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Description of document: Central Intelligence Agency (CIA) Compliance Plan to Execute Section 3.4 of Executive Order 12958: Automatic Declassification of Records More Than 25 Years Old and Having Permanent Historical Value, 13 October 1995

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Information and Privacy Coordinator
Central Intelligence Agency
Washington, D.C. 20505
Fax: 703-613-3007
[Filing a FOIA Records Request Online](#)

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Washington, D.C. 20505

29 October 2015

Reference: F-2015-00308

This is a final response to your 26 October 2014 Freedom of Information Act (FOIA) request for a copy of the following CIA records: **“Compliance Plan to Execute Section 3.4 of Executive Order 12958: Automatic Declassification of Records More Than 25 Years Old and Having Permanent Historical Value, 13 October 1995.”** 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. § 3141, as amended. Our processing included a search for records as described in our 21 November 2014 acceptance letter.

We completed a thorough search for records responsive to your request and located the enclosed document, consisting of 17 pages, which we can release in segregable form with deletions made on the basis of FOIA exemptions (b)(3) and (b)(5). A copy of the document and an explanation of exemptions are enclosed. Exemption (b)(3) pertains to information exempt from disclosure by statute. The relevant statutes are Section 6 of the Central Intelligence Agency Act of 1949, as amended, and Section 102A(i)(1) of the National Security Act of 1947, as amended. As the CIA Information and Privacy Coordinator, I am the CIA official responsible for this determination. You have the right to appeal this response to the Agency Release Panel, in my care, within 45 days from the date of this letter. Please include the basis of your appeal.

Sincerely,

A handwritten signature in cursive script that reads "Michael Lavergne".

Michael Lavergne
Information and Privacy Coordinator

Enclosures

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Central Intelligence Agency

Compliance Plan

***To Execute Section 3.4 of Executive Order 12958:
Automatic Declassification of Records More Than
25 Years Old and Having Permanent Historical Value***

13 October 1995



*Prepared by:
Records Declassification Program (RDP)
DDA/OIT/MSG/RDP*

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Executive Summary

This document presents the Central Intelligence Agency (CIA) plan for compliance with the requirements of Section 3.4 of Executive Order 12958 (EO), which calls for the automatic declassification of permanent records 25 years old or older which have historical value. This plan presents CIA's implementation approach to carry out the EO requirements. Section 3.4(b) lists nine categories of information that are exempt from automatic declassification. The EO calls for the CIA to declassify at least 15 percent of the total records to be reviewed within 18 months of the signing of the order. The EO further requires 100 percent of the records to be reviewed and released at the end of five years — 17 April 2000, with incremental review and release over the intervening time period.

The CIA Records Declassification Program (RDP) conducted surveys of permanent records 25 years or older stored at the Agency Archives and Records Center (AARC) and other sites, to characterize the CIA's holdings and to estimate the quantity of affected records. Of the estimated 165.9 million pages of CIA records affected by the EO, 106.6 million pages (64 percent) are estimated to be exempt from 25-year automatic declassification. A file series exemption request, as required by the EO, has been prepared and submitted to the President through the Assistant to the President for National Security Affairs. A copy of the classified CIA *Request for File Series Exemptions* has been separately provided to the Information Security Oversight Office (ISOO). With special processing for bulk declassification, a significant amount of information may be released with a comparatively modest effort. We estimate that about 19.3 million pages will be in this category. The remain-

ing 40 million pages of records will require an in-depth review for declassification.

The core CIA requirement is to review and redact approximately 40 million pages over five years, which equates to an average of 8 million pages per year or approximately 32,000 pages per day. On the basis of this requirement, the CIA proposes that a dedicated facility or "factory" is required to achieve and sustain the required throughput. The factory will make use of strategic information technologies such as: document and image management systems, on-line review and redaction tools, and automated workflow processing.

Records undergoing review and redaction will be handled in one of two ways using the CIA's *Declassification Guide*, which will be approved by ISOO and the Interagency Security Classification Appeals Panel (ISCAP). Records that are replete with information that almost invariably falls within the exemption categories will be identified through a page-by-page review and denied in full. Records that are likely to contain some exempt information within largely non-exempt material will be subject to line-by-line review and redaction. In all cases, the CIA will review the material to ensure that there are no violations of the Freedom of Information Act (FOIA) and Privacy Act (PA) requirements prior to its release to the public.

Overall, the CIA's automatic declassification effort under the EO will cost \$[] million over 1995-2000. It will result in the review and declassification of over 60 million pages of CIA information. This information will be made available to the public through NARA, the Internet, or other modes. The CIA will contribute to the Government-wide database of declassified information.

(b)(3)

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1.0 Introduction

1.1 Purpose

The purpose of this document is to present the Central Intelligence Agency (CIA) plan for compliance with the requirements of Section 3.4 of Executive Order 12958 (EO). This Section calls for the automatic declassification of permanent records 25 years old or older which have historical value. This Compliance Plan, hereafter referred to as the "Plan," presents a top-level overview of the CIA's implementation plan to carry out the EO requirements. The plan addresses: 1) the responsible Agency officials; 2) the records subject to the EO; 3) affected records exempted by file series; 4) Agency plans to comply with the EO, including estimated workload, concept of operations, resources, schedule, and milestones; and 5) record-keeping databases.

1.2 Executive Order 12958 Requirements

Section 3.4 of Executive Order 12958 calls for automatic declassification of all classified information that is more than 25 years old and that has been determined to have permanent historical value (Title 44, US Code). Section 3.4(b) delineates nine categories of information that are exempt from automatic declassification. The EO calls for the CIA to declassify at least 15 percent of the total records to be reviewed within 18 months of the signing of the order. The EO further requires that 100 percent of the records must be reviewed and released at the end of five years — 17 April 2000. The EO calls for incremental review and release over the intervening time period.

Under Section 3.4(c), the Agency is required to notify the President through the Assistant to the President for National Security Affairs of any specific record file series that contains information that "almost invariably" falls within one or more of the exemption categories listed in Section 3.4(b) and which the Agency proposes to exempt from automatic declassification. A copy of the classified CIA *Request for File Series Exemptions* has been separately provided to ISOO.

