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DECLASSIFIED  
Authority AND 55153  
By SSJ NARA Date 10-18-10

FROM	TO	DATE AND MESSAGE (Continuation)	
COR	AK	2-12-86	
<p>Because the disposition determinations for many of the items on this schedule have previously been approved by NNM/NARA, I shall confine my comment to the 18 new items and to the earlier approved items for which changes in disposition are now being sought.</p>			
<p>1. I agree with the disposition determinations relating to the 18 new items and to the "modified items." I do not agree, however, with the terms of offer and I request that NIR seek CIA's approval to amend the offer statement to read as follows:</p>			
<p>Offer to the National Archives when totally declassified in accordance with applicable national security regulations or when the records are 50 years old, whichever occurs first.</p>			
<p>This amended statement should apply to items 1a, 1d, 24a, and 24b, as well as to the 18 new items.</p>			
<p>2. I am somewhat puzzled by the proportional relations between the current cubic footage and the estimated annual accumulations for many of the series. Here are three examples:</p>			
Item	Date Span	Current Footage	Annual Increase
1a	1942-85	120 50	1200 LT 1 cu ft
1b	1947-85	140 130	1400 cu ft
24b	1980-85	32	30
<p>3. Has (or should) NNSR been consulted about items 8a and 18E? (This is unnecessary because 8a is primarily subject to processing of 24b (AK) and 18E is processing of 24b (AK) with 24b (AK) 20.) E.C.</p>			
<p>GARRY D. RYAN Director Military Archives Division</p>			

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INSTRUCTIONS FOR FURTHER CONTINUATION: If a series of messages requires more than one page, continue it on additional sheets, consecutively numbered. Arrange all such sheets with page one on top and messages written after a different type of date is added to the dossier.

CIA FILE

April 29, 1986



[Redacted]

FOIA(b)3 - 50 USC 403g Section 6 of the CIA Act of 1949

Dear [Redacted]

We are writing to suggest a change in the way CIA Requests for Records Disposition Authority (Standard Forms 115) provide for the eventual transfer to the National Archives of those record series approved for permanent retention.

At present, SF 115s submitted by CIA include the following statement:

All PERMANENT items in this schedule are arranged chronologically and will be offered to NARA in 5 year blocks when national security considerations permit.

This wording is at variance with our normal procedures which call for the inclusion on SF 115s of a specific date of offer for permanent series, such as: Offer to NARA in 5 year blocks when 20-25 years old. We fully recognize that the special sensitivity of most CIA records precludes such specificity. However, we believe that there are alternatives that will address CIA's needs and responsibilities but also will ensure the transfer of permanent records to NARA at the earliest possible time, consistent with national security.

We would like to propose for your consideration the following transfer statement, which very closely parallels the wording used on National Security Agency schedules:

Offer to the National Archives entire records series or 5 year blocks thereof if unclassified and/or declassified in accordance with national security regulations and guidelines when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable or when 100 years old, whichever occurs first. The entire series of these records or 5 year blocks thereof will then be transferred to the National Archives.

We welcome your comments and suggestions and would be glad to meet with you or your staff to discuss this matter further. If you have any questions, please call me on 724-1453 or Ken Rossman, Director, Records Appraisal and Disposition Division on 724-1457.

Sincerely,

**JAMES W. MOORE**  
Assistant Archivist  
for Records Administration

*[Signature]* 4/28/86  
NN Concurrence

cc: Official file - NIR *KR 4/24*  
Day file - NIR, NI  
NN  
NNM

*ET* RTagge/  
*JM 4/24/86*

P/4-18-86

doc: CIAOFFERDATE/FILE

# National Archives



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Authority **AND 55153**  
By **SI NARA** Date **10-13-10**

Washington, DC 20408

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Date : May 29, 1986

Reply to  
Attn of : NNIL

Subject : Informal review of NC-1-263-84-11

To : NIRM

In his appraisal report, Ray Tagge, NIRM, accurately reflects his discussion with me about these records, and answers questions I raised, so NNIL can concur with his appraisal of DDS&T records.

I would suggest that language be added to indicate the amount and timing of the offers of permanent records, such as : "Offer to the National Archives in 5 year blocks, when the most recent record is 10 years old." NNIL is especially interested in the JPRS publications on microform, since NNIL has received over six hundred cubic feet of JPRS paper records from GPO, and would be able to replace it with this microfilm, thereby saving considerable space.

