

AGENDA

Meeting with JFK ARRB Staff

Monday, 17 March 1997

2C06 IP Building

1:00 p.m.

1. Records Management Briefing

Becky Rant, DA/IRO

DA/IMO

2. Cable Process

Agency Network Mgt. Center, OIT

3. Questions & Answers

SECRETRETURN TO CIA
Background Use Only
Do Not Reproduce

John -

Thank you for agreeing to participate in briefing the JFK Assassination Records Review Board (ARRB) to be held on Monday, 17 March, at 2:00 p.m., in 2C06 IP Bldg. I regret the short notice. As we discussed, the ARRB has asked for information relating to the creation, transmission, and dissemination of cables and your name instantly came to mind. Their specific questions are:

1- Can you describe the cable process in place in the Agency during the 1960-1964 time period?

Prior to 1962 messages were delivered to the DPD (Development Products Division) at 1717 H Street or to the Communications Center at "L" ^{Building} Street. In addition there also was a Q building that received special traffic.

After 1962 messages came into the CIA Headquarters and were processed in different areas depending on the types of traffic.

Imagery traffic would be sent to to a specific floor for the imagery personnel. Intercept and Special Programs would either be passed to a Special Sections Area of the Communications Center or to the Cable Secretariat.

2- How did cables come in?

Messages came in from the field via the [redacted]
[redacted]

3- How were they decrypted?

Messages were deciphered using a OTT (One Time Tape) or a OTP (One Time Pad) process.

SECRETRETURN TO CIA
Background Use Only
Do Not Reproduce

SECRETRETURN TO CIA
Background Use Only
Do Not Reproduce

4- What happened from the time a cable was sent from a field site until it arrived

on a desk at Headquarters?

Messages sent from a field site ^{decrypted & processed} would be passed to a communicator, ^{messages going out} encrypted and transmitted via

High Frequency Radio. The message received from and relayed to headquarters and then it was decrypted.

The analyst of the Cable Secretariat would then read the message and match what they read against customer requirements. They then would have a typist type the dissemination on the message. The message then would be picked up from the message center by the various staffs and or divisions.

5- How were cables disseminated?
See item four.

Please let me or Becky Rant, DA/IRO, know if you have any other questions or concerns prior to the briefing.

CC: Becky L. Rant
Andréa E. Boyce
Sent on 13 March 1997 at 03:17:34 PM

SECRETRETURN TO CIA
Background Use Only
Do Not Reproduce

Administrative-Internal Use Only

Directorate of Administration

Briefing for the JFK Assassination Records Review Board Staff on Records Management in the DA

17 March 1997


**DA Information Management Officer
2B17 IP Bldg.
703-613-1205 Secure 31205**

**Becky Rant
DA Information Review Officer
2B17 IP Bldg.
703-613-1204 Secure 31204**

Directorate of Administration

TOPICS

- **CIA Information Services Strategic Plan**
- **Information Management Program Segments**
- **Information Management Goals**
- **Organization of Records Management In the Agency**
- **DA Information Management Officer (IMO)**
- **DA Information Review Officer (IRO)**
- **Deputy Director for Support (DDS) - 1965**
- **Deputy Director for Administration (DDA) - 1997**
- **DA Records**

Directorate of Administration

CIA Information Services Strategic Plan

- **“Information and Records Management, including Classification Management, is a fundamental and essential business requirement for the Agency.”**
- **“The CIA’s Information Services shall...ensure that each official record is appropriate, accurate, secure and retrievable throughout its life cycle regardless of physical form or media.”**

Legal obligation

Administrative-Internal Use Only

Directorate of Administration

Information Management Program Segments

- Records Management - *identifier, storage*
- Classification Management - *Executive Orders*
- Information Disclosure - *search, retrieval, review for disclosure*
- Information Automation - *electronic format*

Directorate of Administration

Information Management Goals

An effective and efficient information management ensures that records are available:

- **to meet day-to-day business needs**
- **to ensure the continuity and consistency of records**
- **to provide corporate memory and history**
- **to protect the rights and interests of the organization, the employees and the public**
- **to meet legal requirements**



