forms to David Langbart in the Life Cycle Management Division (NWML) after they are signed. We would appreciate return of the forms within 45 days.

Thank you for your cooperation. Please call Mr. Langbart on 301-713-7110 x235 if you have any questions.

Sincerely,

MICHAEL L. MILLER
Director
Modern Records Programs

Enclosures

November 20, 2001

Mr. Carl Darby
Director
Information Management Services
(CIO/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Darby:

This is a follow-up to my letter of October 30, 2001, concerning the approximately 470 cubic feet of Office of Strategic Services (OSS) physically transferred to the National Archives and Records Administration earlier this year by the Central Intelligence Agency. I indicated then that the analysis of the remaining records was not yet complete. The Interagency Working Group on Nazi War Criminal Records has now completed its review and asked that all of the remaining records be accessioned at this time.

In order to complete the legal transfer of these records, we have prepared an SF 258, Agreement to Transfer Records to the National Archives of the United State, to cover all the records. Please return this form to David Langbart in the Life Cycle Management Division (NWML) after it is signed. We would appreciate return of the form within 45 days.

Thank you for your cooperation. Please call Mr. Langbart on 301-713-7110 x235 if you have any questions.

Sincerely,

MICHAEL L. MILLER
Director
Modern Records Programs

Enclosure

February 8, 2002

Mr. Carl Darby
Director
Information Management Services
(CIO/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Darby:

In late 1999, the Central Intelligence Agency (CIA) requested that the National Archives and Records Administration (NARA) conduct an appraisal review of the corporate records of the Pacific Corporation and its operating arm, Air America, Inc. Working closely with CIA staff, we completed our appraisal and transmitted to the CIA for signature an SF 115, Request for Records Disposition Authority, to reflect our appraisal determinations on May 22, 2000.

Despite numerous contacts with CIA staff, we have yet to receive the signed SF 115, nor have we received any information on what may be delaying return of the schedule. In order to complete action on these records, I am transmitting to the CIA another copy of the SF 115 with the request that you return the signed form within 30 days of the date of this letter. If, at that time, you are not able to return the form to us, please let us know in writing what actions have been taken and when you expect to send in the signed form.

Thank you for your cooperation. Please call David Langbart on 301-713-7110 x235 if you have any questions.

Sincerely,

MICHAEL L. MILLER *mm*
Director *2/11*
Modern Records Programs

Enclosure

Central Intelligence Agency



Washington, D. C. 20505

29 April 2002

Mr. Michael L. Miller
Director, Modern Records Programs
8601 Adelphi Road
National Archives and Records Administration
College Park, MD 20740-6002

Dear Mr. Miller:

In response to your letters of 30 October 2001 and 20 November 2001, please find enclosed seven copies of Standard Form 258, which I have signed to effect the transfer of approximately 470 cubic feet of Office of Strategic Services (OSS) records to the National Archives and Records Administration (NARA). The records were sent, in early 2001, to the NARA in order that they could be reviewed by the Nazi War Crimes Task Force. Subsequent to that review, NARA appraised the collection as permanent and requested that the Central Intelligence Agency (CIA) formally transfer these records.

A team of CIA declassification reviewers at NARA will determine which records or portions of records can be declassified and made available to the public. Records that contain information that must remain classified will be held in the approved secure storage area at NARA. With this transfer, NARA assumes the responsibility to service requests from the public under the Privacy and Freedom of Information Acts. However, in accord with E.O. 12958, all classified material responsive to public requests for release must be referred to CIA for review for declassification.

I am pleased to be able to transfer this valuable collection of information about the organization and people of the OSS. I am committed to a program that provides the public, through the transfer of intelligence material to

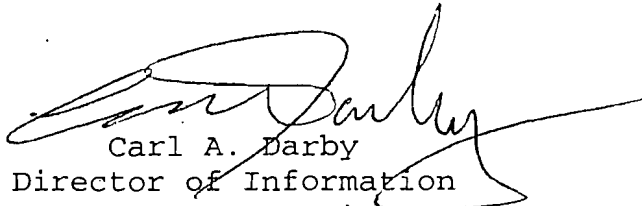
Mr. Michael L. Miller

NARA, the opportunity to examine the activities, decisions, policy, and history associated with the CIA.

If we can be of further assistance to you in this or other matters, please contact Mr. Christopher J. Olsen, Chief of the Records and Classification Management Group or me by letter or telephone at [REDACTED] respectively.

(b)(3)

Sincerely,


Carl A. Darby
Director of Information
Management Services

cc: David Langbart, NARA

Attachment:
Standard Form 258 (7)



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date : December 13, 2002

Reply to
Attn of : David A. Langbart, NWML

Subject : Job No. N1-263-02-4

To : Christopher J. Olsen, CIO/IMS/R&CMG

The National Archives and Records Administration has completed its review of Job No. N1-263-02-4 covering **Demarche Requests** created and maintained in the Directorate of Intelligence, Center for Weapons Intelligence, Nonproliferation, and Arms Control. This schedule includes one item covering the recordkeeping copies of the requests regardless of media. Before this schedule can be approved, it must be modified per NARA Bulletin 99-05. The recordkeeping copies should be designated as sub-item "a" and the electronic copies of records produced on electronic mail and word processing systems and used to generate the recordkeeping copies should be designated as sub-item "b." Elsewise, the agency will be required to keep **all** WINPAC demarche requests until they are 15 years old, including those on the live system and on individuals' work stations.

We cannot proceed with further processing of this schedule, including publication in the Federal Register until we receive the revised SF 115, Request for Records Disposition Authority. Please submit the revised schedule within 30 days of the date of this memo. Per our standard operating procedures, if we have not received the revision by that date, this schedule will be closed and returned to you without action. You will then be required to submit a new schedule, modified as noted above, to secure disposition authority for these records.

Please call me on 301-837-3172 if you have any questions.

DAVID A. LANGBART
Life Cycle Management Division

Central Intelligence Agency



Washington, D. C. 20505

29 October 2003

TMMW
11-03-2003

Mr. Paul M. Wester, Jr.
Director, Life Cycle Management Division
National Archives and Records Administration
8601 Adelphi Road
College Park, Maryland 20740-6001

Subject: Letter of Appreciation for David Langbart

Dear Mr. Wester:

On 9 September 2003, members of the CIA Declassification Center visited NARA for an orientation visit and tour. Those participating are senior CIA employees engaged in declassification reviews under the Automatic Declassification provisions of the Executive Order. Our visit provided these Officers with a better understanding of the NARA operations, policies and procedures.

In particular, I would like to express my appreciation to David Langbart who provided an excellent and informative briefing. Mr. Langbart's presentation created a stimulating dialog and his expertise and professionalism provided a unique addition to a day filled with knowledge and insight. The participants and I agree that we gained valuable knowledge of NARA during our visit and a new appreciation for the difficult work of archivists and the challenges faced by your organization.

Please pass to David Langbart our sincere appreciation for his time and effort in making our visit to NARA informative and pleasant.

Sincerely yours,

A handwritten signature in black ink, appearing to read "H. Cooper, Jr.", with a long horizontal flourish extending to the right.

