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"Rummaging in the government's attic"

Description of document: Office of the Director National Intelligence (ODNI) Update on the President's Daily Brief (PDB), February 2017

Requested date: 31-August-2017

Released date: 16-March-2018

Posted date: 18-June-2018

Description of document: The portions of documents released in ODNI case DF 2017-00390 marked "NON-RESPONSIVE," 2018

Requested date: 16-June-2018

Released date: 05-October-2020

Update posted date: 02-November-2020

Note: Material released 05-Oct-2020 starts on PDF page 19

Source of documents: FOIA Request
FOIA/Privacy Act Office
Office of the Director of National Intelligence (ODNI)
Washington, DC 20511
Fax: (703) 275-1299
Email: DNI-FOIA@dni.gov

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MAR 16 2018

Re: ODNI Case DF-2017-00390

This responds to your request dated 31 August 2017 (Enclosure 1), received in the Information Management Division of the Office of the Director National Intelligence (ODNI) on 1 September 2017. Pursuant to the Freedom of Information Act (FOIA) you requested **"a copy of any new guidelines for or memos regarding the preparation and formatting of the President's Daily Brief."**

Your request was processed in accordance with the FOIA, 5 U.S.C. § 552, as amended. A search of our records located documents responsive to your request (Enclosure 2). As indicated on the documents, they were recently processed in response to another FOIA request. FYI, that case was processed thru litigation and you are being provided a copy of the documents as they were finally released. Some information warrants continued protection pursuant to the following FOIA exemptions:

- (b)(1), which applies to information that is currently and properly classified under Executive Order 13526, Section 1.4(c).
- (b)(3) applies to information exempt by statutes; the specific statutes applicable to this case are: 50 U.S.C. § 3024(m)(1), which protects, among other things, the names and identifying information of ODNI personnel; and 50 U.S.C. § 3024(i)(1), which protects intelligence sources and methods.
- (b)(5) protects privileged interagency or intra-agency information.
- (b)(6) applies to records which, if released, would constitute a clearly unwarranted invasion of the personal privacy of individuals.

In addition, the CIA has determined that some of their information must be withheld pursuant to FOIA exemptions (b)(3) and (b)(6). Exemption (b)(3) pertains to Section 6 of the Central Intelligence Agency Act of 1949, 50 U.S.C. § 3507, and/or Section 102A(i)(1) of the National Security Act of 1947, 50 U.S.C § 3024(i)(1).

If you have any questions, feel free to email our Requester Service Center at DNI-FOIA@dni.gov or call us at (301) 243-1499. You can also contact ODNI's FOIA Liaison at DNI-FOIA-Liaison@dni.gov.

Sincerely,



Sally A. Nicholson

Chief FOIA

Information Management Division

Enclosures

~~SECRET/NOFORN~~

~~(S//NF)~~ **Update on the PDB, February 2017**

~~(S//NF)~~ Thank you for your continued support and flexibility as we work together to support President Trump and his senior advisors. Below are some guidelines and best practices on the PDB that ODNI shared with the PDB Advisory Board.


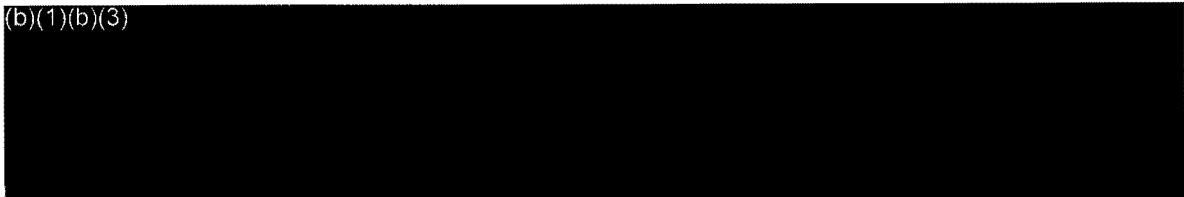
~~(S//NF)~~ **Content:**

- (b)(3)(b)(1)

-
-
-
- Limit **acronym** use please.
- (b)(1)(b)(3)

-

~~(S//NF)~~ **Process:**

- (b)(1)(b)(3)

- Please make **Background Notes** robust, including recent history on the evolution of the story.
- **Source attributions** remain an important element of PDB articles.
- (b)(1)(b)(3)

-

~~SECRET/NOFORN~~

From: (b)(3)
To:
Subject: FW: PDB Advisory Board Notes from our meeting last week
Date: Friday, September 01, 2017 1:33:06 PM
Attachments: PDB Advisory Board Feb 2017.docx

Classification: ~~SECRET//NOFORN~~

(b)(3) CIA



=====

Very Respectfully,

(b)(3)



From: (b)(3)
Sent: Tuesday, February 14, 2017 1:00 PM
To: (b)(3); (b)(6)

(b)(3); (b)(6) ODNI & CIA



Subject: PDB Advisory Board Notes from our meeting last week

(b)(3)



All—

Sorry for the delay in sending out these notes from our PDB Advisory Board meeting last week. I hope you find them helpful.