Associate Deputy Director for Administration

Information Services

Organization of Records Management in the Agency

This slide is Administrative Internal Use Only

D/Info Mgt *

Recruitment
& Training*

Policy Research
& Audit*

Archive &
Preservation*

System
Development*

OIT

Agency Information &
Records Management
Panel

* = member

DCI/IMO*

DA/IMO*

DI/IMO*

DO/IMO*

DS&T/IMO*

component/imos

component/imos

component/imos

component/imos

component/imos

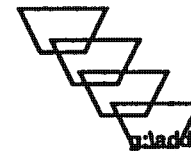
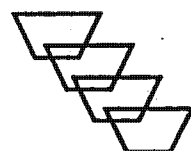
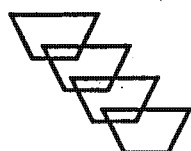
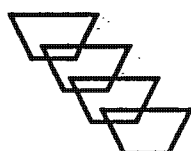
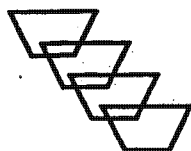


Chart 11

g:\ad\daisled\396alrmp.ppt

Administrative-Internal Use Only

Directorate of Administration

DA Information Management Officer (DA/IMO)

- **The DA/IMO is the Deputy Director for Administration's representative for issues relating to records and classification management.**
- **The DA/IMO is responsible for protecting equities consistent with existing statutes, EO guidance and internal rules and regulations governing the creation, maintenance and use, and disposition of information.**

Directorate of Administration

DA Information Review Officer (DA/IRO)

- **The DA/IRO is the Deputy Director for Administration's representative for reviewing all DA relevant information for release to the public under FOIA, PA, EO, and other information release programs.**
- **The DA/IRO is responsible for protecting equities consistent with existing statutes, EO guidance and internal rules and regulations governing the review and release of classified information, specifically, in response to:**
 - ♦ **FOIA/PA/EO Requests**
 - ♦ **Congressional Inquiries**
 - ♦ **DOJ Inquiries/Litigations**
 - ♦ **IG Investigations**
 - ♦ **Special Searches & Other Release Programs**

Directorate of Administration

Deputy Director for Support (DDS) - 1965

- **Office of the DDS (ODDS)**
- **Office of Security (OS)**
- **Office of Personnel (OP)**
- **Office of Medical Services (OMS)**
- **Office of Logistics (OL)**
- **Office of Finance (OF)**
- **Office of Communications (OC)**
- **Office of Training (OTR)**

Directorate of Administration

Deputy Director for Administration (DDA) - 1997

- **Office of the DDA (ODDA)**
- **Office of Personnel Security (OPS)**
- **Office of Facilities & Security Services (OFSS)**
- **Office of Finance & Logistics (OFL)**
- **Human Resources Management (HRM)**
- **Office of Medical Services (OMS)**
- **Office of Communications (OC)**
- **Office of Information Technology (OIT)**
- **Office of Training & Education (OTE)**
- **Center for Security Evaluation (CSE)**

Administrative-Internal Use Only

Directorate of Administration

DA Records

- Information Management Officers
- Core functions

- ♦ 1960s

- ♦ 1990s

> basically the same

- Records Life Cycle

- ♦ Creation

- ♦ Maintenance & Use

- ♦ Disposition

- general system used by records management

*most records done by personal identifier - a name
medical files kept by code number*

- File organization

*office takes with them
relevant records with
a reorganization - Nothing
is left out or behind*

Directorate of Administration

DA Records

• Records Control Schedules

- ♦ Temporary
- ♦ Permanent

• Records Storage

- ♦ Short term
- ♦ Long term

• Accountability

- ♦ Personal - each person is responsible for create & retain information
- ♦ Organization

• Search & Retrieval

soft files or
financial records for owners
stations kept
56 years.

