

~~SECRET~~

CIA HAS NO OBJECTION TO
DECLASSIFICATION AND/OR
RELEASE OF CIA INFORMATION
IN THIS DOCUMENT AS SANITIZED

Briefing 2/14/78

Bill Donnelly - Chief of Information Services Staff
Mike Clepper?
Vic. Coyle
Virginia Jones

Opening of 201

Operational interest
Trace would be conducted → bring together existing materials → open 201
Trace produces complete picture of info., not documents. In early '60's,
it produced index cards.

Who opens 201?

Case officer - it's his judgement which determines whether if
if no intention of continuing interest, 201 may not be opened.
If it's an am. i. info. comes from a source such as FBI, CIA may
not open a 201.

If this type of info. comes in, it would go into index

There are certain criteria

- 1) Recruitment
- 2) High-level Communist officials

There are some operations which are run out of headquarters, in which
case, a case officer is involved.

PRQ Pt. I - [unclear]
Pt. II - [unclear]
- might have sp. involvement

There should be a doc. indicating reasons why a part-person is not
recruited.

There should be a reference in 1st file to document in 2nd file if
there is one.

0001742

~~SECRET~~

~~SECRET~~

(2)

Info. in PRQ I is info. elicited from others.

" " " II is info. from person if he is recruited → ∴ they want it separated, to be viewed only on "need-to-know" basis.

Standard form for opening 201 files would not contain reason; would contain ref. to a document which would be the reason.

201 #'s are assigned by a particular office - they are opened in sequential numerical order as request for openings occur.

201 would contain photo of agency has one - if it has been sent in from field. If photo is sent in from field or another agency after 201 has been opened, it would be added to 201.

Doc. "Review of 201 file on U.S. Person" - Person is categorized by a review of the file using specific criteria.

PRQ I does not imply a PRQ II.

Normally PRQ I & PRQ II would exist in the same file. If PRQ II contains primarily op. info., then it would be maintained in separate file, to which would be a reference would be made.

If operational info. is ~~not~~ sensitive the entire 201 would have limited access

True name & cryptonyms are not maintained on the same list. On 201 req. form, there is room for a cryptonym, but it is not filed in a true name file.

There is a table of contents list of what is available in 201 file. This is compiled from abstract record list - in computer system

Green list check: info. gathered as a result of SIGINT or COMINT.

R list check: also a separate check, but Cliffy doesn't know what it checks.

0001743

~~SECRET~~

~~SECRET~~

(3)

Central
Comm Staff

Am. citizens or most foreigners being used in some manner would, as a general rule, have a security check.
If that person was an official of another govt. agency or from military, that org. would have to be consulted.
Probably would use that org's

PLS - Policy & Co-ord. Staff

↳ would be involved in co-ord. of a project in which both the CIA & another org. was involved

To the extent of CIA involvement, files would be maintained. That is not to say that other would not have more comprehensive files.

Project file

Shaphlex -

OCR

OCR - office of Central Reference - part of NAC
nature are maintained here. photos of ships, things of intelligence

Photos of prominent persons in USSR

Photos of tourists or random groups would not be of interest

Business Office Voucher / Unvouchered Funds

P&L: Prescribed & Limited - refers to communications which are compartmentalized

Opening of P&L channel of comm. is determined by one of 3 persons
— Chief of PLS, A.D.D., or D.D.O

0001744

~~SECRET~~

SECRET

(4)

This has always been true - In earlier times, it may have been restricted by even fewer persons.

Pik communication may, in time, be downgraded; may never be destroyed.

as it possible, in context of a CI threat, in case of our hypothetical that info. would not be compiled in a 201 file. It is conceivable that many docs. could exist in the system & not be compiled into a 201 if they don't appear to be a reason for a 201

REPRODUCTION PROHIBITED

Pseudo: false name used for purposes of communication

Crypto: used to id. area of ops. by digraph, followed by group of letters
You cannot assign a cryptonym w/out having a 201 #

If hypo. ^{Am.} soldier who gives away mil. secrets & then defects, a 201 file would not necessarily have been opened - it might be a mil. matter.

CI staff may have had interests in defector

In early 60's, there was an interest in defectors.

Davis hypo based on ZRRIFLE:

574 A form: request to put doc. into system

? 1997 " " " " " into index

In op. such as ZRRIFLE, docs. may be severely Pik - might not go into system except upon determination of officer handling case.

REPRODUCTION PROHIBITED

'Sleeper agent' hypo: to run 2 or 3 sleepers in

doesn't necessarily have to know @ it since it is being run from Hqtrs. - from ADP to CI Staff - reasonable scenario

Would a 201 be opened on sleeper?