Harry P. Cooper, Jr.
Chief, Declassification Review Branch
CIA Declassification Center

~~SECRET~~
UNCLASSIFIED
Unclassified when separated from
classified enclosures

March 1, 2004

Mr. Christopher J. Olsen
Director, Records and Classification Management Group
Central Intelligence Agency
(CIO/IMS)
Washington, DC 20505

Dear Mr. Olsen:

[REDACTED] (b)(5)

[REDACTED] (b)(5)

Appraisal reports do not always reflect the final decision of NARA. After completion of an appraisal, the reports undergo an internal review process during which other NARA officials review and provide comments on the appraisal.

[REDACTED] (b)(5)

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classified enclosures

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Unclassified when separated from
classified enclosures

Please call me on 301-837-3120 if you have any questions.

Sincerely,

PMW

PAUL M. WESTER, JR.
Director
Life Cycle Management Division

Enclosures

UNCLASSIFIED

~~SECRET~~
Unclassified when separated from
classified enclosures

National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

May 3, 2004

Mr. Edmund Cohen
Director
Information Management Services (CIO/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Cohen:

This letter concerns records of the Iraq Survey Group (ISG), over which CIA has oversight. As a U.S. Government organization, the ISG is creating and maintaining Federal records. In light of the importance of ISG's work, we want to make sure that its records are properly scheduled.

If CIA plans to use existing records control schedule items to cover the program files of the ISG, please provide us with a list of the items that cover the records. If existing items do not cover ISG files, you will need to develop new schedules. This is especially true of the scanned copies of captured records and related processing records handled by the Combined Media Processing Center (CMPC) in Qatar.

We appreciate your cooperation and look forward to your response within 30 days of the date of this letter. Please contact David Langbart at 301-837-3172 if you have any questions or comments.

Sincerely,

PAUL M. WESTER, JR.
Director
Life Cycle Management Division

JUL 7 2004

The Honorable George J. Tenet
Director of Central Intelligence
Washington, DC 20505

Dear Director Tenet:

September 11, 2001, is a pivotal moment in our history. The terrorist attacks on the United States have had far-reaching effects on our country and the world, and, therefore, the United States Government must preserve the fullest possible documentation on those events. To that end, the National Archives and Records Administration is working with the National Commission on Terrorist Attacks Upon the United States ("9/11 Commission") to ensure the proper disposition of its records.

The Commission informs us that your agency, in addition to providing it with copies of documents, also loaned to the Commission or made available to its staff in your agency's offices certain documents that the Commission was not permitted to retain. Those materials tell an important part of the story of September 11 and the Commission's work. As you can see from the enclosed letter, the Commission has urged us to ensure that those materials are preserved along with those of the Commission.

We have determined that the collections of documents loaned to the Commission or made available or briefed to Commission staff in your agency's offices must be preserved as ancillary files to the records of the Commission itself. For your convenience, we have prepared the enclosed SF 115, Request for Records Disposition Authority, to cover those records. Please have your records officer or other designated official complete block 6, sign, date, and return the form to us within 30 days of the date of this letter.

The proposed schedule calls for the transfer of the records when the records of the Commission itself are transferred to the National Archives. That transfer will take place within two months of the Commission issuing its final report. It is standard practice for temporary commissions to transfer their records to the National Archives upon termination. Since the materials held by your agency are so closely related to the records of the Commission, we believe that it is appropriate that they

be transferred at the same time. This will also remove the burden of storing those materials from your agency. If, however, transfer that soon is not possible, please submit a revised SF 115 that provides a transfer date consistent with 44 USC 2107(2), which mandates the transfer of permanent records to NARA when no more than 30 years old, unless the records are needed for day-to-day agency business.

We appreciate your cooperation in dealing with these significant files. Please contact Paul M. Wester, Jr., Director of the Life Cycle Management Division, on 301-837-3120 if you have any questions. David Langbart is handling our liaison with the Commission. He can be reached on 301-837-3172.

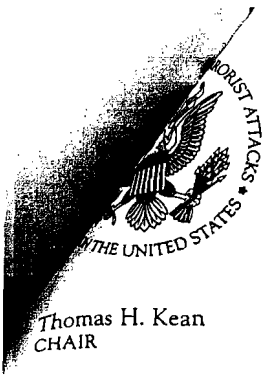
Sincerely,

JOHN W. CARLIN

JOHN W. CARLIN
Archivist of the United States

Enclosures

cc: Edmund Cohen, CIA Records Officer
Jolene Lowry, Commission Contact



Thomas H. Kean
CHAIR

June 8, 2004

Lee H. Hamilton
VICE CHAIR

Richard Ben-Veniste

Fred F. Fielding

Jamie S. Gorelick

Slade Gorton

Bob Kerrey

John F. Lehman

Timothy J. Roemer

James R. Thompson

Philip D. Zelikow
EXECUTIVE DIRECTOR

The Honorable John W. Carlin
Archivist of the United States
National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

Dear Governor Carlin:

The National Commission on Terrorist Attacks Upon the United States is beginning the process of writing its final report and closing operations. As part of that effort, we are working with staff of your agency to ensure that those of our records that warrant preservation are transferred to the National Archives at the end of our work. As you know, we have received from numerous agencies copies of relevant documents and they have been incorporated into our files that will be transferred to your custody.

In addition, some agencies either loaned us copies of documents, allowed us to review documents in their offices, or briefed us on the contents of some documents. Those documents have not been incorporated into our files, but they tell an important part of the September 11 tragedy and will be critical for understanding the work, conclusions, and recommendations of the Commission.

Accordingly, we urge you to work with those agencies to ensure that the collections of records that were loaned, shown, or briefed to the Commission and its staff are preserved by the agencies and transferred to NARA to be maintained as ancillary files to those of the Commission.

Please let us know if there is anything we can do to assist you in accomplishing this goal.

Sincerely,

Thomas H. Kean
Chair

Lee H. Hamilton
Vice Chair

cc: Gary Stern, National Archives and Records Administration

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
1. FROM (Agency or establishment)		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Collections of Documents Prepared for use by the National Commission on Terrorist Attacks Upon the United States ("9/11 Commission"). Copies of all documents loaned to the National Commission on Terrorist Attacks Upon the United States ("9/11 Commission") or shown or briefed to Commission members or staff either at Commission offices or in agency offices as source material for use in studying the circumstances surrounding the September 11, 2001, terrorist attacks, including preparedness for and the immediate response to the attacks, and preparing its report. PERMANENT. Retain as a segregated collection. Transfer to the National Archives when records of the Commission are transferred.		

Central Intelligence Agency



Washington, D. C. 20505

MAN
08-16-2004
David *DL* 8/19/04
Sandy (file)

10 August 2004

Mr. Paul M. Wester, Jr.
Director
Lifecycle Management Division
National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

Dear Mr. Wester:

My staff has looked into the issue posed in your letter (attached) regarding the records of the Iraq Survey Group (ISG). They consulted the office of Mark Lowenthal, Assistant DCI for Analysis and Production, and confirmed that the Defense Intelligence Agency is the Executive Agent for the ISG. Accordingly, we recommend that you contact DIA records management officials for further information and assistance.

Sincerely,

A handwritten signature in black ink, appearing to be "Edmund Cohen", written over a horizontal line.

Edmund Cohen
Director of Information Management Services

August 27, 2004

Mr. Edmund Cohen
Chief, Information Management Services
(CIO/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Cohen:

This is a follow-up to the July 7, 2004, letter of the Archivist of the United to the head of your agency concerning collections of materials prepared for use by the National Commission on Terrorist Attacks Upon the United States ("9/11 Commission").