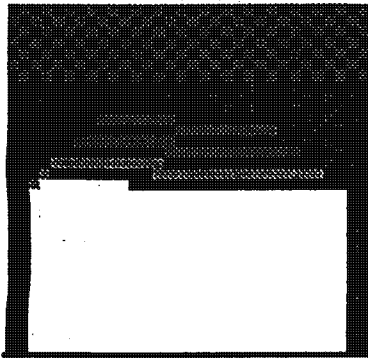
↳ sources
↳ contacts
↳ staff

* other non
personnel/pagroll
financials are
kept 20 yrs

Records Manager
Bible
All categories of files in Aggregate are documented
new records series = new schedule
old records still reflected in current schedule
- Archive + Records Center

Directorate of Administration

DA Records



- Access
- Safeguarding
- Preservation
 - ♦ Hardcopy
 - ♦ Electronic
- OGC Retention List
- Automation

SECRET
RETURN TO CIA
Background Use Only
Do Not Reproduce

Combs 117

DA Briefing 3/17/97

~~draft memo~~

Info Management chart II

DO more centralized file management

DA more decentralized w/ 10 components w/ special jobs
each office manages their own programs

DA/IMO works w/ all 10 offices in DA
records management, policy, guidance

DA/IRO 5 in agency each Directorate + DCI
- tests 10 DA components
- component find info, + IRO reviews for possible release

IMO in components do the records search for both
DA/IMO + DA/IRO.

Archive + Records Ctr

DA/OIT manage

47,440 cu ft of records for DA

131,000 cu ft of records total

most DA records are "temporary"

personnel 25 yrs

financial/payroll 56 yrs

archive began early 50's

NE55

pe 55 in Policy

SECRET
RETURN TO CIA
Background Use Only
Do Not Reproduce

SECRET

2/7

Warehouse w/ shelving

Program ongoing to deal w/ expired record / purge

Records Management / Storage

- system that tells w/ what boxes are expiring
- OGC retention list - not destroyed until OGC says so

accountability -

Search + Retrieval - goes to file level + level
not document level - file folder with the
query.

ARSENS(?) automated query for archive information
can search for docs into early 50's
old ~~at~~ shelf lists ~~not~~ inputted in mid 70's

paper search (hand search) of file is
not considered "reasonable" for FOIA

offices have indexes + file card

* Records on destruction of records of the
file center are kept only a short
section of time. (kept longer than legal
requirement) (2-3 yrs?)

Office of Personnel Security enters records
destruction info in their index. Some do,
some don't.

SECRET

Cable Process - John Rovito - EOD 1963

1963
 proposed
 into
 Stations can send messages laterally w/o HQS
 knowledge
 Special projects like U-2

1963
 proposed
 into
 Zerkline, CW, rose code, teletype
 One time tape - one time pad.

1963
 proposed
 into
 L Street wire operators, cable secretariat
 comm ctr → cable secretariat → dissemination
 typed by typist based on requirements listed
 in books for divisions/staffs/directorate/field
 or slugs in message.

later cable secretariat could suspend info to
 other directorates

"Special traffic" client/commint/KH project

dn '63 shift to ^{KW} ~~W~~-26 mechanical crypto.

decrypted using a like process - 3 types

Question Maximal City 63 - as there more than 1 channels/canals?

SCI ~~sci~~ → 2 channels
 Non sci

different Router for each
 area, L St, Q St, etc etc
 you can send messages
 independently.

SECRET

RETURN TO CIA
 Background Use Only
 Do Not Reproduce

Privacy traffic is shugged for individual
Shugg tells who it is shugged for - tells
able Secretariat

Cable # put on as they are logged in
- can tell if #s from Station are sequential
as well (if not, cables are missing)
need to retransmit

Chrono records kept?
any ^{cable} records kept?

Ln 59-64 Cable Secretariat was under DCT
but records we kept for only a relatively
short period of time (microfilm?)
maybe up to '76.

prior to 77 - ^{VR's} vital records were microfilmed
all messages were VR's every staff cable
no RTH's, SECRET RETURN TO CIA no RTH's, SECRET RETURN TO CIA
no RTH's, SECRET RETURN TO CIA no RTH's, SECRET RETURN TO CIA

SECRET
RETURN TO CIA
Background Use Only
Do Not Reproduce

5/7

post 64 - Comm picks up "special traffic"

A Building - didn't handle RH?