Since Miss Andrews does not have a security clearance, she was not able to review this schedule or my comments.

CHARLES F. DOWNS II  
Chief, Library and Printed Archives Branch  
Central Information Division

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Classified by R. C. Tagge(NIRM)  
DECL/OADR, Derived from Job.  
No. NC1-263-84-11.

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Central Intelligence Agency



Washington, D.C. 20505

DECLASSIFIED  
Authority: NND 55153  
By: STNARA Date: 10-13-10

July 21, 1986

Mr. James W. Moore  
Assistant Archivist for Records Administration  
National Archives and Records Administration  
Washington, D.C. 20408

Dear Mr. Moore:

In your April 29 letter to me you proposed a change in the way CIA Requests for Records Disposition Authority (Standard Form 115) provide for eventual transfer to the National Archives of those CIA record series approved for permanent retention. The reasons you propose a specific date for such transfers are evident. The considerations are practical and real. Your ability to schedule your workload is important to the efficient operation of your Agency.

We cannot, however, support any such proposal that calls for the inclusion on the 115s of a specific date of offer for permanent series. Our inability to comply with your proposal is forced by statutory requirements. The National Security Act of 1947, requires that the Director of Central Intelligence protect intelligence sources and methods from unauthorized disclosure, 50 USC 403(d)(3). The records of the CIA frequently contain information which, if made public, would disclose an intelligence source or an intelligence method. The date when damage to national security is no longer possible is frequently determined by circumstances over which CIA has no control. That being the case, the Agency cannot set an arbitrary date after which it will no longer be concerned with the consequences of disclosures. In brief, the statute cited earlier makes arbitrary deadlines impossible. In the same vein, we should point out that declassification of CIA records does not automatically ensure that such records in aggregate can then be made public.

The current statement on the 115s, regarding the offering to the National Archives of permanent items in five-year blocks when national security considerations permit, provides in our view the most expeditious means by which CIA records can be offered to the National Archives. The CIA is committed to a systematic review of its permanent records under its Historical Review Program. This ongoing program is dedicated to reviewing CIA permanent records to determine their eligibility for declassification and transfer to NARA at the earliest possible date. With the OSS records as an example, we have been and are committed to offering CIA permanent records to the National Archives when and if national security considerations permit.



Director of Information Services

# National Archives



Washington, DC 20408

DECLASSIFIED  
Authority NND 55153  
By ST NARA Date 10-13-10

9 September 1986

NIRM- NASHORN

Something in writing is required as an enclosure in CIA Job NC1-263-84-13, which explains NARA's acceptance of the caveat concerning the transfer of CIA permanent records when national security considerations permit. Such a memo is necessary to avoid an NNM non-concurrence during final processing of this and subsequent jobs.

Thanks.

  
RAY TAGGE  
NIRM/Staff

Date 10-31-86

**ROUTING AND TRANSMITTAL SLIP**

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <del>GRS</del>	GRS	11/5
2. RWK		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS-**

I understand from Tagge that the CIA in-  
 cense has been broken, but I have seen nothing  
 in writing on the subject.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

<b>FROM:</b> (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.



# National Archives



Washington, DC 20408

DECLASSIFIED  
Authority **NND 55153**  
By **ST NARA** Date **10-13-10**

Date : January 28, 1987

Reply to  
Attn of : NNM

Subject : NC1-263-84-11

To : NIR

I am unwilling to concur for the reasons I have stated in my memo of November 3, 1986, to Dr. Krauskopf, which forms part of this file.

GARRY D. RYAN  
Director  
Military Archives Division

# National Archives



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By **ST NARA** Date **10-13-10**

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Date : **MAR 2 1987**  
Reply to :  
Attn Of : **NN**  
Subject : **CIA schedule NC1-263-84-11**  
To : **NI**

Classified by R. C. Tagge, NIRM, ...  
DECL/OADR, Derived from Job.  
No. NC1-263-84-11.

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I am returning the schedule to you unsigned. I have two substantive and one technical problem with it.

First, I do not believe that it is appropriate to permit the CIA Directorate of Science and Technology to dispose of all "working files" (Item 11(1)). While I realize that this disposal is authorized under the General Records Schedule, I also disagree with that provision. I believe that the working papers of sensitive agencies such as the CIA must be evaluated to determine whether they contain information of long-term evidential value to the government. In the instant case, I feel quite certain that the working papers will have such value, and I believe that it is inappropriate for the National Archives to agree to a schedule that allows their destruction.