Enclosed with the letter was an SF 115, Request for Records Disposition Authority, designating the copies of materials loaned, made available, or briefed to the Commission as permanent. We requested return of the signed SF 115 within 30 days. We have yet to hear from your agency and would appreciate it if you would look into the status of the schedule at your agency and report back to us by September 10, 2004.

Thank you for your cooperation. Please contact David Langbart via e-mail at <david.langbart@nara.gov> or by telephone on 301-1837-3172 with your report or if you have any questions.

Sincerely,

PAUL M. WESTER, JR.
Director
Life Cycle Management Division



Washington, D. C. 20505

5 October 2004

The Honorable John W. Carlin
Archivist of the United States
National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

Dear Governor Carlin:

This is in response to your letter dated 7 July 2004 regarding sensitive records seen but not retained by the National Commission on Terrorist Attacks Upon the United States ("9/11 Commission"). As requested, we have revised and enclosed the Standard Form 115 to reflect our intention to ensure the segregation of the records that were relied upon by the Commission in its work and to accession these records to the National Archives in a manner consistent with our agreed upon accessioning practices.

If you have questions or if we can be of further assistance in this matter, please contact Mr. Edmund Cohen, Director of Information Management Services (703/613-1352), who is charged with the preservation of this historically valuable material.

Sincerely,

A handwritten signature in black ink, appearing to read "Porter J. Goss", written over a white background.

Porter J. Goss
Director of Central Intelligence

NOV 8 2004

The Honorable Porter J. Goss
Director of Central Intelligence
Washington, DC 20505

Dear Director Goss:

Thank you for your letter of October 5, 2004, relating to the Agency's retained files of materials loaned to the National Commission on Terrorist Attacks Upon the United States ("9/11 Commission") or made available or briefed to Commission staff in your agency's offices. Your letter transmitted an SF 115, Request for Records Disposition Authority, to cover those records.

I regret that we are unable to accept the disposition instructions you have proposed. In our letter of July 7, 2004, which was sent to a number of Federal agencies, including CIA, we encouraged agencies that have retained Commission-related files to submit schedules that provided for the immediate transfer of these records. If immediate transfer was not feasible, we indicated that the schedule should include a transfer date consistent with 44 USC 2107(2), which mandates the transfer of permanent records to NARA when no more than 30 years old.

The indefinite retention you propose is not consistent with the law. We would, therefore, appreciate it if you would submit a schedule that provides for transfer to the National Archives when the records are no more than 30 years old. Alternatively, we can make a pen-and-ink change to the SF 115 you submitted.

We recognize that a transfer date of 30 years or less is highly unusual for CIA records. However, as I noted in my initial letter concerning these records, September 11, 2001, is a pivotal moment in our history, and the documentation relating to those tragic events warrants special treatment. We have already accessioned the permanently valuable files of the Commission into the National Archives, and other agencies have submitted schedules for their retained records with disposition instructions varying from immediate transfer up to the 30 year maximum provided for by law. Our commitment to the American people and the families of those who died and were injured obligates us to ensure that these records are transferred to the National Archives in accordance with all applicable laws and regulations.

We appreciate your cooperation in dealing with these significant files. Please contact Paul M. Wester, Jr., Director of the Life Cycle Management Division, on 301-837-3120 if you have any questions.

Sincerely,

JOHN W. CARLIN

JOHN W. CARLIN
Archivist of the United States

cc: Edmund Cohen, CIA Records Officer

JOHN W. CARLIN

November 23, 2004

Mr. Edmund Cohen
Chief, Information Management Services
(CIO/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Cohen:

According to a recent declaration of the Deputy Chief Financial Officer of the Central Intelligence Agency, filed in a civil litigation lawsuit, the CIA is unable to locate the classified annexes to the Intelligence Authorization Acts for FYs 1947 through 1970. A copy of the declaration is enclosed. It is our understanding that a record set of those annexes should be preserved among the permanent appropriations and budget files of the CIA.

Pursuant to NARA's responsibilities under 44 U.S.C. 2905, we would appreciate it if you would investigate this matter to determine if, in fact, the classified annexes are no longer extant among the CIA's files. If they are not, please provide the report required by 36 CFR 1228.104 (copy enclosed) within 30 days of the date of this letter.

We appreciate your cooperation. Please call David Langbart on 301-837-3172 if you have any questions.

Sincerely,

/s/ PMW for

HOWARD P. LOWELL
Director
Modern Records Programs

Enclosures

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

STEVEN AFTERGOOD,)

Plaintiff,)

v.)

Civ. No. 01-2524 (RMU)

CENTRAL INTELLIGENCE AGENCY,)

Defendant.)

**DECLARATION OF CYNTHIA STOCKMAN
DEPUTY CHIEF FINANCIAL OFFICER
CENTRAL INTELLIGENCE AGENCY**

I, CYNTHIA STOCKMAN, hereby declare and say:

1. I am the Deputy Chief Financial Officer within the Office of the Chief Financial Officer (CFO) of the Central Intelligence Agency (CIA). I was appointed Deputy CFO approximately two years ago. Prior to my appointment, I served as Director of Business Systems within the Office of the CFO. I have served in various other positions within CIA since 1984.

2. CFO is the organization within CIA responsible for, among other things, overseeing all financial management and procurement activities relating to programs and operations of the CIA, developing and maintaining integrated accounting and financial management systems performing budget formulation, and monitoring the financial execution of the budget in relation to actual expenditures.

As Deputy CFO, I am responsible for day-to-day management of the activities of the Office of the CFO and its employees.

3. Through the exercise of my official duties, I am familiar with this civil action. I make the following statements based upon my personal knowledge and information made available to me in my official capacity

4. The purpose of this declaration is to describe why Plaintiff is mistaken in his assertion that the CIA report entitled "Cost Reduction Program" dated 1 September 1965 contains accurate figures for the total CIA appropriations for Fiscal Years 1963-66.

5. From the face of the report, it is not clear to me terminology and conventions were employed by the author in arriving at those figures. I can state that only figure for the appropriation for Fiscal Year 1963 in report is an accurate figure for the total CIA appropriation for Fiscal Year 1963. The figures purporting to be the appropriations for Fiscal Years 1964-1966 are incorrect.

6. Because the total annual Congressional appropriation for the CIA is disaggregated and hidden among the appropriations of other federal agencies, there is no single line item in any appropriation act to which one can

refer when trying to determine the total CIA appropriation any particular year. Rather, the most definitive source for the total CIA appropriation for any given year is the figure indicated in the classified annex to the intelligence authorization act for that year (plus any supplemental appropriations subsequently passed by Congress).