(b)(3)



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Classification: ~~SECRET//NOFORN~~

=====
Classification: ~~SECRET//NOFORN~~

Non-Responsive Record



(b)(3)



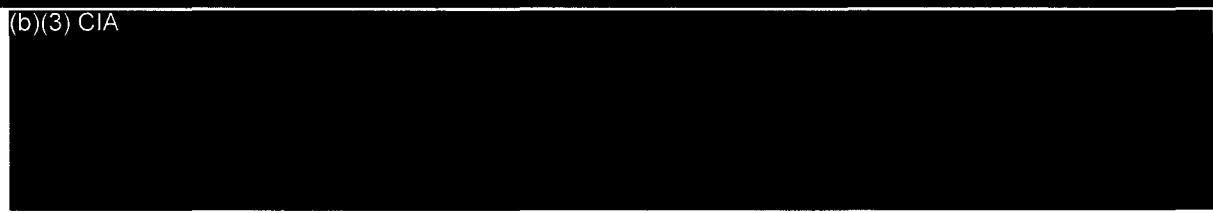
Subject: FW: Updates on the PDB

Importance: High

(b)(3)



(b)(3) CIA



(b)(3)



Non-Responsive Record



Regards,

(b)(3)



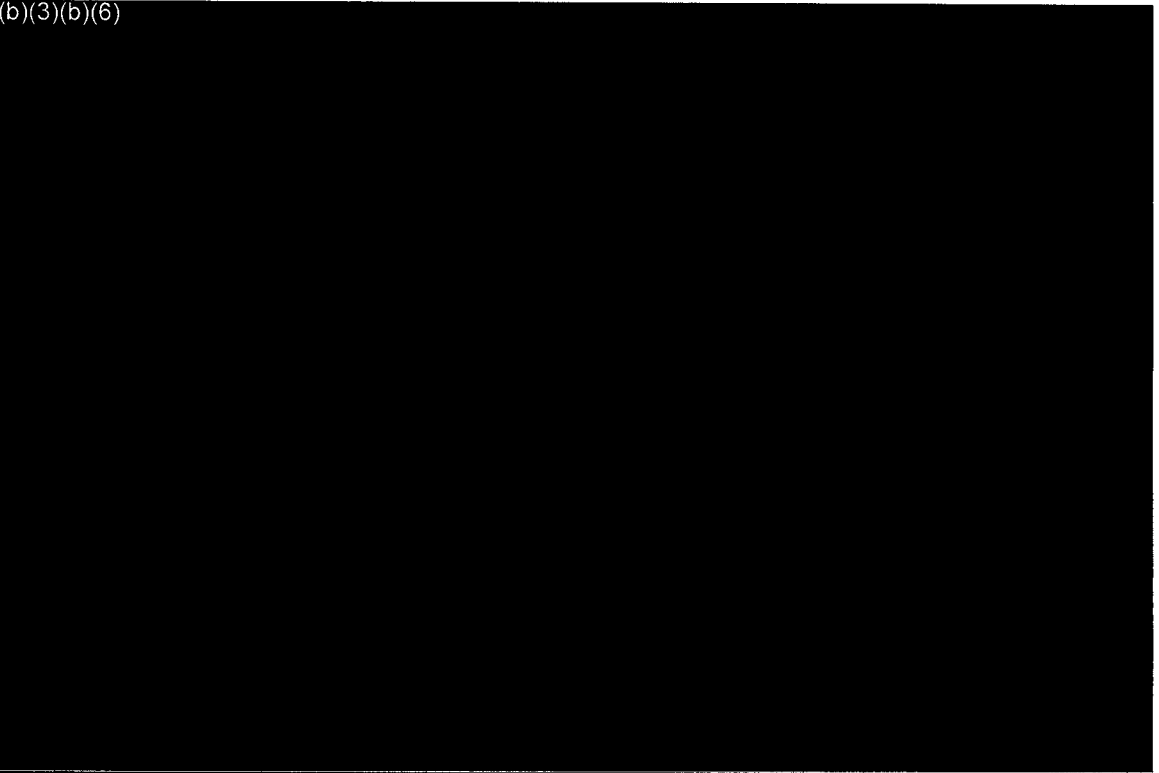
Non-Responsive Record



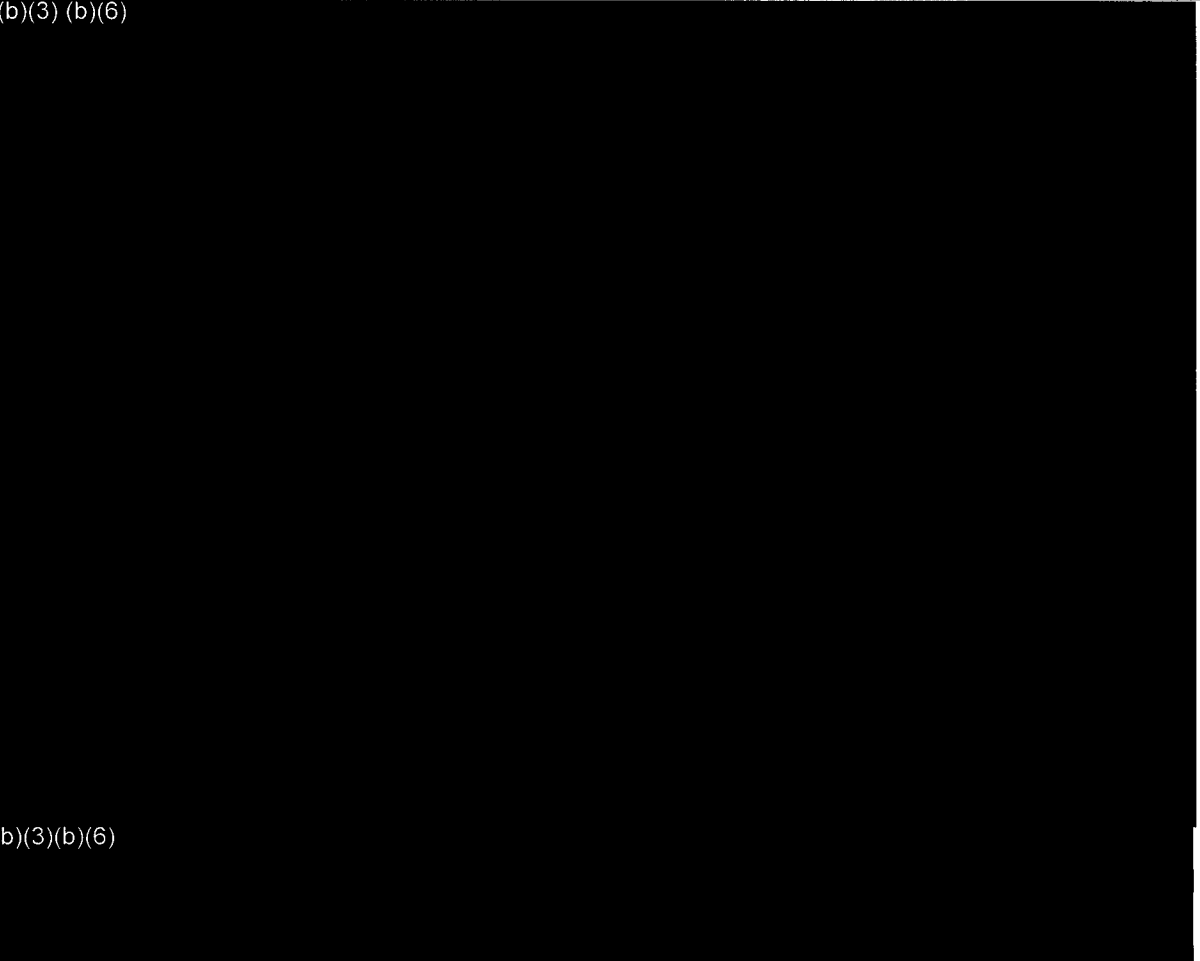
(b)(3)