Competing ' of secrecy vs. being able to keep track of sleeper

Change of sleeper to Am. soldier defecting to E. Germany - report comes in from reliable source stating that sleeper is providing info.

- no 201 opened - CO in E. Ger. -

SECRET

0001745

~~SECRET~~

(5)

Plans would take place in small room in CI staff.
Form must be signed by DDO - would be put into op. file on the suby.
File would be held at CI staff desk or at action desk.
Problems: Communication
: Equipment

Op. files can generally be destroyed according to guidelines.

Is it possible for someone to have both a 201 file & their Personnel File? yes

REPRODUCTION
PROHIBITED

0001746

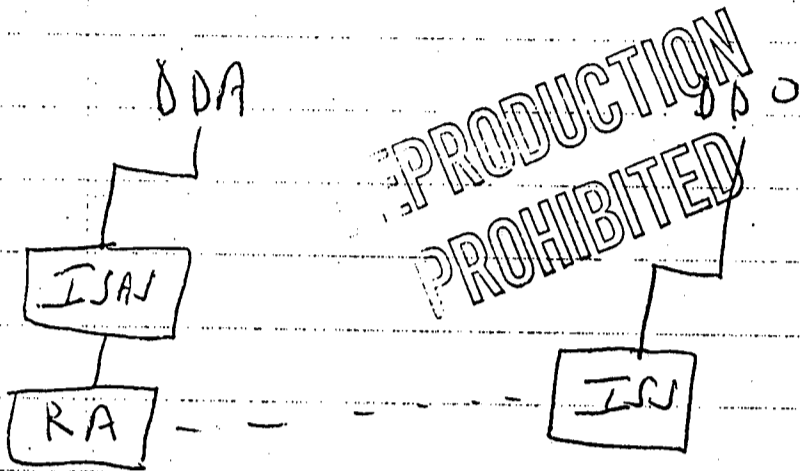
~~SECRET~~

1126788 To Frater

~~SECRET~~

Records Administration - helps diff directors set up
- Bruce Johnson records sys
& George Frater

RIO - Defunct designation for part of Info Services staff at headq. DDO records



DDO has a filing sys unto itself

Any DD can call upon RA to give assistance. But DD can also design its own filing sys as long as RA's legal guidelines are followed. But RA usually is informed of how the other filing sys work.

Day to day maintenance of files is decentralized.

ISS central sys is also heart of indiv division (i.e. anal systems).

- for items of record value

Special materials might not go into central file. i.e. special correspondence.

6001747

~~SECRET~~

~~SECRET~~

Prescribed & Limited info
- highly sensitive info - limited distrib.
to certain indivs.

Designation as P+L is made by DDO
& senior staff officer.

P+L designation - deep cover agent in
hostile territory might receive + his
designation.

- this ~~type of case~~ would not
be uncommon. ~~cases of this kind.~~

10 or 15 yrs ago, w/ super sensitive
operations, this was relatively common.

* Poss: for something to be so sensitive
that no 201 file is assigned.

CSI staff has gone over accumulation of
many yrs & is now catching up to
place names in central index.

poss to the ~~subject~~ ~~where a~~
P+L file is held ~~to locate.~~
- last, destroyed ~~archived.~~

Could open 201 file w/o giving indication
of prior assoc w/ CIA. This, according
to Johnson, would be impossible.

0001748

~~SECRET~~

7 of 20

Georg
Fraser

~~SECRET~~

Cryptonym would be in 201 file.

201- need for a continuing interest
in order to open a file.

Source
used
adversary
KGB

REPRODUCTION
PROHIBITED

Counterintelligence threat
→ 2a file would be opened
w/o matter of day or a wk -
assuming source is accurate.

idea - American residence
in Germany who is going inf
to Russians.

To locate where documents were
filed prior to being placed in
file, refer to abstract sys under
document #.

REPRODUCTION
PROHIBITED

If ~~source~~ in Ger is actually
sleeper who was ~~not~~ in no 201 file &
open # assigned to him, it is possi-
ble that his ~~own~~ case officer would
prevent opening of a 201 file #.

options
to
kill your
agency

→ Intraagency source register exists →
avoids poss. of → 1 agency hiring same
agent.

~~SECRET~~

0001749

~~SECRET~~

Graphics index - will not contain
routine pictures of tourists or groups

201 files will not usually contain
pictures.