7. In responding to this FOIA request, CIA searched the data holdings within the Office of the CFO, but was not able to locate the classified annexes to the intelligence authorization acts for Fiscal Years 1947-1970. However, CIA did locate contemporaneously created documents that were derived from these annexes and which recorded the total annual CIA appropriation for the years 1963-64, and 1966. We were unable to locate a similar source document for 1965. CIA considers these documents to be the most authoritative source available

8. I have compared the Cost Reduction Program report with these source documents. The total CIA appropriations Fiscal Years 1964 and 1966 listed in the report do not correspond with the total CIA appropriations for these years listed in these source documents. Estimates for Fiscal Year 1965 appearing in these source documents do not correspond with the Fiscal Year 1965 amount in plaintiff's

Report. Only the total CIA appropriation for Fiscal Year 1963 listed in the report corresponds to the actual total CIA appropriation for Fiscal Year 1963 listed in the source document. Therefore, the total CIA appropriations for Fiscal Years 1964 and 1966 have not been officially released

* * *

I hereby declare under penalty of perjury that the foregoing is true and correct

Executed this 20th day of October, 2004



Cynthia Stockman
Deputy Chief Financial Officer
Central Intelligence Agency



Washington, D.C. 20505

CIO/IMS 0256/04
7 December 2004

The Honorable John W. Carlin
Archivist of the United States
National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

Dear Governor Carlin:

This is in reply to your letter of 8 November 2004 regarding records seen but not retained by the National Commission on Terrorist Attacks Upon the United States ("9/11 Commission").

We have considered your request that we consider an exception to our existing procedures in the handling of these records, because of the extraordinary nature of the events of September 11, 2001. As you note in your letter, "a transfer date of 30 years or less is highly unusual for CIA records." We are, of course, cognizant that September 11, 2001 was a pivotal moment in our history. Documentation relating to those tragic events does warrant an exception. Accordingly, in light of the special circumstances of this particular case, we will make an exception to our existing procedures, without establishing a precedent, and provide you with a revised SF 115 that reflects a retention period of at least 30 years for CIA records seen but not retained by the 9/11 Commission. We do commit to reviewing this matter at that time to ensure that the expectations of the American people, and particularly the victims and their families of the 9/11 attacks, are satisfied while continuing to protect any outstanding sources and methods concerns of the CIA relative to such documents.

If I can be of any further assistance in this matter, please contact me at your convenience.

Sincerely,

Porter J. Goss

Director of Central Intelligence

JUN 1 2005

Mr. Edmund Cohen
Chief, Information Management Services
(CIO/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Cohen:

I am writing to you concerning two issues: the proposed Memorandum of Understanding between our two agencies regarding the transfer to NARA of permanent CIA records and the procedures to be followed in preparing Federal Register notices for classified CIA schedules.

[REDACTED] (b)(5)

[REDACTED] (b)(5)

Please call David Langbart on 301-837-3172 if you have any questions on either of these matters.

Sincerely,

MICHAEL J. KURTZ
Assistant Archivist for
Records Services-Washington, DC

Enclosure

July 18, 2005

Mr. Christopher J. Olsen
Chief
Records Classification and Management Group (CIO/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Olsen:

I am writing to you concerning the records of three temporary commissions in the custody of the Central Intelligence Agency: the National Commission on Terrorism, the Commission to Assess the Ballistic Missile Threat to the United States, and the National Commission for Review of Research and Development Programs of the United States Intelligence Community.

Several years ago, we began work with the Ballistic Missile Commission ("Rumsfeld Commission") and got as far as developing the outline of a schedule for the records. However, a final schedule was never developed.

During our work with the National Commission on Terrorist Attacks Upon the United States ("September 11 Commission"), we learned of the existence of the National Commission on Terrorism ("Bremer Commission"). This commission escaped our notice during its existence, and its records were never scheduled.

The 2003 Intelligence Authorization Act (PL 107-306) established the National Commission for Review of Research and Development Programs of the United States Intelligence Community. That commission was to submit its final report not later than September 1, 2003. We had hoped to develop a schedule for this commission while it was in existence.

NARA contacted CIA two years ago about scheduling the records of these commissions and was assured that the agency would work with us to schedule the records. However, since that time CIA has not submitted schedules for these records or asked us to develop SF 115s.

We would appreciate your cooperation in this matter. Please contact David Langbart at 301-837-3172 to arrange for work relating to the scheduling of the records of these commissions. If you have any questions, please call David.

Sincerely,

/s/

PAUL M. WESTER, JR.
Director
Modern Records Programs

From: David Langbart
To: [REDACTED] (b)(3)
Date: 8/5/05 9:16AM
Subject: Re: File Plan Records Control Schedule

Mr. Christopher J. Olsen
Chief, Records Classification and Management Group

Dear Chris:

This is a follow-up to Michael Kurtz's letter of June 1 and in partial response to your e-mail message of July 29.

We are looking forward to beginning work on the File Plan Records Control Schedule. As we discussed during our meeting earlier this year, we would like to begin that work by completing the schedule for the Operational Activity Files. After that, we would like to begin work on the three headings with health/environment tags and the three headings with information management tags. We recognize that there may still be issues with the schedule for the operational activity schedule, so if we cannot begin with work on the operational activity records at present, we would like to move forward starting with the appraisal of the health/environment and information management portions of the schedule.

We would appreciate it if CIA let us know what questions are still outstanding regarding the schedule for operational activity files. Per our agreement, the agency should also begin preparing the unclassified descriptions of the health/environment and information management records suitable for public release. In the meantime, we will move forward with our appraisal. I will be in contact with you within the next week to set up the necessary appointments to review pertinent records.

Please let me know if you have any questions.

DAVID A. LANGBART
Life Cycle Management Division

June 19, 2006

Mr. Edmund Cohen
Chief, Information Management Services
(CIO/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Cohen:

We recently received the enclosed inquiry from the National Security Archive concerning the destruction of certain CIA records that were requested by the Archive under the Freedom of Information Act (your reference F-2003-00340). CIA's letter of December 16, 2005, noted that the originals of several of the requested documents have been destroyed in accordance with NARA-approved disposition schedules. The documents in question, which were previously released in redacted form, are MORI-numbered 16627, 16633, 16638, 16641, 16644, 16647, 16654, 16658, and 16660.

For each of the documents listed above, we would appreciate your providing us with the following information: office that retired the records; the title of the series in which they were filed; the disposition authority under which the records were destroyed; and, if known, the date the documents were destroyed. Please provide us with a response within 30 days of the date of this letter.

If you have any questions, you may contact David Langbart on 301-837-3172.

Sincerely,

PS

PAUL M. WESTER, JR.
Director
Modern Records Programs

Enclosures

The National Security Archive

The George Washington University
Gelman Library, Suite 701
2130 H Street, NW
Washington, DC 20037

Phone: 202/994-7000
Fax: 202/994-7005
nsarchiv@gwu.edu
<http://www.nsarchive.org>

9 June 2006

Dr. Allen Weinstein
Archivist of the United States
National Archives and Records Administration
Washington, D.C. 20408

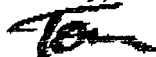
Dear Dr. Weinstein:

I am writing you to request that you investigate the apparent destruction of historically significant records by the Central Intelligence Agency. On 27 February 2003, the National Security Archive filed a FOIA request for further declassification review of a group of CIA documents concerning the May 1948 murder of CBS correspondent George Polk in Salonika, Greece. They had been previously released in excised form during the 1990s so the Archive's request included a list of specific documents by number. On 16 December 2005, the CIA's Information and Privacy Coordinator Scott Koch responded with a letter announcing the agency's decision. Much information remained withheld and the Archive responded with an administrative appeal.