(b)(3)(b)(6)




(b)(3) (b)(6)



(b)(3)(b)(6)

(b)(3)(b)(6)



Subject: Updates on the PDB
Importance: High

(b)(3)



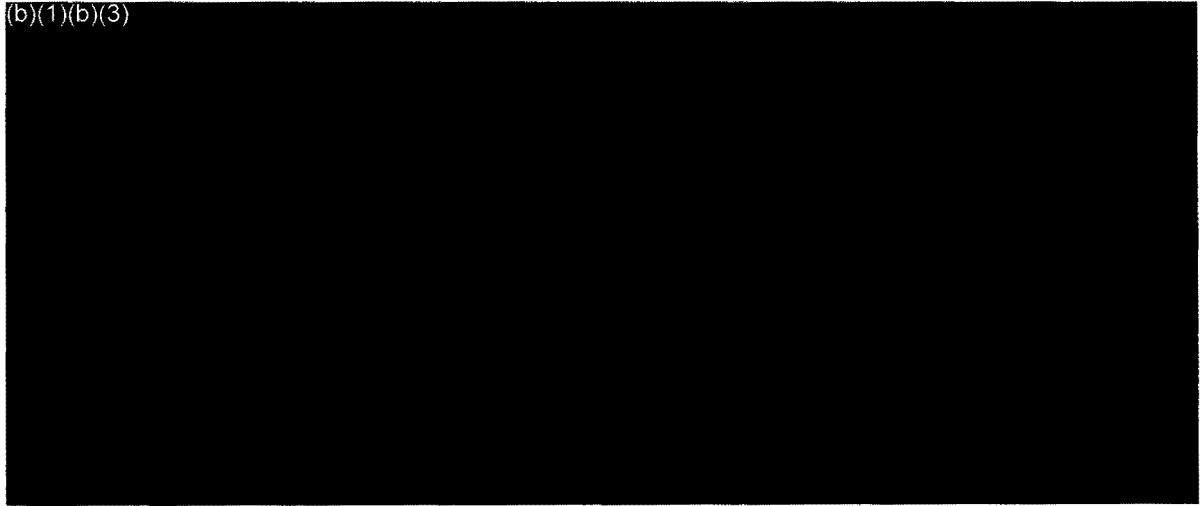
=====

First, I'd like to thank you and all your officers who have been amazing in helping us to get through the period between the election and the inauguration. As with every transition, we worked hard to get to know our newest customers while we continued our exceptional service to the Obama administration.

