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

Selig 2/14/78

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Opening of 201
Operational interest -
- there would be no problem - data protection existing materials - open 201
- there are no documents - only other materials - security 6.25
- if it produced index entries
- the more 201?
- legal officer - it's his judgment which determines whether if
- of no interest other continuing interest 201 may not be opened.
- of it not an ex. info. come from a source such as F.B.I., CIA may
- the type of info. come in, it would go into index
- there are certain criteria
  1) substantial
  2) high level communist officials

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

PG 1.1 - what info. -
PG 1.2 - most important -
right produce p. involvement

There should be a doc. indicating reasons why a pt. person is not
- there should be a reference in 1st file to document in 2nd file if
- there is one.
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[Text on the page is partially visible, containing information about security clearances and file maintenance.]

201 might be assigned to a particular office, they are opened in sequential numerical order. The file might be augmented later.

201 would contain photos of agency staff, if it were clear that it did not yield "gotcha" files.

[Further text discussing the process of maintaining files and the criteria for opening them.]

Doc. Review of 201 file in U.S. Bureau. - Bureau is categorized by a review of the file using specific criteria.

PRO II does not apply to PRO II. Normally PRO I and PRO II would exist in the same file. If PRO I contains primarily FRP info, then it would be maintained in separate file, which would require separate access.

[Additional text discussing the maintenance and accessibility of files.]

There is a table of contents of what is available in 201 file. This is compiled from abstract records kept in computer system.

[More text on the topic of file maintenance and security.]
Am. citizens or most prominent being used in some manner would, as a general rule, have a security clear. of that person and be approved by entire govt. agency or from military. What org. would have to be consulted. Notably would be what org.'s

FLS - Policy & C-Ord. Staff.

2 would be involved in C-Ord. of a project in which both FLS & another org. were involved.

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

Project file

Simplification -

Office of Central Intelligence files of ships, things of intelligence nature are maintained. There is the top 3 per cent personnel. 20,000 people of interest of various types, used files not of interest.

Simplification

Ft. & Fixed & Limited - refer to communications which are compartmentalized.

Opening of Ft. & channel of comm. is determined by only 3 persons.

Chief of FLS, R&OO, R&OO

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The line always been true—In earlier times, it may have been restricted by some power groups.

If communication may, in time, be downgraded, it may never be destroyed.

Is it possible, in context of a CI threat, in case of an hypothetical that info would not be compiled in a 201 file. If not, 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?

Reused: false name used for purposes of communication.

Cryptos: used to it, each day. By digital, displayed by group of letters.

You cannot assign a cryptogram without having a 201.

If Elyse tells other than go away, it secrets & then defects, a 201 file would not necessarily have been opened—it might be a n.s. matter.

CI staff may have had interest in defection.

An early 60's, there was an interest in defection.

Date's typo shared in ZRIFIE:

5:49 A M: request to put doc. into system

19:37: """
s we going

In op. such as ZRIFIE, doc may be merely R.I. might not go into system except upon determination by office handling case.

'Sleeper agent' typo: to both 201 & sleeper. In comm. China doesn't necessarily have to know & it since it is being run from 600.

From R&D 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 bin; soldier defecting to E. Germany—right comes in by from reliable source stating that sleeper is providing info.
There would take place in small room in CI staff.
Form must be signed by DDO — would be put into op. file or the sub.
Op. file would be held by CI staff until at action desk.

Debrief: Communication
Equipment

Op. files can generally be destroyed according to guidelines.

Do it possible for someone to have more a 201 file if their Personnel file? yes.
Records Administration - helps DDI Directors set up
- Bruce Johnson Records SR
& George Firth

RIO - Defacto designation for part IA
Service staff who handle 400 Records

DDA

JSAI

RA

IN

DDO has a filing sys under itself.

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

Decentralised. The treatment of files is

ISS Central sys is also heart of
indiv divi division (etc) and systems.

For items of record value

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

6301747
Cryptonym would be in 201 file.

201 file would be opened for a continuing interest in order to open a file.

The need for a continuing interest in a file might be assumed to be accurate, as an Americansns

To locate where documents were filed prior to being placed in file, refer to control 201 under document 45.