What was most troubling about Mr. Koch's letter, however, was the revelation that some of the documents that had been reviewed for the initial declassification release no longer existed: "The original documents had been destroyed in accordance with approved National Archives and Records Administration records schedules." This is startling because, despite their heavy excisions, most of the documents appear to have been substantive and worthy candidates for permanent record status. They include memoranda to the Director of Central Intelligence about the Polk case and documents concerning James L. Kellis, an intelligence officer who worked for a journalists committee on the case [see examples enclosed]. It is possible that the CIA did not search hard enough and that carbon copies of some of the missing items exist in other Agency files. Toward that end, when the Archive filed the appeal we asked for a further search for those items.

The possibility that the Agency searched thoroughly for the original documents and that they no longer exist is troubling. That the CIA justified the destruction of significant records by pointing to "approved [NARA] records schedules" is also disturbing and raises questions about NARA's policies and oversight. Which records schedule countenanced this destruction? Are the CIA records schedules too permissive? Is it possible for NARA to do more to ensure that agencies do not destroy important records? I hope you agree that these are important questions and that you will find answers that can be shared with the public. I have separately written to CIA inspector general John Helgeson to ask for his investigation as well.

Sincerely,



Thomas S. Blanton

Central Intelligence Agency



Washington, D.C. 20505

16 December 2005

Mr. William Burr
The National Security Archive
The Gelman Library, Suite 701
2130 H Street, N.W.
Washington, D.C. 20037

Reference: F-2003-00340 (Archive #20030168CIA018)

Dear Mr. Burr:

This is a final response to your 27 February 2003 Freedom of Information Act (FOIA) request for a "fresh declassification review" of certain listed records that were previously released. This material pertains to the murder of George Polk. We processed your request in accordance with the FOIA, 5 U.S.C. § 552, as amended, and the CIA Information Act, 50 U.S.C. § 431.

We did not locate the full-text copies of documents MORL-numbered 16627, 16633, 16638, 16641, 16644, 16647, 16654, 16658, and 16660. The original documents were destroyed in accordance with approved National Archives and Records Administration records schedules.

Also, some of the full-text copies of the records we did locate had additional marginalia that has been reviewed. Deletions were made on the basis of FOIA exemptions (b)(1) and (b)(3). Documents numbered 16656, 37602 and 16657 are Foreign Broadcast Information Service records that were previously released in full.

We determined that no additional information can be released. Copies of the re-reviewed documents are at Tab A.

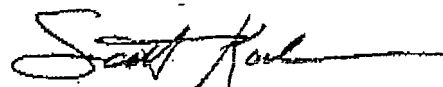
20030168CIA018
RECNO:25239
1/5/2006

CIA
SEQCOR:118564
FOISG: Burr, William

You have the right to appeal these decisions by addressing your appeal to the Agency Release Panel within 45 days from the date of this letter, in my care. Should you choose to do this, please explain the basis of your appeal.

Thank you for your patience while we processed this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Koch", with a long horizontal line extending to the right.

Scott Koch
Information and Privacy Coordinator

Enclosures



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

June 20
July 25, 2006

Edmund Cohen
Central Intelligence Agency
RM 1H11, IP Building
Washington, DC 20505-0001

Dear Mr. Cohen:

We are writing to request additional required documentation and information to ensure compliance with governmentwide records storage standards.

The National Archives and Records Administration (NARA) issued revisions to 36 CFR part 1228, subpart K, which went into effect on September 28, 2005. Under both the revised regulation and the original regulation promulgated in 1999, Federal agencies are required to notify NARA when they use agency records centers or commercial records centers to store their records. Agencies must also certify to NARA that the records center complies with NARA's minimum structural, environmental, property, and life-safety standards that a records storage facility must meet when the facility is used for the storage of Federal records.

In September 2005, to meet the first part of this obligation, we asked you to provide us with a list of any non-NARA-operated records storage facilities that your agency uses to store agency records, be they operated by:

- agency itself;
- another Federal agency; or
- commercial vendor or private contractor.

Agencies must provide this information to NARA on a continuing basis, as additional agency records are stored in non-NARA-operated facilities, or as records move to new or different non-NARA-operated facilities.

We are now following up on additional requirements under 36 CFR part 1228, Subpart K, and 36 CFR parts 1228.154 and 156.

Facility Certification (36 CFR part 1228, Subpart K)

We request that you review the list of facilities you provided (see attached) and forward the necessary documentation verifying that each storage facility meets the requirements of 36 CFR 1228, Subpart K.

As stated in 36 CFR 1228.240(2)(e), the documentation requirement can be met with either:

- a copy of your contract with the records storage facility where you have incorporated 36 CFR 1228, Subpart K into the contract requirements; or
- a statement from your agency's records officer certifying that the facility meets the requirements of this subpart.

This information should be sent to:

Director, Space and Security Management Division (NAS)
National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

Storage of Permanent and Unscheduled Records (36 CFR parts 1228.154 (b) and 156 (b))

Agencies must maintain intellectual control over their records wherever they are stored, and NARA has oversight responsibility for the protection of permanent and potentially permanent records.

To meet these responsibilities, 36 CFR parts 1228.154(b) and 156(b) detail the notification and documentation an agency is required to send to NARA when it transfers permanent or unscheduled records to a records storage facility.

For agencies using a NARA records storage facility, this requirement is automatically met. NARA captures the relevant information on the Standard Form 135, Records Transmittal and Receipt.


For agencies using non-NARA records storage facilities – either a records center operated by or on behalf of one or more Federal agencies other than NARA or a commercial records storage facility operated by a private entity - the 36 CFR 1228.156(b) information must be sent to NARA:

- for permanent records, the notification and documentation is sent to NARA no later than 30 days after transfer;
- for unscheduled records, the notification and documentation is sent to NARA in writing prior to transfer.

This information should be sent to:

Director, Life Cycle Management Division (NWML)
National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

For temporary records, the agency must make available to NARA on request the documentation specified in 36 CFR 1228.154. We plan to review compliance with this regulation on a recurring basis.



If you have any questions, please contact David Langbart on 301-837-3172 or via email at David.Langbart@nara.gov.

PAUL M. WESTER, JR.
Director
Modern Records Programs

Attachment

cc: NAS

List of Non-NARA Facilities used by Federal Agencies

ID	Facility Name	Address	City	State
355	CIA Classified	Varies		XX

Number of Facilities: 1

UNCLASSIFIED

SECRET//NOFORN

Unclassified When Separated From Enclosure

APR 12 2007

(b)(3)

[REDACTED]

Central Intelligence Agency
Washington, DC 20505

Dear [REDACTED] (b)(3)

This is in response to the Central Intelligence Agency's letter of June 13, 2006, loaning NARA a copy of the August 14, 2003 "Information Management Evaluation Project Report" in connection with the closure of Recommendations I/1 and II/7 of the evaluation.

We are herewith returning the report to the CIA. We regret the delay in getting this back to you. Thank you for making the report available to us.

Please call me on 301-837-3172 if you have any questions.