As we begin to serve President Trump, we will introduce some small changes to the PDB. Each administration is different in how, when, and what they want in their PDB, and as we obtain more feedback from our customers, we may introduce additional changes.

* Beginning Monday, the book will consist of three, one(ish)-page articles and a short Executive Update. The "ish" means we may allow a few of lines to float to a second page, but in general, we will hold pieces to one page.

(b)(1)(b)(3)



Non-Responsive Record



Non-Responsive Record



Please feel free to contact me with any questions!

(b)(3)



(b)(3)



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Classification: ~~SECRET//NOFORN~~

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Classification: ~~SECRET//NOFORN~~

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Classification: ~~SECRET//NOFORN~~

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Classification: ~~SECRET//NOFORN~~

Non-Responsive Record



From: (b)(3)(b)(6) CIA

Sent: Thursday, January 12, 2017 5:34 PM

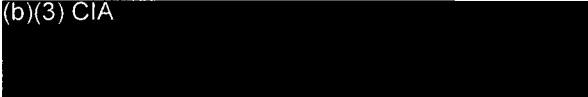
To: (b)(3) (b)(3) (b)(6) CIA

Cc: (b)(3) (b)(6) CIA

Subject: Updates to PDB (b)(3)

Classification: ~~CONFIDENTIAL//NOFORN~~

(b)(3) CIA



=====


Hi (b)(3) and (b)(3)(b)(6) CIA

(b)(5)



I will drop off a printout of the pdf tomorrow morning. (b)(3) would you mind printing out a copy of the PDF on the printers that the (b)(3) will use?

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




A new set of restricted handling markings were developed for the PDB 4.0 print and tablet versions

to clarify handling instructions and meet compliance requirements for accessibility.

- **Consistency and Handling:** Handling markings in previous versions of the PDB have not been consistent in size, page placement, or labeling. These inconsistencies increase the time it takes the reader to identify the level of handling required. The new handling markings address these areas of concern without additional distraction. The new markings place handling instructions closer to the content to which they pertain, creating a stronger connection between the information. In addition, the location of the new marking permits seamless placement on subsequent pages, reinforcing the handling requirement throughout the article.
- **Accessibility:** The corner marking system poses accessibility problems for individuals with color blindness or visual impairments, as red is not an easily discernible color and the corner marking does not include a text-based alternative. The new handling markings establish clear information hierarchy and sets handling expectations up front. The association of the text with the stripe icons provides an additional way through which a reader with visual impairments can determine the required handling of the content.

Thank you!

(b)(3) (b)(6) CIA



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Classification: ~~CONFIDENTIAL//NOFORN~~

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Classification: ~~CONFIDENTIAL//NOFORN~~

From: (b)(3)
To:
Subject: FW: Minor updates FYSA
Date: Friday, September 01, 2017 2:04:02 PM

Classification: ~~CONFIDENTIAL//NOFORN~~

(b)(3) CIA

=====

Very Respectfully,

(b)(3)

From: (b)(3) & (b)(6) CIA

Sent: Wednesday, May 10, 2017 10:33 AM

To: (b)(3)(b)(6) CIA

Cc:

Subject: Minor updates FYSA

Classification: ~~CONFIDENTIAL//NOFORN~~

(b)(3) CIA

=====

Briefers,

Non-Responsive Record

Non-Responsive Record


(b)(3)

(b)(3)



Thanks and have a good rest of the week, (b)(3) (b)(6) CIA

(b)(3) (b)(6)CIA

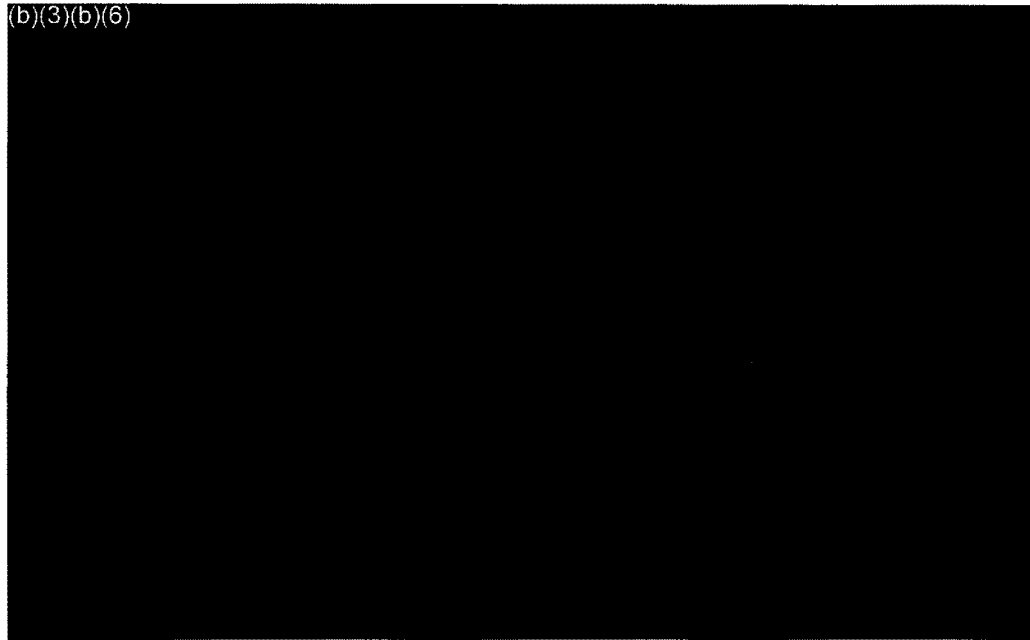


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Classification: ~~CONFIDENTIAL//NOFORN~~