The requirement for this plan appears in the Section 3.4(e) of the EO and is amplified in guidance from the Director, Information Security Oversight Office. This plan is consistent with all requirements in the EO and ISOO guidance. It is due to ISOO by 16 October 1995.

2.0 Responsible Agency Official

The senior Agency official designated by the Director of Central Intelligence (DCI), under Section 5.6(c) of the EO to direct and administer the Agency's program under which information is classified, safeguarded, and declassified is Mr. Leo Hazlewood, the Deputy Director for Administration. Mr. Hazlewood has appointed Mr. Edmund Cohen to conduct the oversight and coordination of functions to comply with the 25-year automatic declassification provision of the EO. Mr. Cohen is the Director for Information Management. He reports to Mr. John Dahms, the Associate Deputy Director for Administration for Information Services. Mr. Dahms reports to Mr. Hazlewood. Figure 2.0-1 shows the CIA line of responsibility.

To carry out the plan, the CIA has established the Records Declassification Program (RDP) within the Office of Information Technology. Mr. Richard Warshaw is the Chief of the RDP and directly responsible for declassification of the affected Agency records. Mr. Warshaw reports to [] Director of the Office of Information Technology, and will coordinate with Mr. Cohen.

(b)(3)

Mr. Hazlewood's mailing address is:

Mr. Leo Hazlewood
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505.

His telephone number is []

(b)(3)

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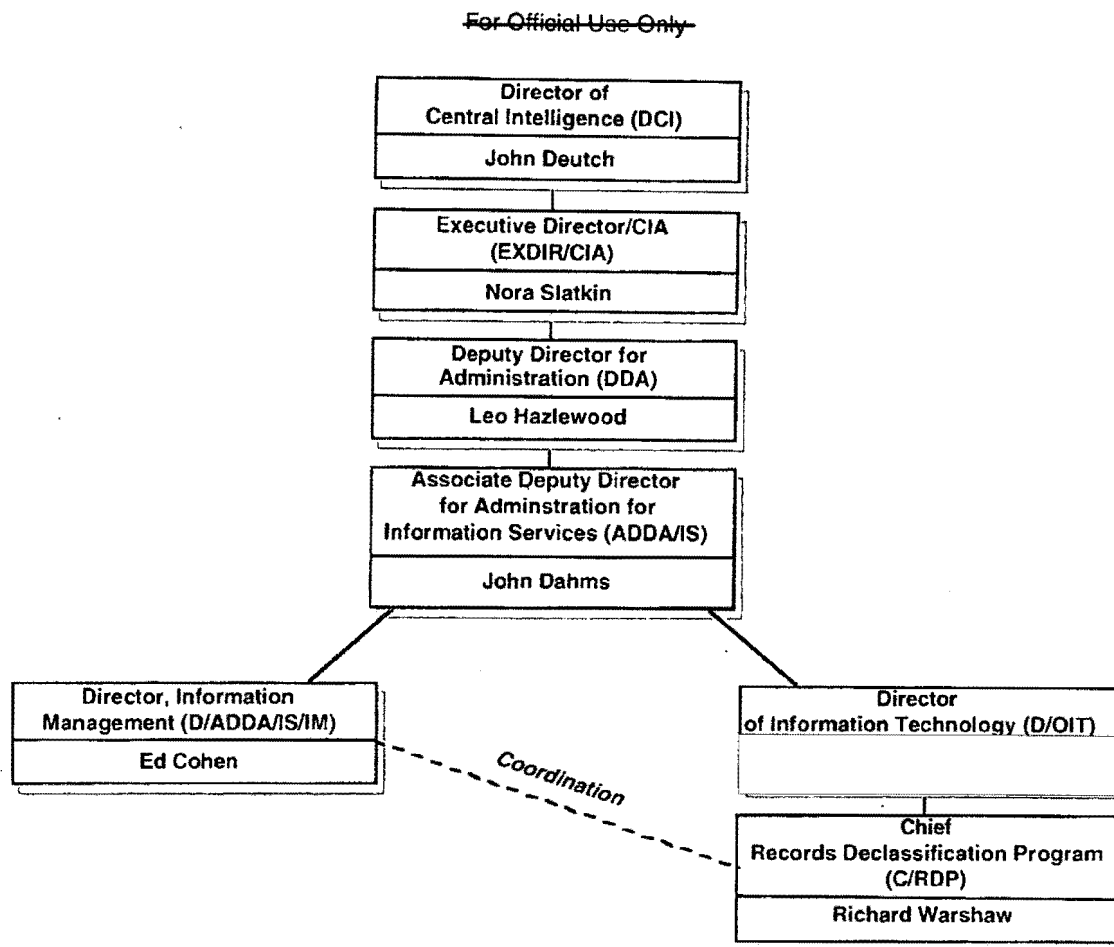


Figure 2.0-1 CIA Line Responsibility

Mr. Cohen's mailing address is:

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

His telephone number is (b)(3)

Mr. Warshaw's mailing address is:

Mr. Richard J. Warshaw
Chief, Records Declassification Program
OIT/MSG
Central Intelligence Agency
Washington, DC 20505.

His telephone number is

3.0 Estimate of Records Subject to Section 3.4 of EO 12958

3.1 Location of Affected Records

In May 1995, the RDP requested that all the Agency's records management officials conduct a search for permanent records generated before 1976. A similar search was previously conducted in August 1994 to support the development of the EO. As a result, several small files have been identified, outside the CIA's Agency Archives and Records Center (AARC), but the vast majority of affected records are known to be located at the AARC. In addition, the Directorate of Operations (DO) maintains a large operational file series at Headquarters. These files are still used even though many individual files date back to before 1976.

(b)(3)

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3.2 Survey Methods

The RDP conducted a six-week survey of permanent records 25 years old or older stored at the AARC. The survey was performed during May and June 1995 by representatives from each of the four CIA directorates and the Office of the Director of Central Intelligence (DCI). The principal purpose of the AARC survey was to characterize the AARC holdings and to estimate the quantity of affected records. A scientific sampling technique was used to derive these estimates. The amount of cubic feet of records surveyed (approximately 1,200) from an estimated 32,464 cubic feet of records, was based on achieving a 95 percent confidence level in the estimates. Also, the survey gathered physical and logical characteristics of the paper. Some of the physical characteristics were paper size, color, readability, and fragility, while the logical characteristics included classification, dates of material, and content. All the information derived from this survey will be used for the planning and costing of resources for the RDP.