Sincerely,

- DAL -

DAVID A. LANGBART
Life Cycle Management Division

Enclosure

UNCLASSIFIED

SECRET//NOFORN

Unclassified When Separated From Enclosure

Central Intelligence Agency



Washington, D. C. 20505

RECEIVED
MK
1/31/01

MLM 2/1/01
JAL 2/23/01

26 January 2001

Dr. Michael J. Kurtz
Assistant Archivist for Records
Services - Washington, D.C.
National Archives and Records Administration
8601 Adelphi Road
College Park, Maryland 20740-6001

Dear Dr. Kurtz:

The Central Intelligence Agency (CIA) appreciates the careful examination by officers of the National Archives and Records Administration (NARA) of our action plan to satisfy the recommendations contained in the 2000 NARA Evaluation of CIA Recordkeeping Practices. Your recognition of the progress this Agency already has made and the steps we have identified to improve our recordkeeping practices is most encouraging.

We were especially pleased that you concurred with the actions we proposed with respect to 30 of the 36 recommendations contained in your report. [REDACTED] six are addressed below:

- [REDACTED]
- [REDACTED]
- [REDACTED]

(b)(5)

Dr. Michael J. Kurtz

[REDACTED]

- [REDACTED]

[REDACTED]

- [REDACTED]

(b)(5)

- [REDACTED]

- [REDACTED]

Dr. Michael J. Kurtz

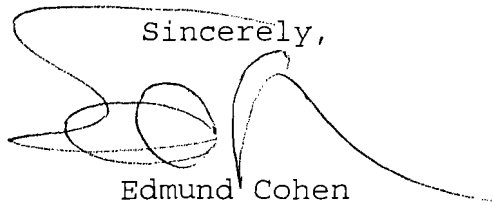
[REDACTED]

[REDACTED]

[REDACTED]

(S)

Sincerely,



Edmund Cohen
Director of Information Management

Enclosures:

1. New Permanent Retirement Job
Quality Control/Preservation Checklist
2. Article to be sent to all employees

ENCLOSURE 1

New Permanent Retirement Job
Quality Control/Preservation Checklist

Date _____

Retirement Job Number _____

Number of Cubic Feet _____

Containers within 35 lb. limit? Y/N

Shelf list agreement with boxes submitted? Y/N

Acid-free boxes? Y/N

Service by box? Y/N

If service by box only, has IMO certified preservation? Y/N

Service by folder? Y/N

Folders numbered in sequential order in all boxes? Y/N

Record Preservation (Service by folder jobs only)

Acid-free folders in all boxes? Y/N

Removal of paper clips, metal fasteners, plastic bindings, and rubber bands? Y/N

Photos/newspaper clippings in polyester sleeves? Y/N

Thermofax and mimeograph documents replaced with photo copy? Y/N

Only acid free spacers in containers? Y/N

Is magnetic or film media in plastic or non-corrosive metal containers? Y/N

Reviewed by _____

Time for Review: _____ hours _____ minutes

ENCLOSURE 2

Records Responsibilities of Employees and Managers

The National Archives and Records Administration requires us to periodically remind employees, particularly during a change in Administration, of certain records management responsibilities.

- Each employee, regardless of rank or position, has an official responsibility to create and maintain the records, electronic and non electronic, needed to document the activities of the component to which he or she is assigned.
 - These records would include cables, memoranda, e-mail, meeting minutes, instant messaging, audio and video recordings, and speeches.
- Prior to leaving the Agency, employees should ensure that the records they have received or created are in an approved recordkeeping system.
 - Duplicate copies that employees have maintained in their offices for reference purposes should be destroyed.
- Employees leaving the Agency are reminded that no official materials, including copies, whether or not classified, are to be removed from Agency facilities without authorization.
 - An employee may take information of a purely personal nature not associated with official Agency activities when departing CIA and public service.

If you have any questions regarding the retention of federal records, please consult with your Directorate¹ or component Information Management Officer or Chris Olsen, Chief Records and Classification Management Group, Office of Information Management (x31716).

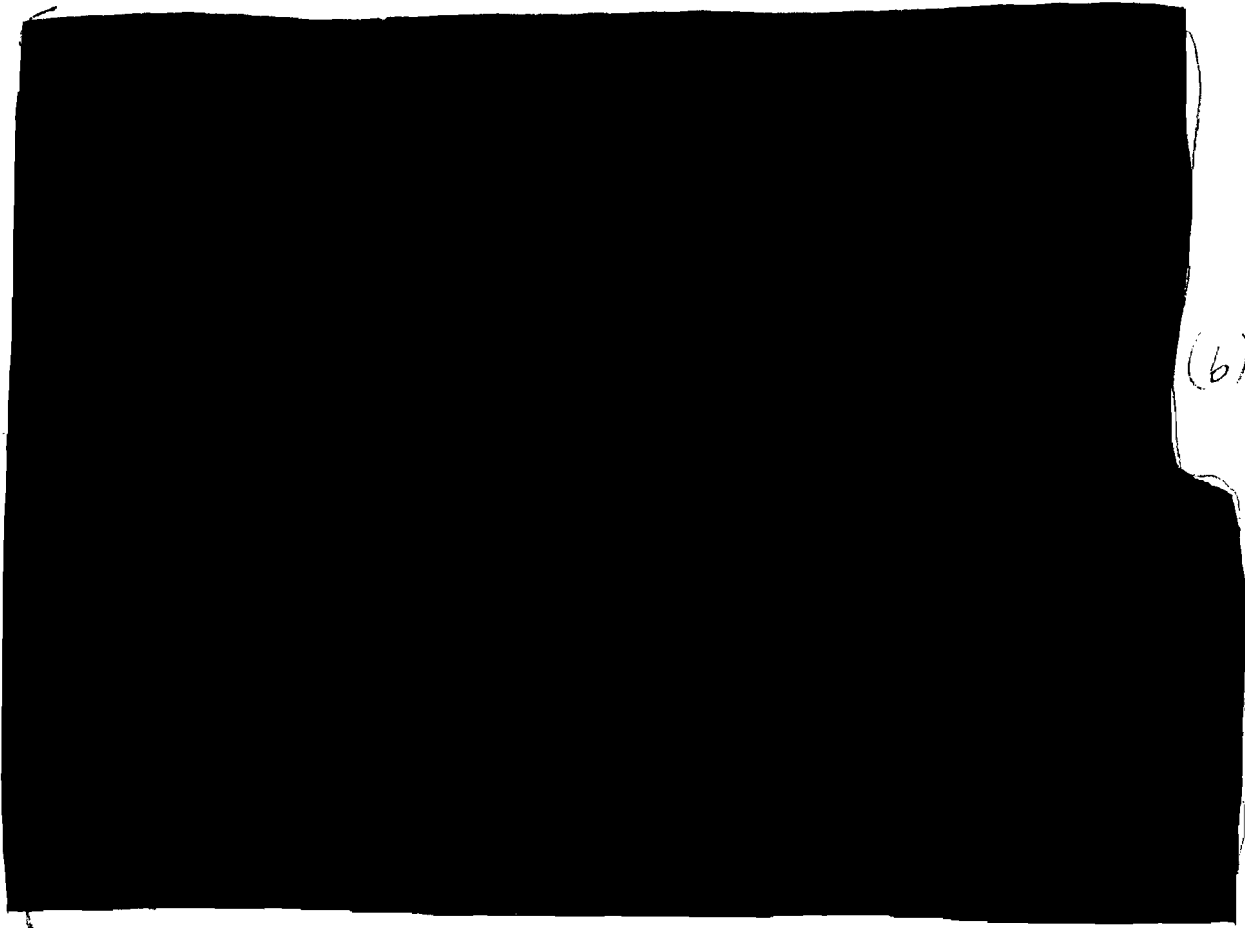
¹ DA/IMO - Greg Fraser x71761, DI/IMO - Diana Hastings x76157, DO/IMO -Tom Shipley x44435, DST/IMO - Marsha Hubbs x65917, DCI Area/IMO - Jay Forman x39701

MAR 12 2001

Mr. Edmund Cohen
Director, Office of Information Management
(D/OIM)
Central Intelligence Agency
Washington, DC 20505

Dear Ed:

This is in response to your letter of January 26, 2001, concerning certain recommendations made in the NARA evaluation of records management in the Central Intelligence Agency (CIA).