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Classification: ~~CONFIDENTIAL//NOFORN~~

From:
To:

(b)(3)(b)(6)



Cc:

Subject: PDB Best Practices...please share with your workforce
Date: Tuesday, August 22, 2017 4:31:05 PM

Classification: ~~SECRET//NOFORN~~

(b)(3)

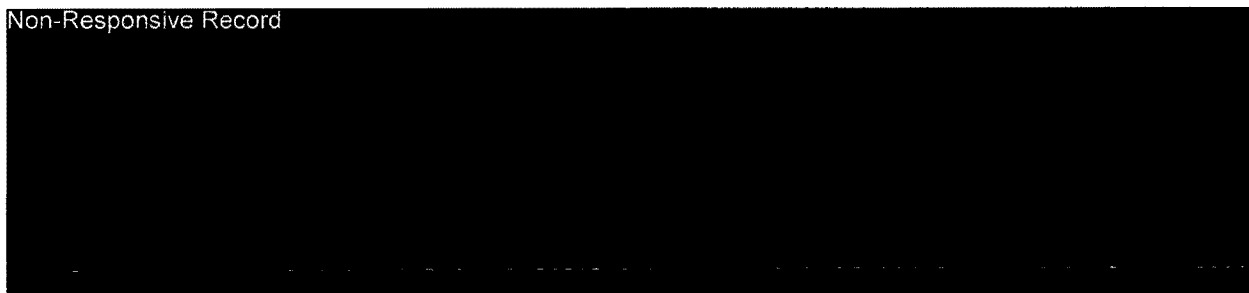


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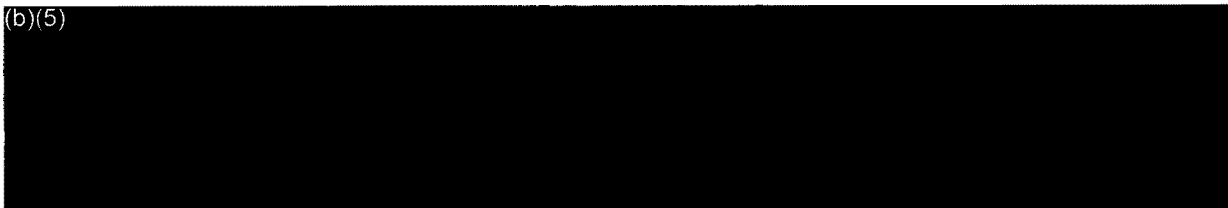
Dear Colleagues,

I'm hoping that your summer is going well...it is NOT over yet! As we move toward fall, I thought it would be a good time to share some feedback from key customers about what is working and where we might seek to adapt to their needs. Please feel free to share this note widely among analysts and managers.

Non-Responsive Record





(b)(5)



(b)(5)



Format. We are not stuck with one paragraph and multiple tics IF the topic deserves a longer treatment. If you have two clear analytic judgments, you can use two paragraphs. (b)(5)



Visuals, visuals, visuals. It remains true that a picture is worth a thousand words. Too often we are asking for visuals in the very last stages of review; this limits our ability to generate sophisticated graphics. Assume that most pieces benefit from a visual. Try to limit the amount of text and give your graphic designer license to be creative in telling your story...you may be surprised. We are open to ideas for videos as well.

=====
Classification: ~~SECRET//NOFORN~~



President's Daily Brief
Memorandum for the Person's Title Goes Here

Thursday, 2 February 2017

(b) (3)

(b) (3)

Title Goes Here

Body Starts Here

OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE
WASHINGTON, DC

October 5, 2020

Re: ODNI Case DF-2018-00216

This letter responds to your Freedom of Information Act ("FOIA") request dated and received by the Information Management Office (IMO) on 16 June 2018, in which you requested the review for release of *"a copy of the portions of these DNI Documents that are currently marked: NON-RESPONSIVE."* In a subsequent email dated and received by the IMO on 25 June 2018, you clarified that you were seeking *"documents released in ODNI case DF 2017-00390, specifically on pages 4, 5, 6, 8, 9, 10, 12, and 14"* (Enclosure 1).