The estimated quantities of records are expressed in terms of cubic feet and number of pages. The term "pages" refers to all paper record page faces (two-sided pages count as two "pages") and all images from microform records (microfilm, microfiche, and aperture cards). Although a relatively small number of boxes contained microform, these types of records expand into a large number of images (referred to as page equivalents).

Other items such as film canisters, punched cards, and audio tapes were counted but were not analyzed in the same detail as the paper and microform. With the exception of film canisters, these other record media types do not take up much volume but will require special equipment and review technologies for declassification. Film canisters affected by this EO occupy approximately 8,000 cubic feet of

space at the AARC. Most film canisters at the AARC are excluded from the EO because they are under the exclusive purview of Executive Order 12951, *Release of Imagery Acquired By Space-Based National Intelligence Reconnaissance Systems*. About 1,000 cubic feet of film canisters are subject to this EO but are not included in the page equivalent estimates. These film canisters are being reviewed for the Central Imagery Office

to resolve declassification issues with this collection.

(b)(3)

3.3 Estimated Quantity of CIA Records

From the AARC survey, RDP estimates there are approximately 32,500 cubic feet of affected records. This estimate *includes* material which may potentially be exempted from automatic declassification. Figure 3.3-1 shows the estimated total number of page equivalents broken down for paper, microfilm, microfiche, and aperture cards. The total page equivalents at the AARC (75.7 million) are split almost evenly between paper and microform with microform accounting for 54% of the total page equivalents and paper accounting for 46%.

Outside the AARC, the only major collection identified was a large group of operational

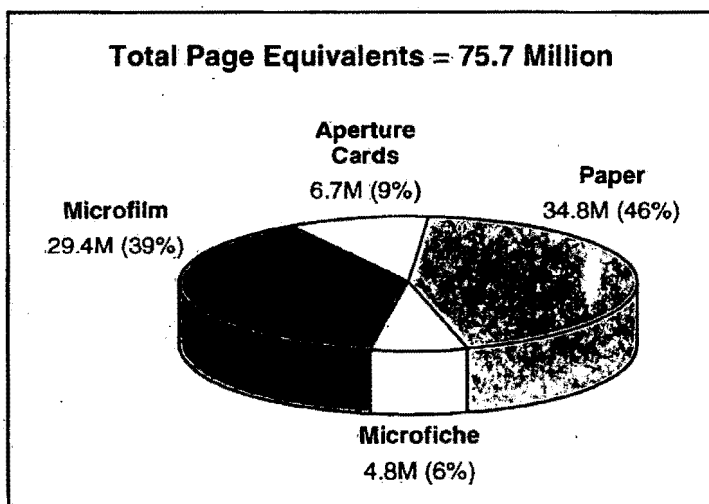


Figure 3.3-1 Page Equivalents for Different Media Types at the AARC

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files under the purview of the Directorate of Operations. Based on previous DO assessments, it is anticipated that about 60 percent of these records will be permanent records. As a result, the estimated size of these DO files, 25 years old or older, is 36,200 cubic feet or an estimated 90.2 million pages.

Figure 3.3-2 summarizes the total quantity of CIA records subject to 25-year automatic declassification.

4.0 Affected Records Exempted By File Series

As shown in Figure 4.0-1, of the 165.9 million pages of CIA records affected by the EO, 106.6 million pages (64 percent) are estimated to be exempt from 25-year automatic declassification through file series exemptions permitted under Section 3.4(c) of the EO. By the very nature of CIA's mission, many of its records contain exempt information. Based on CIA review and assessment, the file series described in the separately provided classified request contain information that "almost invariably" falls within one or more of the exemption categories

listed in Section 3.4(b) of the EO. The files of the Directorate of Operations (DO) and the Directorate of Science and Technology (DS&T) account for 105.6 million pages. The files of the Directorate of Intelligence (DI) account for 1 million pages.

Section 3.4(c) of the EO strikes a balance between the cost of declassifying records and the value of the remaining information in the record when exempt information is removed. By exempting file series, the EO recognizes that it is not practical to attempt to review and declassify all classified records on a record-by-record basis.

At some point in the review and redaction process, it is no longer cost effective to produce, or meaningful to release, a record with little remaining useful information. The classified exemption request describes record file series that contain exempt information that if redacted would "almost invariably" result in a meaningless record. By exempting the qualifying file series, CIA resources can be applied to other high value records that can be more productively redacted and released.

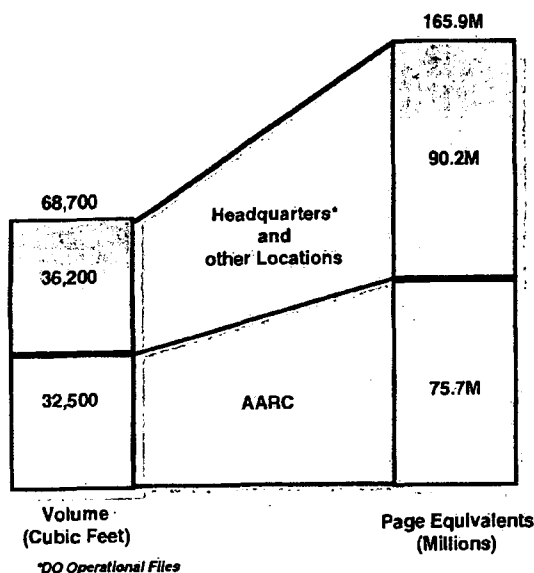


Figure 3.3-2 Quantity of CIA Records Subject to Automatic Declassification

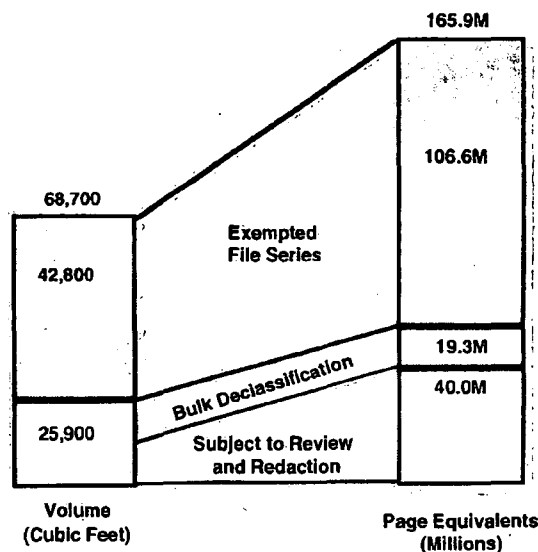


Figure 4.0-1 Quantity of CIA Records Exempted By File Series or Subject to Bulk Declassification or Review and Redaction