(b)(5)

[REDACTED]

(b)(5)

[REDACTED]

[REDACTED]

(b)(5)

[REDACTED]

(b)(5)

[REDACTED]

[REDACTED]

(b)(5)

Please call Mike Miller on 301-713-7100 x229 if you have any questions or would like to meet to discuss these comments. David Langbart is responsible for

primary follow-up action on the evaluation. Please call him to schedule demonstrations and other activities relating to the action plan. His telephone number is 301-713-7110 x235.

Sincerely,

/s/ MJK

MICHAEL J. KURTZ
Assistant Archivist for
Records Services – Washington, DC

Enclosures


Official File - NWML
Reading File - NWML
NW

cc: Langbart

**file: 1302-1 CIA EVALUATION-
X 1301-1a CENTRAL INTELLIGENCE AGENCY**

DL/jh/03/06/2001

doc: s:\correspondence\ciaeval.12601letter.doc


mm
3/22/01

February 23, 2004

Mr. Edmund Cohen
Chief, Information Management Services
(CIO/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Cohen:

This is in response to CIA's most recent records management evaluation progress report. Since we issued the report in 2000, the CIA has made continuing progress in implementing our recommendations. Prior to submission of your current progress report, NARA had closed out 14 of the evaluation's 42 action items.

[REDACTED] (b)(5)

[REDACTED] (b)(5)

Please call me on 301-837-3110 if you have any questions.

Sincerely,

/s/ mJK

MICHAEL J. KURTZ
Assistant Archivist for
Records Services-Washington, DC

Enclosures

Official File-NWML
Reading File-NWML

cc: Langbart

doc: s:\correspondence\cia.cohen204.doc

file: 1302-1 CIA Evaluation
X-1301-1a CIA

Drafted by: Langbart

DI/sg/02/23/04

DAL
2/23/04

**RECORDS SCHEDULED AS PERMANENT ON THE
OSS SCHEDULES BUT NOT TRANSFERRED**

Item 8	Organizational Charts	CIA Job 57-93
Item 82	OSS Research and Development Production Records	CIA Job 78-3760
Item 83	OSS Map Records	No CIA Job No.
Item 98	General John Magruder – Record Private Papers	No CIA Job No.
Item 102	Miscellaneous Top Secret Reports File	CIA Job 60-749
Item 106	Strategic Services Unit Liaison control of Records	CIA Job 61-949 box 59
Item 115	OSS Miscellaneous Records	No CIA Job No.
Item 122	Washington – OSS – Communications Records	CIA Job 62-S-460
Item 125	Washington – OSS – Communications Records	CIA Job 65-S-72

8. CIG/CIA Organizational Charts

Organizational charts used by OSS and SSU for planning of a central intelligence service. Also in this group of charts is an organizational chart of the Coordinator of Information (COI) and several charts on the OSS Branch for FY 43. The charts range from 8" x 10" up to 30" x 100". The charts were used to explain agent networks, communications and special handling of double agents. Covers period 1943-1948. No set arrangement. Volume is .5 cubic feet (25 charts). (CIA Job No. 57-93)

Permanent. Offer immediately to the National
Archives and Records Service (NARS).

82.

OSS Research & Development Production Records

A small collection consisting of a notebook of comments on the effectiveness of R&D Special Devices, five rolls of microfilm depicting the History of Division 19 and Special Weapons developed by that Division. 1945. Unarranged. Volume in $\frac{1}{2}$ cubic foot. (CIA Job No. 78-3760)

Permanent. Offer to NARS when National Security restrictions no longer preclude historical research.

83.

OSS Map Records

Approximately fifty miscellaneous maps varying in size from 7" X 12" to 33" X 41" depicting countries in Europe, Asia, Africa and South America. Some maps are of German, Russian, Italian or French origin. Also included is a negative and print of the first map created by the COI dated 11 Dec. 1941. This also contains a chart listing the Geographic and Mapping Units of the German Armed Forces. 1941-1946. Arranged numerically. Volume is $\frac{1}{2}$ cubic foot. (NO OSS JOB NUMBER)

Permanent. Offer for transfer to NARS following Agency declassification.

98.

General John Magruder - Record Private Papers

Collection of papers of General Magruder, Deputy Director of OSS for Intelligence Services. Includes comments and studies on the role of a Joint Intelligence Bureau to produce National Intelligence in peace time. Also includes dissertation on the American-Chinese defense of Burma during WW II. Volume is 1 Archives Box. Covers Period 1942-1950.

Permanent. Offer for transfer to NARS following Agency declassification.

102.

Miscellaneous Top Secret Reports File

Consists of reports on interrogations, the German underground, and general intelligence, and propaganda. Volume is 1 Archives Box. Covers period 1944-1946. (CIA Job No. 60-749)

Permanent. Offer for transfer to NARS following Agency declassification.

106.

Strategic Services Unit Liaison Control of the Records

Mainly correspondence and memorandums pertaining to SSU information exchanged with other offices, and security procedures. Arranged chronologically. 1946-1947. Volume one-third cubic foot. (CIA Job No. 61-949, Box 59)

Permanent. Offer for transfer to NARS following Agency declassification.

115.

OSS Miscellaneous Records

This collection of miscellaneous OSS records includes: copy of Foreign Nationalities Branch Handbook on Foreign Nationality Groups in the U.S.; OSS organization manual and several organizational charts; General Order No. 84. "Rules Governing the Retention of Classified Material;" R&A study - Russian intentions to punish war crimes; OSS China instructions; history of the Foreign Nationalities Branch; copy of contract with the Hooper Holmes Bureau, Inc.; history of SSU Security Section; papers relating to termination of OSS; two copies of OSS telephone directory; OSS office directives (Nov 43 - Sept. 45); pictorial records section folder; personnel folders on NISCI employees; general correspondence; and other miscellaneous material. Unarranged. 1942-1946. One-third cubic foot.

Permanent. Offer for transfer to NARS following Agency declassification.

122.

Washington - OSS - Communications Records

Communications material consisting of TICOM D, DF, I, NOTES, MISCELLANEOUS, S-1, S-2, and other records including related index. 1943-1945. Volume 6 cubic feet. Arranged chronologically. (CIA Job No. 62-S-460)

Permanent. Offer to NARS when sensitivity and national security classification no longer prevent their use for purposes of historical research.

125.

Washington - OSS - Communications Records

Intercepted radio communications during the period 1943-1946. Arranged chronologically. Volume 2 cubic feet. (CIA Job No. 65-S-72)

Permanent. Offer to NARS when sensitivity and national security classification no longer prevent their use for purposes of historical research.