See
next
page

There is no ^(centralized)
correlated ^{to} ~~names~~ index

**REPRODUCTION
PROHIBITED**

did say ^{not} not certain, but
his info would not
be retained for record purpose.

poss. for 201 file not to contain
crypt.

deepcover - these people did have 201's
in their true names.

201's are not opened in ~~production~~

Bob Barton.

There is ^{no} ~~no~~ ^{copies} ~~copies~~ ^{of} ~~of~~ a 201 file
working files. Local offices have

**REPRODUCTION
PROHIBITED**

Files other
than
201

subject files - particu target.
project files
policy + request

5
0001740

~~TOP SECRET~~

~~SECRET~~

~~SECRET~~

Project files

↳ for every project ^{in which} ~~seen~~ by Agency, ^{is} involved, even if project run by another org (ie. DOD).

Cover staff - involved in creation of cover.

of ~~people~~ ^{people} involved in setting up deep cover ops would be at least 12.
- unless you slave to DOD

such ~~too~~ deep cover programs ~~do~~ exist.

There is a central listing of cryptonyms. From this list you get true name, then go to 201 file if there is one.

Staff personnel
↳ no dupes of 201's

"^{age} ^{of} ^{staff} ^{personnel} ^{will} ^{include} ^{cryptonyms."}

There is no back filing sys by true name, pseudonym, crypt, & 201.

~~SECRET~~

0001751

~~SECRET~~

There is no ~~pass~~ staff officer or asset filing indicating what operations/projects the staff officer/asset was involved in.

continuous employee relationships w/ US govt.

Case files = SA in FBI

Contract agents report capacities unpaid people who are controlled by CIA. agent & asset may be the same.

REPRODUCTION PROHIBITED

agent bec " " is not really an " " always controlled

source - provider of info
asset - ~~may~~ someone who may provide a service or info.

Name ck process - procedure to learn what is known about a person.

- involves a ck of files

results go into 201 file if there is

REPRODUCTION PROHIBITED

201 files are generally in sequence.

Name cks are always done w/ opening of 201.

True id may be kept out of 201, & it would be worked in cryptograms.

~~SECRET~~

0001752

~~SECRET~~

There is a controlled filing sys by
true name, pseudonym, crypt, + 201th
- called a true name index.

[Sec of
filing sys] ~~REPRODUCTION~~
~~PROHIBITED~~ filing its dual

REPRODUCTION
PROHIBITED

0001753

~~SECRET~~

Fretas

201

Subject - countries, projects

exist for all projects that CIA is involved in.

Finance ^{support}

REPRODUCTION PROHIBITED

Logistics - ^{receipts,} automobiles, clothing, supplies
Communications - ~~also~~ chronos file on cables; microfilm.

Security - security files; under pseudonym.
Personal file on applicants & agency employees.
for agents - 2 file in office of security

Overt
covert

big data, months of sec. investigation. assignments

anything that he does when he's overseas
~~assignments~~ listed in dispatch file.

Medics - ^{medical} histories on all staffers
Some agents if they can get it.
psych profiles

training - agents, mgmt, secretaries, officers

ODP (Office of data processing) - put together papers used by agencies to also respond relate to computers

~~SECRET~~

Betsy Wolf

CIA Briefing - January 26, 1978

Records Admin. Branch - under DAA

RIA → subsumed into ISS. Inf. Services Staff - only ADO

REPRODUCTION
PROHIBITED

AAD

ISAS - Info. Systems Analysis Staff

Records Admin. Branch

Can be used for any level w/in any Division, but anyone can design their own systems, providing they inform RAB so that they can monitor compliance.

"Family Jewels Collection":

Highly sensitive & compartmented info. tends to be diverted from central records.

Guidelines for handling & maintaining secret but not for completing "bigot list" emphasis on limiting access.

↳ P&L

0001755

~~SECRET~~

p.2

"Prescribed & Limited" Distribution (P&L): doesn't cover files but info., communication

"Sleeper" hypo: Operation could have been so sensitive as to be kept out of filing, indexing system, particularly 10-15 years ago.

May have been handled out of front offices; may not have been need. 201 file #

201 #'s: assigned by ISS; were assigned by RTA 10-15 yrs ago. Files were not designated "P&L", but were "restricted" to confined jurisdictions.

Cryptonym assignment: part of ISS - Central Top Secret & Cryptic Reference Staff

"Sleeper" would have to have a cryptonym for op. purposes. Would list cryptonym w/ 201 # → ∴ no name, not in STAR system

Bob Bartow - Basis for opening a 201 file:

Some sense of "continuing interest" either as a potential source, agent, KGB official - can be either for operational or counter-intell. purposes

Could be either to consolidate central references in STAR system

Could be opened in response to one reference - Ex.: 1 credible source ref. to some suspected KGB person.