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Exemptions are not requested for the vast majority of records of the Directorate of Intelligence (including finished intelligence), and for records from the Office of the Director of Central Intelligence (DCI), and the Directorate of Administration (DA). While most certainly contain exempt information, many of these records have considerable historical value and can be redacted without significant loss of meaning.

5.0 CIA Plan To Comply With EO 12958

This Compliance Plan is further subject to the DCI's proposed declassification policy. This Intelligence Community policy is intended to benefit the public by increasing the flow of information, while using risk management approaches to protect exempt information. The policy, in draft at this writing, calls for a cost-effective approach that balances the mix of bulk release, page-by-page review, and line-by-line redaction. Random sampling techniques will be used to aid in bulk declassification and release when the risks of exposing currently sensitive information are low. Also, the DCI has directed that declassification efforts focus on releasing historically important files first. The CIA's automatic declassification efforts will be coordinated with the Agency's systematic declassification efforts in declassifying high priority records. The CIA's Center for the Study of Intelligence will work with the new Information Security Policy Advisory Council in establishing priorities based on the degree of historian and researcher interest and the likelihood of declassification upon review.

Under the DCI's Policy, the CIA's automatic declassification plans will be coordinated with the Intelligence Community Declassification Program Managers Council. This Council will coordinate declassification activities, including plans for automation of the declassification program, the need for interoperability of systems, new risk management approaches, and other methods to make the programs more cost-effective. The remainder of this section describes the CIA plan in more detail.

5.1 Derived Requirements and Estimated Workload

As noted in Figure 4.0-1, the Agency estimates that potentially 59.3 million pages will be subject to declassification review and redaction. However, not all these pages will require the same level of effort of processing.

Since most records are in physical formats, the records will be converted to an electronic format for efficient and cost-effective operations. For the volume of records facing the CIA, on-line, computer-assisted redaction methods are essential, and manual methods are reserved for back-up and special handling situations only. Some types of media will require special processing to extract the information for review and redaction. Further, difficulty in obtaining such items as appropriate punched card readers, tape drives, film projectors, computer operating systems, and compilers, may limit throughput and require additional resources.

Based on AARC survey results, there are about 16.3 million pages of paper and microform records archived by the Foreign Broadcast Information Service (FBIS) that are unlikely to contain exempt information. With special bulk declassification processing to confirm that records containing exempt information are not in these FBIS files, a significant amount of information may be released relatively expeditiously. The CIA also expects another 3 million pages of as yet unidentified records to be subject to special processing for bulk release. This amounts to an estimated 19.3 million pages (or about one third of the total 59.3 million pages) that through bulk declassification will require only a moderate amount of effort to release.

The remaining 40 million pages of records will be subject to an in-depth review. When the CIA uncovers classified records originated by another agency that appear to meet the criteria for automatic declassification, the Agency will refer these records to the originator for processing and disposition guidance. Further, duplicate records, external referrals to other organizations, and temporary records incorrectly scheduled as

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permanent records will be screened out as early in the process as possible to reduce the amount of records subject to review and redaction.

A CIA *Declassification Guide* will be prepared and submitted to the Director of ISOO for approval by the Interagency Security Classification Appeals Panel (ISCAP). Using this guide, records undergoing review and redaction will be handled in one of two ways. Records that are replete with information that almost invariably falls within the exemption categories will be identified through a thorough page-by-page review and denied in full. Records that are likely to contain some exempt information within largely non-exempt material will be subject to line-by-line review and redaction. The exempt information will be redacted before release. Line-by-line review and redaction is the only practical way for the CIA to release its most historically valuable information.

Since the declassified records will be released to the public, the CIA will make redaction recommendations necessary to satisfy Freedom of

Information Act (FOIA) and Privacy Act (PA) requirements.

There remains uncertainty about the relative amounts of duplicate records, records for external referral, spurious permanent records, records replete with exempt material that will be denied in full, and records requiring line-by-line redaction. For planning purposes to scope throughput and resource requirements, the CIA is estimating a five-year average of 1.5 minutes per page for the 40 million pages subject to declassification review and redaction.

Figure 5.1-1 lays out the proposed schedule to meet the EO requirements, depicting the total number of pages to be reviewed annually for release, for two categories of material: 1) bulk declassification, and 2) review and redaction. Figure 5.1-2 illustrates the scope of the effort by portraying the respective cumulative totals of pages for the two categories and indicates the target percentages to be met to comply with the EO. For requirements planning purposes, the derived requirement is to process 59.3 million