MAY 24 2004

Mr. Edmund Cohen
Chief, Information Management Services
(CIO/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Cohen:

This is in response to CIA's most recent records management evaluation progress report. Since we issued the report in 2000, the CIA has made continuing progress in implementing our recommendations. Prior to submission of your current progress report, NARA had closed out 20 of the evaluation's 42 action items.

[REDACTED]

(b) (5)

[REDACTED]

(b) (5)

Please call me on 301-837-3110 if you have any question.

Sincerely,

/s/

MICHAEL J. KURTZ
Assistant Archivist for
Records Services-Washington, DC

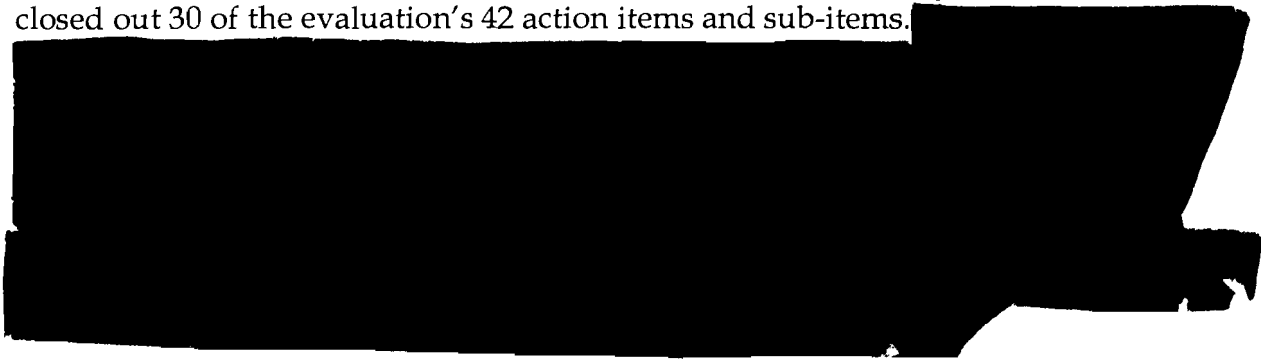
Enclosure

NOV 22 2005

Mr. Edmund Cohen
Chief, Information Management Services
(CIO/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Cohen:

This is in response to the Central Intelligence Agency's August 4, 2005, records management evaluation progress report. Since NARA issued the evaluation report in March 2000, the CIA has made significant progress implementing our recommendations. Prior to submission of your latest progress report, NARA had closed out 30 of the evaluation's 42 action items and sub-items.



Please call me on 301-837-3110 if you have any questions.

Sincerely,

MICHAEL J. KURTZ
Assistant Archivist for
Records Services-Washington, DC

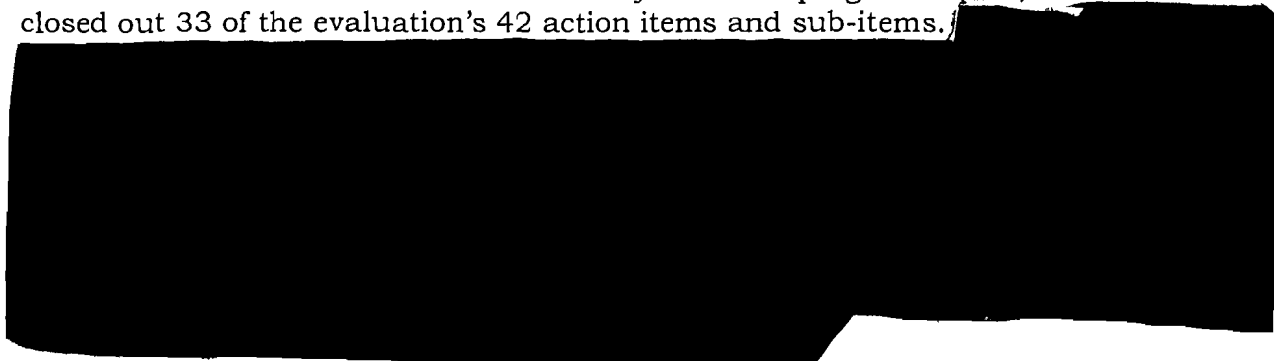
Enclosure

AUG 22 2006

Mr. Edmund Cohen
Chief, Information Management Services
(DS/ISC/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Cohen:

This is in response to the Central Intelligence Agency's June 28, 2006, records management evaluation progress report. Since issuance of the evaluation report in March 2000, the CIA has made significant progress implementing our recommendations. Prior to submission of your latest progress report, NARA had closed out 33 of the evaluation's 42 action items and sub-items.



(b)(5)

I also want to thank you for sending the additional information we requested when closing recommendations I/1, II/1a, and II/7. We will return the loaned material to you within the agreed time frame.

Please call me on 301-837-3110 if you have any questions.

Sincerely,

MICHAEL J. KURTZ
Assistant Archivist for
Records Services-Washington, DC

Enclosures

OCT 23 2006

Mr. Edmund Cohen
Chief, Information Management Services
(CIO/IMS)
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Cohen:

At our March 2005 meeting to discuss progress on the records management evaluation of the CIA, we agreed to decouple the accessioning of the remaining permanent Office of Strategic Services (OSS) records from our ongoing work on the evaluation. It made sense to do so since the transfer of those records was not addressed in the evaluation. It is now time to move forward with this work.

OSS has been out of existence for over 60 years and the remaining permanent records should now be transferred to the National Archives. According to our files, the OSS records listed on the attachment to this letter remain in the custody of the CIA. Please submit an SF 258, Agreement to Transfer Records to the National Archives of the United States, for these records and those discussed below within 45 days of the date of this letter so that we may begin the accessioning process.

In addition to the records noted on the attachment, the staff of the Nazi War Crimes and Japanese Imperial Government Records Interagency Working Group has identified other OSS records that warrant transfer to the National Archives. These records are:

Allen Dulles Black Notebooks. Two notebooks prepared and maintained by Dulles or his secretary in Berne. These are similar to other such notebooks already accessioned by NARA. These notebooks are held by the NCS/DO.

DARE Printout. A listing of OSS documents that is an essential finding aid to the accessioned OSS records. NARA has a version of the printout with redacted entries, but since the records are virtually all now declassified, CIA should provide the National Archives with the unredacted version. If the DARE database still exists in electronic form, an electronic copy should be transferred also.

Indexes. We understand that there are six indexes that cover OSS records: (1) Personal Index; (2) Impersonal Index; (3) Photo Index; (4) Category Three Index; (5) OSS Missions and Projects File Index; and (6) Donovan Index. Transfer of these records has been delayed because there is a question of the admixture of entries from the OSS and CIG/CIA periods among these indexes. We believe that CIA should transfer all of these indexes, which we understand receive minimal use. This is especially true of the OSS Missions and Projects File Index and the Donovan Index which cover records now held by the National Archives.

Thank you for your cooperation in dealing with this issue. Please contact David Langbart on 301-837-3172 if you have any questions.

Sincerely,



MICHAEL J. KURTZ
Assistant Archivist for
Records Services-Washington, DC

Enclosures

Official File-NWML
Reading File-NWML
Reading File-NW

cc: Langbart

doc: s:\correspondence\cia.oss.records.doc

file: 1301-1a CIA

Drafted by: Langbart

DL/sg/10/17/06