P.L.? prescribed & limited

offices running a project determine the channels used.

* were special & regular traffic given sequential #'s or were they numbered on parallel tracks?

S.C.I. - compartmented

all in effect from 1952 on

special designee

Military

State

NSA

Intel channel

SECRET

RETURN TO CIA
Background Use Only
Do Not Reproduce

SECRET
 RETURN TO CIA
 Background Use Only
 Do Not Reproduce

6/7

DA Questions

B & F

1. Financial Accounting vouchered, certified, & audited
 Finance & Accounting Date, location, time period
 indexing or kept by office in U.S.
2. HRM has microfilm of staffing complements
 for that time period
3. C/Financial Services - doesn't think it was
 maintained that way, if it was, it was
 maintained in a 201, 301 or project file.
 OF records were not organized by project
 but by accounting practices
4. Station accounting on indigenous personnel
 kept 36 yrs. Non natives kept only 20 yrs.

Personnel

1. Contract personnel
 independent contractor - office of Finance & Logistics
 post 1996
 OP kept them before '96
 Filed by name, ^{separate} security file, medical file,
 payroll file

SECRET

RETURN TO CIA
 Background Use Only
 Do Not Reproduce

SECRET
RETURN TO CIA
Background Use Only
Do Not Reproduce

7/7

Security

1. get Wed from Barry

3 SRS - collected, developed, evaluated
incl. CI nature

5 Security clearance like activities for non employees
but "clearances" per se are not given
across the board stuff like clearances.
They do national agency checks on contractors

6.

SECRET
RETURN TO CIA
Background Use Only
Do Not Reproduce

SECRET
RETURN TO CIA
Background Use Only
Do Not Reproduce

Types of Questions for DA Records Briefing
March 17, 1997

Budget and Finance

1. In Cold Warrior, (p. 52) Mangold refers to a CI secret slush fund which was tightly controlled by Angleton and never audited by the usual procedures. According to Mangold, it was this fund which allowed Angleton to run his own operations without supervision. Did the fund exist? Was this fund ever audited? Are there any records of CI operational expenses for the period 1959-63?
2. Mangold also refers (p. 53) to an unnamed CI/B&F officer who says he worked for Angleton from 1958-1964 and never dealt with him directly on a single matter. Is there a list of B&F officers assigned to the CI Staff from 1959-63. Do their records still exist?
3. We have seen Directorate of Operations monthly operational reports which contain information on the allocation/distribution of operational funds. Are there other DO or DA records which reflect how a certain project utilized its funding? Can this type of information from the early 1960's still be retrieved?
4. What records are kept on disbursements to sources in the field? If, hypothetically, LHO had received money from the Agency, what records would exist?

Personnel

1. What records are maintained on contract personnel?

→ OP
→ OS
→ OMS

Payroll file

Security

1. For the period between 1955-65, what was the universe of files that OS had on individuals or groups? ✓
2. How are Office of Security records indexed? card to key punch (SAG)
3. What was the function of the Office of Security/Security Research Staff (OS/SRS)? Why were defector records kept in this component? designated point - "CI function"
4. In the OS/SRS memo of Oct. 31, 1960, written by Marguerite D. Stevens, the file numbers of several defectors are listed: "Robert Edward Webster, EE-18854; Lee Harvey Oswald, MS-11163; Libero Ricciardelli, MS-8295; Vladimir Sloboda, MS-10565; and Joseph Dutkanicz, MS-10724." What do the "MS" and "EE" file prefixes designate? How are these designations assigned?

5. Does OS process security clearances for non-employees (e.g. sources) to receive access to classified information? What kinds of files are created by this process? How long are these files maintained. For example, Clay Shaw was given a security clearance and had access to classified information based on his "responsibilities" as a source for the Domestic Contacts Division (DCD).

6. Where are records that would describe liaison (etc.) cooperation or operations between OS and CI located? How are these records organized?

7. Where are records regarding operations that OS participated in or ran located. For example, where are the OS records on the Castro assassination attempts?

8. How many files did OS have on Oswald? Which OS components maintained files on Oswald? Why did OS have any files on Oswald?