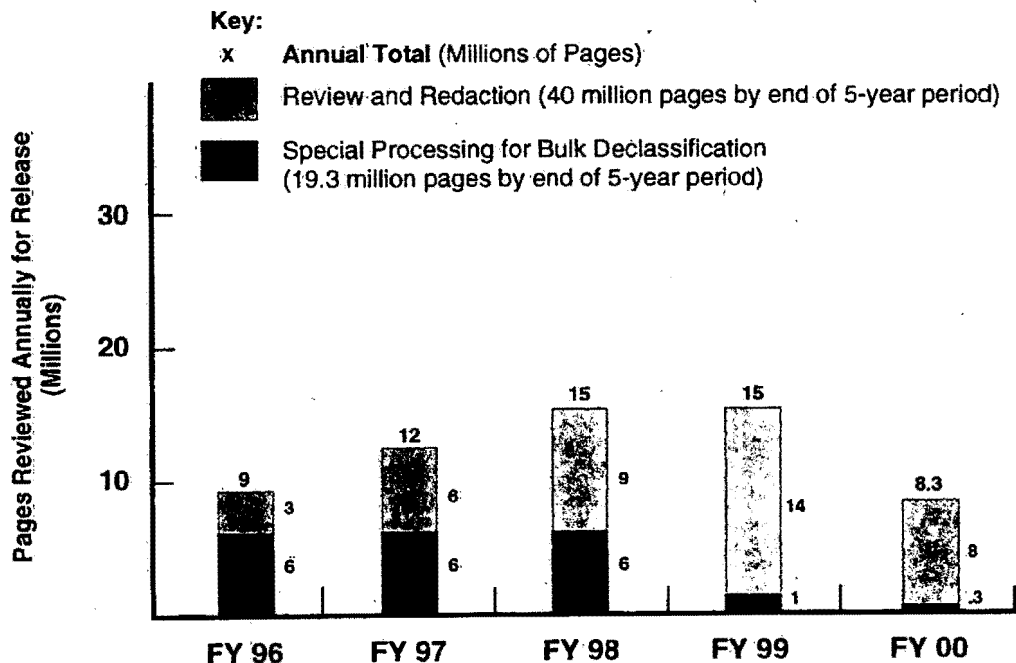


Figure 5.1-1. Proposed Annual Schedule to Meet EO Requirements — Millions of Pages by Category (Bulk Declassification and Review and Redaction)

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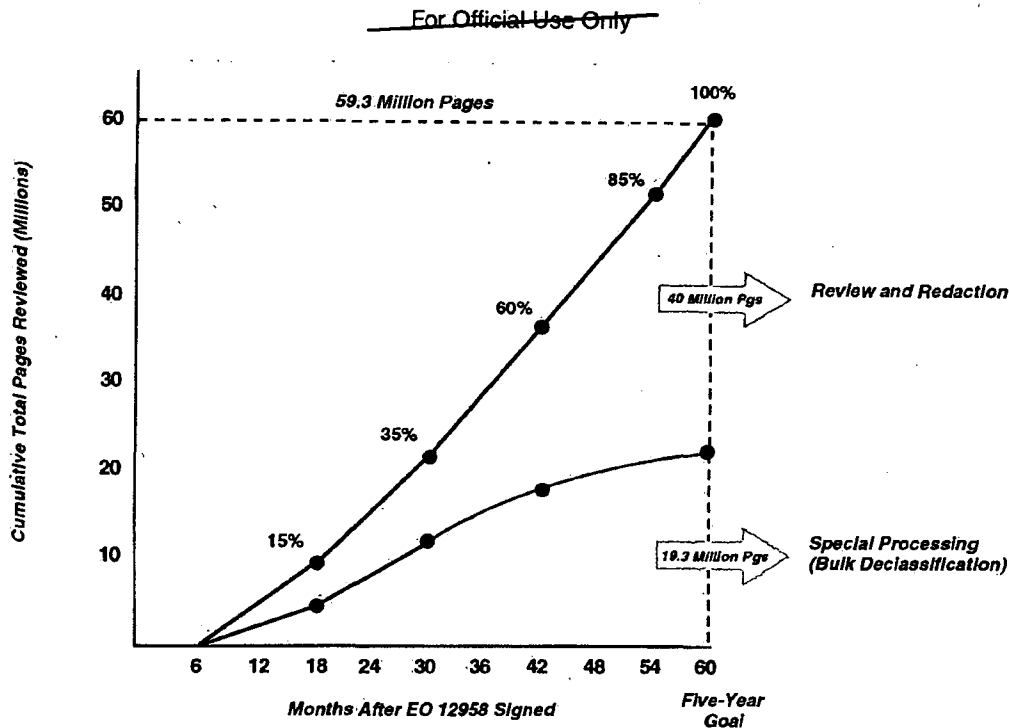


Figure 5.1-2 Proposed Cumulative Total of Pages to be Reviewed and Target Percentages to Meet EO Requirements

pages over five years: 19.3 million pages requiring special processing for bulk release and 40 million pages requiring detailed declassification review and redaction. The more costly review and redaction workload equates to an average of 8 million pages per year or approximately 32,000 pages per day. For the estimated 59.3 million pages to be reviewed and released, the CIA plans to adhere to the schedule depicted in Figures 5.1-1 and 5.1-2. These estimates will be updated, as required, to account for newly-acquired information.

5.2 Concept of Operations

On the basis of these requirements, the CIA proposes that a dedicated facility or "factory" is required for special bulk declassification processing and detailed review and redaction. This factory must achieve and sustain an average throughput of 32,000 redacted pages a day. Figure 5.2-1 shows the broad CIA concept of operations and the role of the CIA Declassification Factory (CDF). In addition to special processing for bulk

declassification, the facility will process records in physical formats and convert them to computer images. The images will be reviewed for exempt information and documents will be either redacted or denied-in-full as appropriate. The candidate record for declassification will be subjected to a quality assurance (QA) review to ensure the *Declassification Guide* has been adhered to and to minimize risk of inadvertent release of classified information. Though review work will be performed by annuitant contractors, a Government staff officer will approve release of the declassified records. External equities will be handled in the most efficient and cost-effective manner. The declassified records will be either made available to the public through Internet or provided to NARA in a compatible media. Originals of the records will be returned to the CIA AARC or other sites until their ultimate disposition is determined.