Second, I continue to believe that we should push the CIA to establish transfer dates. While I know that the agency currently is transferring documents ahead of the probable date that could be established and while I also know that the agency feels it cannot commit future agency administrators to transfer dates, I think it is important that the National Archives continue to press for them.

Third, I believe several items need to be clarified. While I understand from you that the "war plans" listed in item 1 are duplicates of records elsewhere scheduled as permanent, it would seem useful to indicate on the schedule itself the fact that they are duplicates. In that way if, in the future, the Division acquires unique records under this item it will be clear that the schedule does not cover them.

Similarly, the "subject files" of item 22 apparently are housekeeping files; the permanent subject files are listed elsewhere. It seems that a cross reference to the permanent item would be useful; alternatively, the schedule should specify the nature of the subject files covered.

Finally, item 38 is characterized as "Academic Relations Files (FBIS)." The background information says that at

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2.

present these files reflect only academic assistance in CIA translation activities. Because of the controversial nature of the CIA's relations with academia, I suggest that the description of this item be tightened. I am not at all sure even the records of translation assistance are disposable, but I definitely believe that other CIA records relating to academia are not.

*Trudy Huskamp Peterson*  
TRUDY HUSKAMP PETERSON  
Assistant Archivist  
for the National Archives

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# National Archives



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Date : **MAR 5 1987**

Reply to  
Attn of : **NI**

Subject : **Disposition Job NC1-263-84-11**

To : **Assistant Archivist for the National Archives - NN**

Classified by R C Tagge, NIRM,  
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No. NC1-263-84-11.

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This is in response to your memorandum of March 2, 1987, concerning disposition job NC1-263-84-11. We agree that Item 1 of the schedule should indicate that the records at issue are duplicates and we have annotated the job accordingly. The other issues you have raised have merit but should not delay NARA approval of NC1-263-84-11.

We share your concern that working papers may be inappropriately characterized as nonrecord. The revised Disposition of Federal Records handbook for example, will provide expanded guidance on this matter. However, item 11 on this schedule is unchanged from item 9a on NC1-263-77-11, which is described as "transitory information, duplicates, working papers, and general housekeeping records." The older schedule indicates that the CIA considers these materials nonrecord, and therefore exempt from the scheduling requirement. This is consistent with the guidance NARS was giving at the time. Further, approving or disapproving the present job has no effect on this item because the nonrecord designation was accepted by the Archivist in approving the 1977 job and is not altered by NC1-263-84-11. We will continue to actively pursue the larger issue of the record status of working papers, but it is inappropriate to delay approval of this schedule because of this item.

We agree that CIA schedules should provide definite offer dates for permanent records. We proposed this to CIA last year, but our suggestion was rejected (see Enclosure 1). At that time, as you may recall, we considered taking the issue to Director Casey. However, we decided not to do so, and the reasons that were operative then are still valid. CIA has already begun transferring important records to the National Archives and is publicly committed to continuing the process. Nevertheless, the agency is adamant that its schedules not include fixed transfer dates, and it is highly unlikely that we can effect a change in this regard, particularly as the CIA may not be legally obligated to transfer records to the National Archives (see Enclosure 2).

The final matter you raised concerns the inadequate descriptions of two temporary items in the schedule. You

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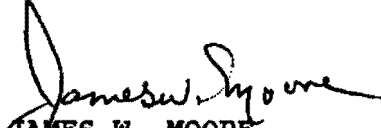
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By: SSJ NARA Date: 10-13-10

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are absolutely correct on this point. Indeed, few of the entries that comprise CIA schedules are adequate in that they consist only of series titles and lack substantive description.

In 1981, the National Archives agreed to accept such skeletal schedules (see Enclosure 3). We need to persuade the CIA to provide more detailed descriptions of records in their schedules. If they prove unwilling to do so, I am ready to recommend to the Archivist that he consider raising this issue with the Senate Committee on Rules and Administration and the Committee on House Administration, as provided for in 44 USC 3303a(c). However, we should not hold up the approval of NC1-263-84-11 while we try to solve this larger problem.

In sum, all of the points you have raised have merit and we are committed to dealing with them. However, delaying action on this already overdue job will not solve these larger problems. Accordingly, we again recommend that you sign this schedule and forward it to N for his approval.

  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration

Enclosures

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