A review of DF-2017-00390 has been conducted and four records responsive to your request were located (Enclosure 2). No portions marked as "non-responsive" were located on page 6. With regard to the eight specific sections previously released as "non-responsive," all records are being released to you in part with the following exemptions:

- (b)(3), which applies to information exempt from disclosure by statute. The relevant statutes are: the National Security Act of 1947, as amended, 50 U.S.C. § 3024(m)(1), which protects, among other things, the names and identifying information of ODNI personnel; and 50 U.S.C. § 3024(i)(1), which protects information pertaining to intelligence sources and methods.
- (b)(6), which applies to information, the release of which would constitute a clearly unwarranted invasion of the personal privacy of individuals.

All reasonably segregable, non-exempt information has been released to you.

You may contact me, the FOIA Public Liaison, at dni-foia-liaison@dni.gov or (301) 243-2025 for any further assistance or to discuss any aspect of your request. You may also contact the Office of Government Information Services ("OGIS") of the National Archives and Records Administration to inquire about the mediation services they provide. OGIS can be reached by mail at 8601 Adelphi Road, Room 2510, College Park, MD 20740-6001; telephone (202) 741-5770; facsimile (202) 741-5769; Toll-free (877) 684-6448; or email at ogis@nara.gov.

If you are not satisfied with my response to your request, you may administratively appeal by submitting a written request to the Chief FOIA Officer, c/o Director, Information Management Office, Office of the Director of National Intelligence, Washington, DC 20511 or dni-foia@dni.gov. The request letter and envelope or subject line of the email should be marked "Freedom of Information Act Appeal." Your appeal must be postmarked or electronically transmitted within 90 days of the date of this letter.

OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE
WASHINGTON, DC

If you have any questions, please feel free to contact our Requester Service Center at [dni-foia@dni.gov](mailto:foia@dni.gov) or (301) 243-1499.

Sincerely,

A handwritten signature in black ink that reads "Sally A. Nicholson". The signature is written in a cursive style with a large, stylized "S" and "N".

Sally A. Nicholson
Chief, Information Review &
Release Group
FOIA Public Liaison
Information Management Office

Enclosures

Enclosure 1

Enclosure 2a

Section previously marked non-responsive

(b)(3), (b)(6)

Subject: FW: Updates on the PDB
Date: Friday, September 01, 2017 10:27:20 AM
Importance: High

Classification: ~~SECRET//NOFORN~~

Classified By: (b)(3), (b)(6)
Derived From: ODNI CG v3.0 31 May 2016
Declassify On: 20421231
=====

V/R,

(b)(3), (b)(6)

Chief of Staff

President's Daily Brief

Office of the Director of National Intelligence

(b)(3), (b)(6)

(b)(3)

Subject: FW: Updates on the PDB

Importance: High

(b)(3)

(b)(3) CIA

(b)(3)

Section previously marked non-responsive

(b)(3), (b)(6) asked me to pass along the below as the current updated guidance on the PDB production and changes for the new Administration.

Regards,

(b)(3)



Section previously marked non-responsive

From: (b)(3), (b)(6)
Sent: Wednesday, January 25, 2017 9:25 AM
To: (b)(3), (b)(6)
Subject: FW: Updates on the PDB
Importance: High

Classification: ~~SECRET//NOFORN~~

Classified By: (b)(3), (b)(6)
Derived From: ODNI CG v3.0 31 May 2016
Declassify On: 20421231

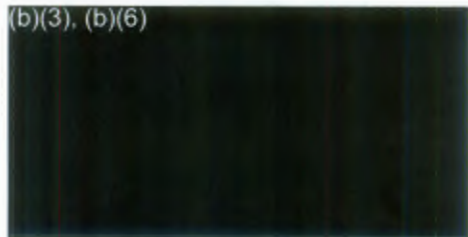
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(b)(3), (b)(6)



Deputy Director, President's Daily Brief

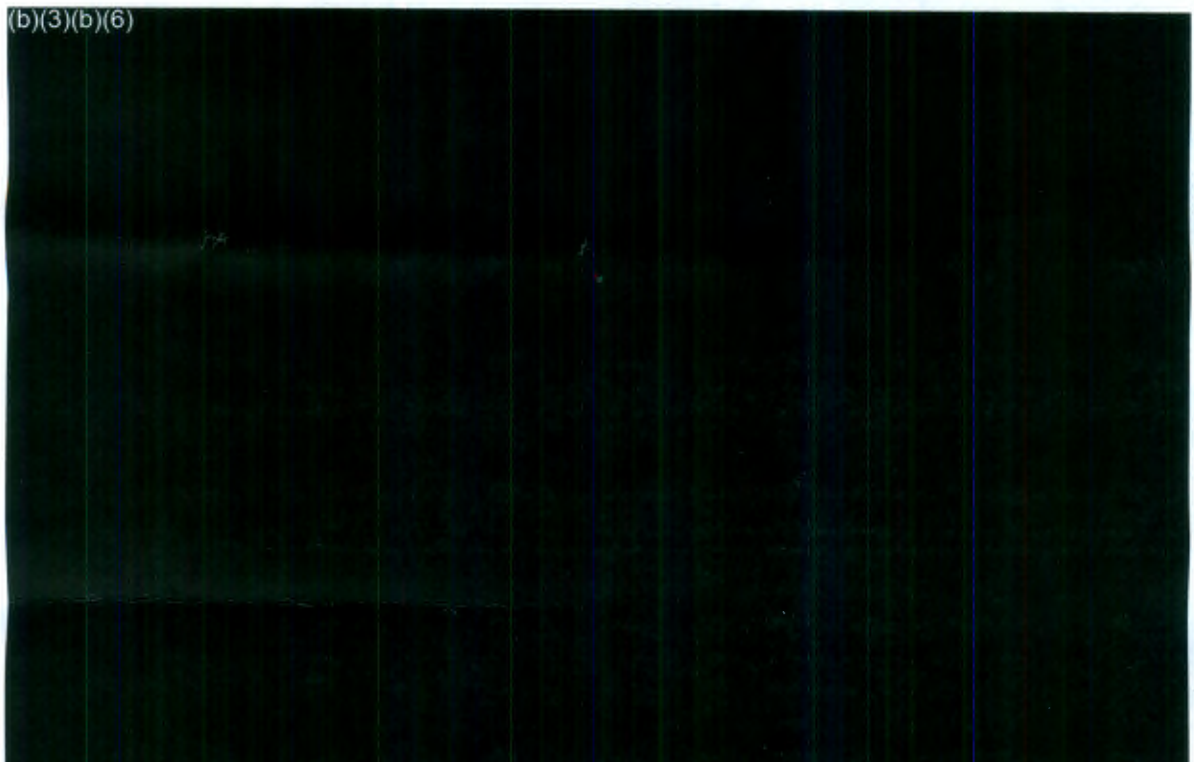
(b)(3), (b)(6)