In order to process the huge volume of affected records in the timeframe mandated by the EO, a new paradigm for declassification is

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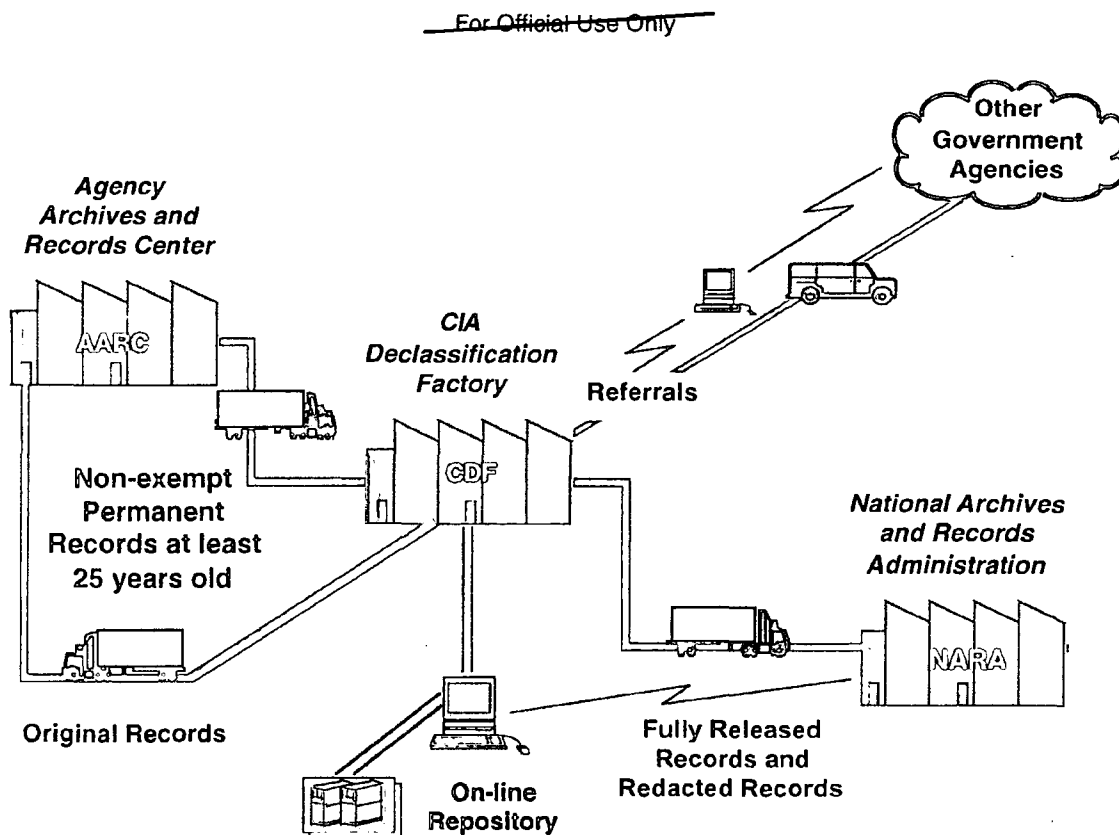


Figure 5.2-1 CIA Concept of Operations and The Role of the CDF

needed. In the past, declassification has been largely a manual process with low throughput. The paradigm shift required is to move from a "cottage industry" to a modern, automated production factory. This shift is required to achieve the production rates necessary and reduce the cost-per-page while protecting exempt information. The conversion to a factory production process requires the use of strategic information technologies such as:

- Document and image management capabilities.
- On-line review and redaction tools.
- Automated workflow processing.

The CDF is an integrated system consisting of three primary elements: 1) a "factory floor" and the associated equipment, computers, software, and communications; 2) the legacy data to

be reviewed, declassified, and released; and 3) human resources to operate and manage the CDF.

Conceptually, the CDF is a production factory. The factory system is illustrated in Figure 5.2-2. The CIA is currently planning to obtain [redacted] square feet of floor space for about [redacted] personnel. The factory's production process stages are illustrated in Figure 5.2-3 and include:

1. Box selection, scheduling, and transfer to the CDF for processing.
2. Box processing at the CDF where the contents of the box are physically inspected, the box, paper and non-paper items are bar-coded into the workflow system database, and paper and microform items are prepared for digital capture; after digital capture, all items are returned to the appropriate box and returned to the AARC or other appropriate site.

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3. Special processing for bulk declassification.
4. Digital capture of all record media and creation of electronic images, bibliographic indices, descriptive keyword indices, and optical character recognition (OCR) conversion to obtain machine-readable text, where feasible.
5. Declassification review and redaction.
6. Quality assurance (QA) and Government staff release approval.
7. CDF product disposition.
8. Exception handling for those records that do not fit the normal workflow process.
9. External referral handling for those records containing Agency equities located in other organizations' holdings and records found in Agency files which must be reviewed by other organizations.

The CDF workflow process is the most critical component of the CDF since it manages the queues necessary for sustained, high throughput. Workflow manages the flow of original physical records, original record images, redacted images, and the disposition of final products. The history of actions performed on a record going

through the factory will be captured and kept as part of the CDF's audit trail. Image workflow is the most demanding component of the CDF-wide workflow system, and it will make maximum use of commercial document image management system products.

The CDF's products will consist of:

- Electronic images of the original records.
- Electronic images of the unclassified, redacted records with exemption rationale.
- Electronic images of the classified records with redaction recommendations, redaction codes, and associated rationale.
- Electronic machine-readable versions of original records (where feasible).
- Electronic machine-readable versions of redacted records with exemption rationale (where feasible).
- Electronic machine-readable versions of the classified records with redaction recommendations, redaction codes, and associated rationale (where feasible).
- Hardcopy and/or microform versions of the redacted records (where necessary).