201 could be opened in a matter of hrs., days or weeks if someone recognized info. of significance on part. person.

"Files content listing" - supplemental listing from STAR system

Abstract system of STAR: could find prior references to a part. document

When did system start?

some time in '60's

p.3

Ask Hugg
for details

Central Source Register

Interagency Source Register: in effect probably since beg. of CIA
(of intelligence agencies) - doesn't include regular personnel - only
assets - would be based on true names - wouldn't contain sensitive sources

201 files would not necessarily contain a photograph. Even if photo
existed, it may not have been in 201 file but may be x-ref. to a
specific desk.

REPRODUCTION
PROHIBITED

Ask Hugg

Graphics collection in ODT

Indiv. desks will collect photos of persons of interest

may contain photos of terrain, etc. Not particularly interested in group pics, etc.

Listing of assets - would be maintained in a working manner at
separate desks.

Ref. Hugg

DAO would be only place where there would be access to this type
of listing.

By & large, no 201 files on employees, unless there was an op. interest
prior to employment

Opening docs. of 201 files would contain refs. to clearance papers (which
would be maintained in Sec. Office)

Emp. under deep cover → Staff Agent - his files would appear under
his pseudonym. be converted & would

Don't open 201's on pseudonyms, but could open one on cryptonyms.

REPRODUCTION
PROHIBITED

0001757

~~SECRET~~

p. 4

Only 1 copy of a 201 file; may be a working field copy

Subject files:

Project files:

Policy & mgmt. files

REPRODUCTION
PROHIBITED

Project file: operational mgmt. record of a given project

A. Administration

B. Support

C. Production

201 would have info. on asset involved in project; project file's info. is on operation itself.

See Gregg

Operational Details

Central list of cryptonyms - where they're registered - you can match the cryptonym with the true name. The more sensitive the asset or operation → the more difficult it will be to get to true name.

Hard file: Official information

Soft file: includes working papers - anything of record value in soft file would be included in hard file.

REPRODUCTION
PROHIBITED

?

Project files: where are approval, decision-making records filed?

Personnel file

contains: when worked; supervisor's name; type of work done; evaluations

Does not contain specific operations in which employee was involved.

~~SECRET~~

0001750

PAGE 17 OF 20
COPY NO. _____

~~SECRET~~

p.5

Employees

↳ Line officers - intelligence officers

Contract employees

Agents: may or may not be paid - represent assets who are under their control

Asset: someone from whom they can get useful services, including

Source: Source of information

Ask Buzz

PRQ: Basic biog. info.

Way of ordering available info.

Fundamental doc. in an agent's 201 file.

Name check (=trace) process includes check of following:

STAR trace

Travel files

Office of Security

Provisional ~~Spec.~~ Approval

Also do name checks for other agencies

Negative AM/LASA name trace -

Check check list:

0001759

~~SECRET~~

p. 6

George Fratas

Subject Files: countries, projects, misc.

201 Files: individuals

Would be a matter of routine to maintain files on another operation originating in another agency.

Agent:

201:

Office of Security

" of Finance:

CI Staff might have info.

Finance: accts., vouchers, receipts; will have a cryptonym file

Logistics: support - autos, clothing, etc. necessary to run operations

Communications: cables, telegraphs

Maintain a chrono. file on cables - on microfilm

Cables are logged in w/ a number, date, station

Security: Security files - listed under pseudonym if an agent

" true name if an employee

Started to eliminate dual filing @ mid '60's

Agents -

2 files - each with the same #

Overt - true name Covert - pseudonym - listed in index

Ask ASD

- Would an agent ever operate under a pseudonym

If it has pseudonym -> he is in file

(Covert) True name: biog. data, results of bckgrd. check, security violations & assignments

(Covert) Pseudonym: contains everything the person did - lists where

~~SECRET~~

p.7

he worked, what he did, etc.

If an agent, it would have a PDA for each project the agent was involved in.

If a staff employee, it will only have a list of assignments.

Medics: Medical histories on all staffers; on agents if they can get it
Psychological profiles

Training: Train agents, mgrs., secys., officers
Run all training centers

Office of Data Processing: Put together programs used by computers.

Personnel: applicants for agency employ.
all agency employees

(true names with)
DDO has central index which X-refs. true names, cryptonyms,
pseudonyms & 201 numbers.

0001761

~~SECRET~~

PAGE 7 OF 20