(b)(3)




(b)(3)(b)(6)




(b)(3) (b)(6)



(b)(3)(b)(6)



(b)(3)(b)(6)



Subject: Updates on the PDB
Importance: High

(b)(3)



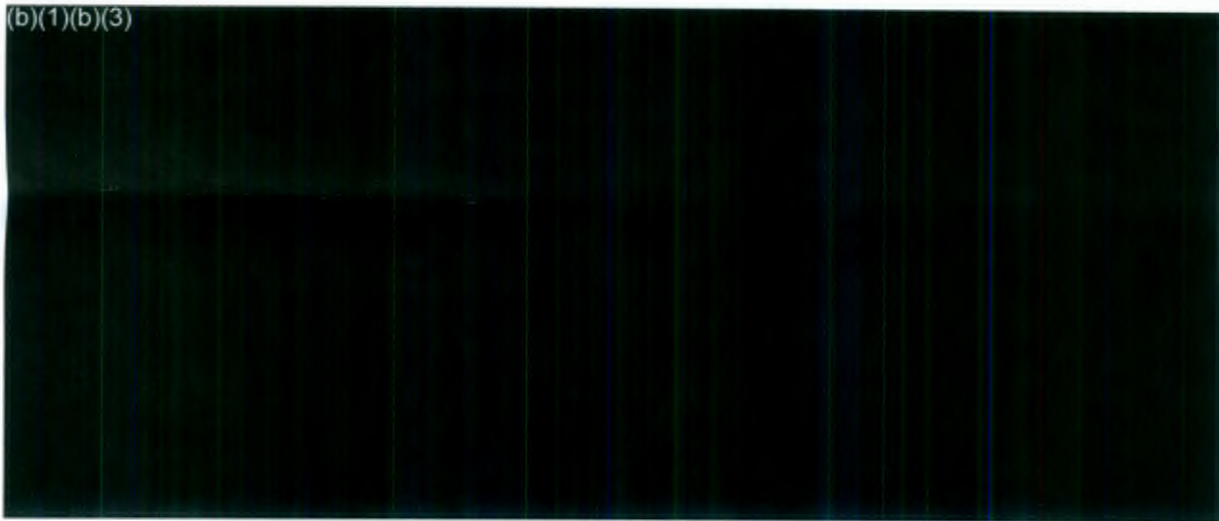
=====

First, I'd like to thank you and all your officers who have been amazing in helping us to get through the period between the election and the inauguration. As with every transition, we worked hard to get to know our newest customers while we continued our exceptional service to the Obama administration.

As we begin to serve President Trump, we will introduce some small changes to the PDB. Each administration is different in how, when, and what they want in their PDB, and as we obtain more feedback from our customers, we may introduce additional changes.

* Beginning Monday, the book will consist of three, one(ish)-page articles and a short Executive Update. The "ish" means we may allow a few of lines to float to a second page, but in general, we will hold pieces to one page.

(b)(1)(b)(3)



Section previously marked non-responsive

My Replacement:

You may have heard that my replacement will be Beth Sanner, currently Deputy Chair of the NIC. In mid-March, she will begin her read in, and my last day will be 31 March. We have two months of hard work together, and I look forward to continuing our exciting mission. Please join me in welcoming Beth as the next Director of the PDB.

* I am still firming up my next assignment, as I will first be taking two months off to sleep :). It has been an honor working with you!

(b)(3)



Section previously marked non-responsive

(b)(3)



Please feel free to contact me with any questions!