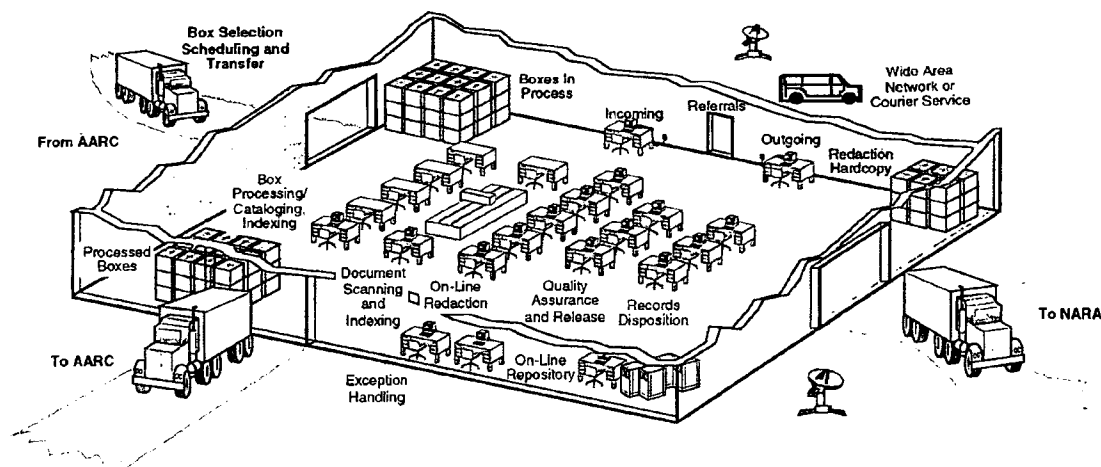


Figure 5.2-2 Conceptual "Factory Floor" of the CDF

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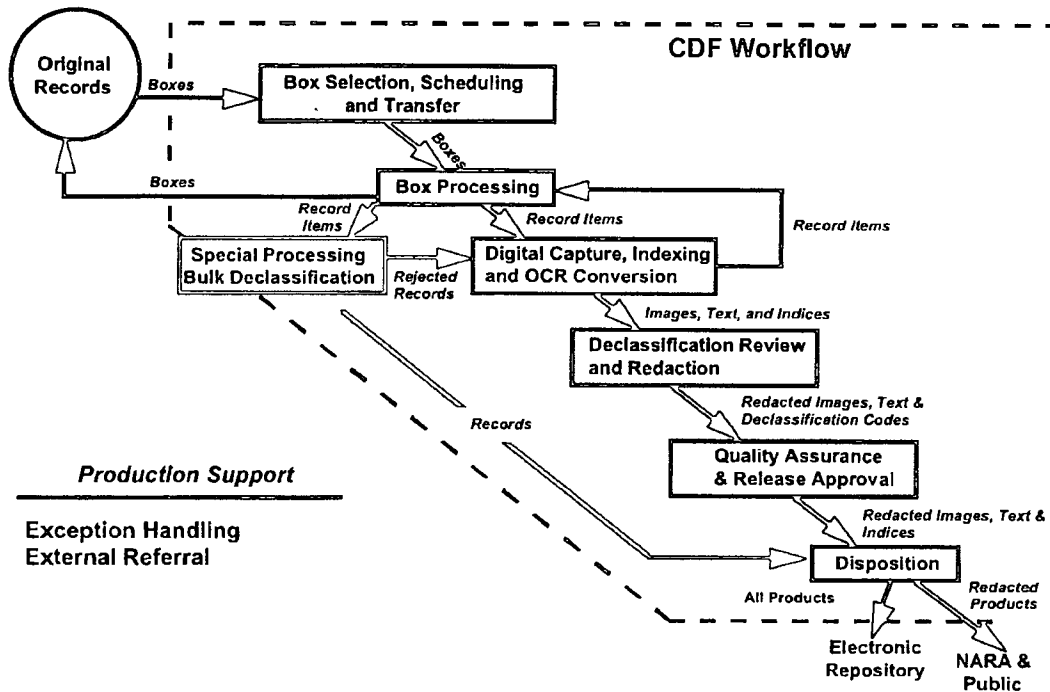
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Figure 5.2-3 CDF Production Process Stages

- Classified and unclassified computer-stored database(s) containing information on original records, redacted records, records undergoing declassification review and redaction, and records on-hold awaiting referral and exception handling responses.

The EO states that the underlying requirement is "that the American people be informed of the activities of their government." The American public are the intended consumers. This includes individuals and groups requesting specific information and researchers involved in informing the public concerning the use of intelligence in recent history. The CIA is required to declassify and release records and to provide a means for searching and retrieving these released records. One option would be to provide the released records through Internet. CIA will also explore alternative options for disposition with the National Archives and Records Administration (NARA).

In coordination with NARA, the CIA may directly provide public access to declassified information through the Internet.

5.3 Resources, Schedule, and Milestones

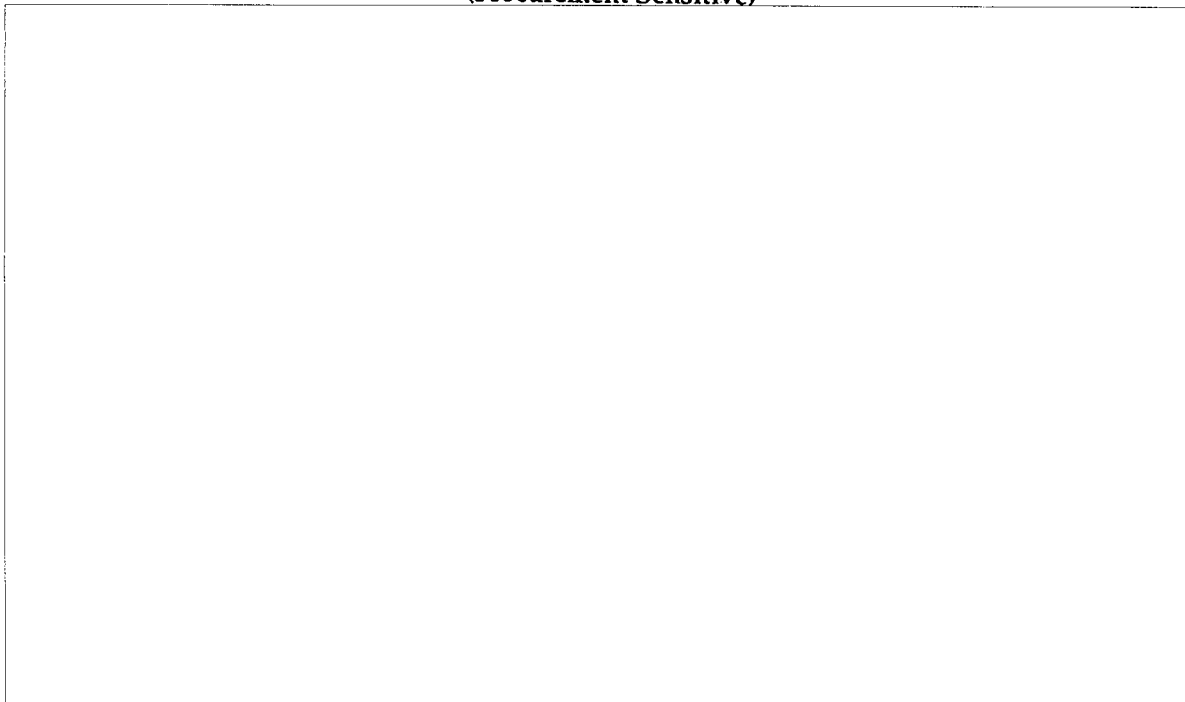
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**Table 5.3-1 Estimated CIA Costs for 25-Year Automatic Declassification by Fiscal Year
(Millions of 1995 Dollars)
(Procurement Sensitive)**