(b)(3)



(b)(3)



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Classification: ~~SECRET//NOFORN~~

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Classification: ~~SECRET//NOFORN~~

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Classification: ~~SECRET//NOFORN~~

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Classification: ~~SECRET//NOFORN~~

Enclosure 2b

From: (b)(3)
To:
Subject: FW: Minor updates FYSA
Date: Friday, September 01, 2017 2:04:02 PM

Classification: ~~CONFIDENTIAL//NOFORN~~

(b)(3) CIA

Very Respectfully,

(b)(3)

From: (b)(3) & (b)(6) CIA
Sent: Wednesday, May 10, 2017 10:33 AM
To: (b)(3)(b)(6) CIA
Cc:
Subject: Minor updates FYSA

Classification: ~~CONFIDENTIAL//NOFORN~~

(b)(3) CIA

Briefers,

Section previously marked non-responsive

(b)(3)

(b)(3)

(b)(3)




(b)(3)



Thanks and have a good rest of the week, (b)(3) (b)(6) CIA

(b)(3) (b)(6)CIA



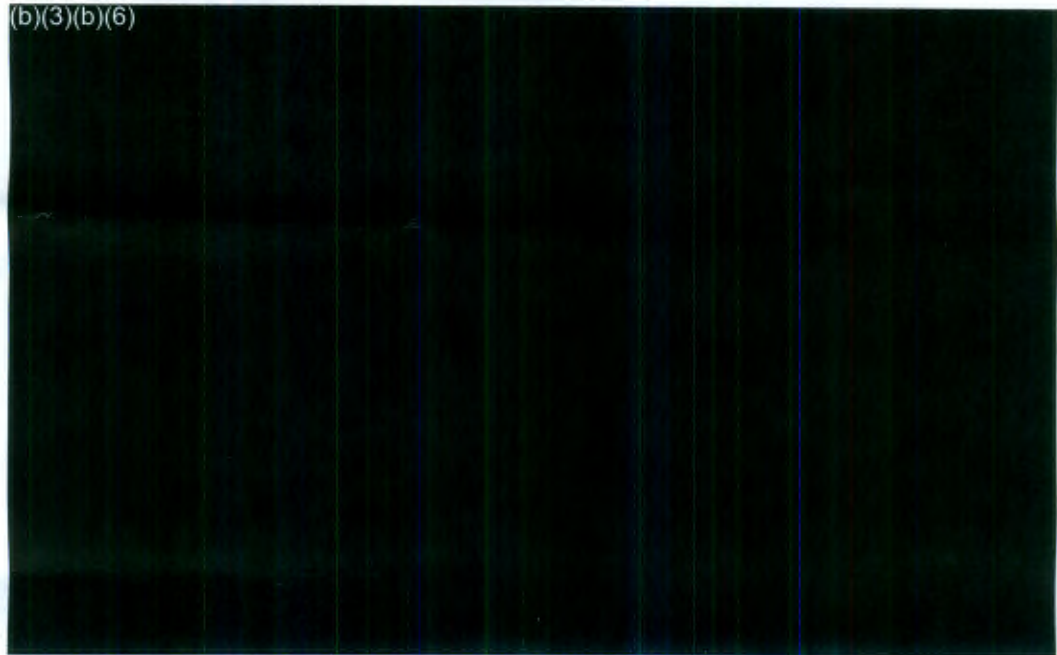
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Classification: ~~CONFIDENTIAL//NOFORN~~

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Classification: ~~CONFIDENTIAL//NOFORN~~

Enclosure 2c

From:
To:

(b)(3)(b)(6)



Cc:

Subject: PDB Best Practices...please share with your workforce
Date: Tuesday, August 22, 2017 4:31:05 PM

Classification: ~~SECRET//NOFORN~~

(b)(3)



=====

Dear Colleagues,

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Section previously marked non-responsive

(b)(3)



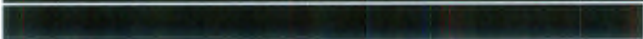
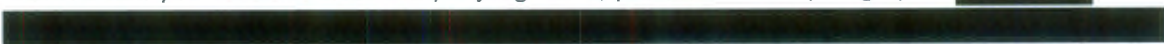
(b)(5)



(b)(5)



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=====
Classification: ~~SECRET//NOFORN~~

Enclosure 2d

Section previously marked non-responsive

From: (b)(3), (b)(6)
To:
Subject: FW: Updates to PDB 4.0 Print version for Izzy and Review
Date: Friday, September 01, 2017 1:17:05 PM
Attachments: [1-12_PDB 4.0 Print updates.pdf](#)

Classification: ~~CONFIDENTIAL//NOFORN~~

(b)(3)

Very Respectfully,

(b)(3), (b)(6)

From: (b)(3)(b)(6) CIA

Sent: Thursday, January 12, 2017 5:34 PM

To: (b)(3) (b)(3)(b)(6) CIA

Cc: (b)(3)(b)(6) CIA

Subject: Updates to PDB (b)(3)

Classification: ~~CONFIDENTIAL//NOFORN~~

(b)(3) CIA

Hi (b)(3) and (b)(3)(6) CIA

(b)(5)

I will drop off a printout of the pdf tomorrow morning (b)(3) would you mind printing out a copy of the PDF on the printers that the (b)(3) will use?

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

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