(b)(3)
(b)(5)



The infrastructure line item in Table 5.3-1 includes the costs for the physical facility and the automation hardware, software, network, and communications costs. However, it does not include the costs to provide Internet access for the public.

This Compliance Plan is subject to change based on funding availability. The budget profile is subject to change, and any changes may impact the Agency's ability to meet the EO's quantitative and schedule requirements. The House Permanent Select Committee on Intelligence (HPSCI) has included the following language in the House Version of the Intelligence Authorization Act for Fiscal Year 1996:

(b)(3)
(b)(5)

"SEC 307. LIMITATION ON AVAILABILITY OF FUNDS FOR AUTOMATIC DECLASSIFICATION OF RECORDS OVER 25 YEARS OLD:

(a) **GENERAL.**-Each agency of the National Foreign Intelligence Program shall use no more than \$2,500,000 of the amounts authorized to be appropriated by this Act to carry out the provisions of section 3.4 of Executive Order 12958.

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(b) REQUIRED BUDGET SUBMISSION.-The President shall submit for fiscal year 1997 and each of the following five years a budget request which specifically sets forth the funds requested for implementation of section 3.4 of Executive Order 12958."

To meet the EO requirement to review and release 15 percent of the affected holdings by 14 October 1996, it will be necessary to establish an interim redaction capability in October 1995. The business strategy for interim redaction is to target DCI priority paper media records needing little redaction, and special processing (bulk declassification) opportunities. The interim capabilities will involve about [] individuals who will review, redact, and perform a QA check of the records using the interim automation tools. They will be supported by another [] individuals processing boxes and digitally capturing documents. The process may commence using manual methods augmented by limited automated tools. Additional automation will be introduced on a continuing basis depending on technical availability and funding.

In late spring of 1996, the interim redaction capabilities will be expanded from [] individuals to [] individuals to achieve initial operational capability (IOC). Paper media will remain the focus of declassification activities. At IOC, there will be minimum automation of all CDF production stages. IOC in the third quarter of FY96 is a firm requirement if the CIA is to meet the EO requirement of 15 percent (9 million pages) reviewed by 14 October 1996.

Full operational capability (FOC) is planned for summer of 1996. This gives the Agency a few months of full capability before the October deadline. At FOC, there will be [] individuals involved in review, redaction, and QA check of paper and non-paper items with another [] individuals supporting them. Also, up to [] Government staff officers will be onboard to manage the effort and authorize release of declassified records. Full automation will be achieved by FOC. Following FOC, the CDF will begin to process microform records in quantity.

Achieving FOC is not the end of phased operations. Over the remaining years, the CDF will undergo an aggressive effort of continuous process improvement. This will include total quality management and business process reengineering initiatives. Processing of all media will be improved to reduce cost, increase productivity, and reduce the risk of inadvertent release. Processes will be examined using CDF performance metrics to explore alternative procedures and new technologies.

6.0 Record-Keeping Databases

Implicit in the Agency's review and declassification process is the concept that through automation, CIA will acquire the necessary record-keeping data called for in the Executive Order.

In its guidance, ISOO has suggested that for agencies receiving large quantities of classified records from other agencies or distributing similar amounts to other agencies, two actions should be considered: (a) designating a specific office as a clearinghouse for transmitting and receiving such information; and (b) establishing an automated database(s) to track information about these records. CIA's plan calls for the establishment of an External Referral Unit (ERU) as part of the declassification factory to coordinate the handling and tracking of external referrals to and incoming referrals from other agencies.

Section 3.8 of the EO calls for the following actions to occur in establishing a *Declassification Database* of Government-wide information.

"(a) The Archivist in conjunction with the Director of the Information Security Oversight Office and those agencies that originate classified information, shall establish a Government-wide database of information that has been declassified. The Archivist shall also explore other possible uses of technology to facilitate the declassification process.

(b) Agency heads shall fully cooperate with the Archivist in these efforts.

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(c) Except as otherwise authorized and warranted by law, all declassified information contained within the database established under paragraph (a), above, shall be available to the public."

To support this requirement, the CIA plans to capture bibliographic information on each record it processes in the CDF. A bibliographic index is structured to contain at least a minimum of information to support search and retrieval. In addition, an on-line image of the redacted record, in conjunction with its associated index information will be stored in an electronic repository. This on-line, redacted record could be made available to the public either through the Internet or through NARA. Hardcopy and softcopy versions of redacted records can be provided directly to NARA, with on-line versions as the preferred medium. Discussions are planned with NARA on these disposition issues.

Prior to the release of any redacted record the Agency will review the material to ensure that there are no violations of the Freedom of Infor-

mation Act constraints or Privacy Act constraints. This review will be integrated into the general declassification review.

7.0 Conclusion

This document sets forth CIA's implementation plan to comply with the requirements of Section 3.4 of EO 12958. It lays out an ambitious but feasible approach to transition declassification processes from a largely manual "cottage industry" strategy to a high-volume, on-line factory process. Only with this factory process can we, by April 2000, review and declassify the estimated 59.3 million pages affected by the EO. The CIA considers this EO an opportunity, as well as a challenge.

The CIA believes the declassification of such a large volume of CIA records will have significant historical value and help to clarify to the American public the contribution of intelligence. It will also significantly contribute to meeting the President's commitment to a more open Government.

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