If the alleged '201' in File 45 is actually a file 201, the proper assigned to him, it is possi-

Intragency Item Register exists for the 201 agency having same

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For every project initiated by Agency 1 in

indeed, even if project run by another ag

(i.e. DOD).

are still involved in creation of

cover.

If you are going to set up

dep't, code, phone... could be at least 12

unless you plan to do

much 2 deep cover program to

exist.

There is a central listing of

cryptonym. From this list you get

true name, then go to 201 file. If

there is one.

still personnel

the duration of 201's

agent name will include

there is no such filing sys by

ture name, pseudonym, etc. etc.

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There is no "staff office" or asset filing indicating which operation/project the staff office/asset was involved in.

Case No. 1234567890

Contractors are your capacitive agents. They are unpaid people who are controlled by CIA.

"Agent" asset may be the same.

Agent b/c cc in "in" always connects source - provide of info

asset - buy someone who may provide a service or info.

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

-involve a ck file

Files used to follow up into DoI file if DoI file or exactly in sequence.

Name files on Avery. Done wi/ opening of DoI.

True id may be kept out of DoI, it would be worked on cryptographer.
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Factotum

201

Subject - confine, project

Control for all projects that CIA is involved in.

Finance

Support

Logistics - transportation, clothing, supplies

Communication - exact cloning file or cable, micro, Med.

Security - security file, write procedures

Personnel file on specific agency and/or program.

2/12 in office of security

Coint

Brief date, review of sec. investigation assignments

Anything that he does

When he Responsible i.e., write a draft, assign, list, file, etc.

Medics - physicals, etc., on all officers, some agents if they can get it.

Psych profiles

Training - agents, new recruits.

ODP Office of Data Processing - out of scope.
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IA Briefing - January 26, 1978

Records Admin. Branch - only R&A

R&D -> subsumed into ISAS - Inf. Services Staff - only R&A

R&A

ISAS - Inf. Systems Analysis Staff

Records Admin. Branch

Can be used for any level within any division, but anyone can design their own systems, providing they inform R&A so that they can monitor compliance.

"Family Jewels Collection":

Highly sensitive, compartmented info. tends to be directed from central records.

Guidelines for handling & maintaining secret data are:

- Designate an "Area" emphasis on limiting access.
"Sleeper" hypothesis: Operation could have been so sensitive as to be kept out of filing, indexing system, particularly 10-15 years ago.

May have been handled by a fewer offices; may not have been said.

201#s: assigned by R&D 10-15 yrs ago

File not designated "FL" but was "restricted" to confined jurisdictions.

Cryptonym assignment: part of OSS - Central Top Secret & Cryptonyme Reference Staff.

"Sleeper" should have a cryptonyme for op purposes. Would list cryptonyme w/201#; no name, not in STAR system.

Bob Rastone

Basic for opening a 201 file:

- Some sense of 'continuing interest' either as a potential source, agent, KGB official - can be either a suspected or counter-intell. purpose.
- Could be letter to consolidate KGB sources in STAR system.
- Could be opened in response to the fluorescence - ex: credible source ref. to some suspected KGB person.

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

"Files content citing" - supplemental citing from STAR-system.

Abstract system of STAR: Could find prior references to a past document.
Central Source Register

Interagency Source Register: in effect probably since Dec of CIA (of Intelligence Agencies) - does not include regular personnel - only acute - would be handled on true names - would contain sensitive source

201 files would not necessarily contain a photograph, even if photo exists, it may not have been in 201 at all but may be ref to a specific desk.

Suppose collection in DIT

201 desk will collect photos of persons of interest

...containing photos of terrain, etc. Not particularly interested in group pix, etc.

Listing of acute - would be maintained in a working manner at separate desk.

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

By large, no 201 files on employees unless they were of special interest prior to employment. Official Personnel File

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

Soup under deep cover - Staff Agent - no files would appear under the pseudonym.

Don't open 201's on pseudonym, but could open one on crypseud.
Only 1 copy of a 201 file; may be a working yield copy

Subject files:

Project files:

Policy & mgmt. files

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 re operation itself.

See Shag

Operational Details

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

Hard file: official information

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

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

Work memo: when worked; supervisor's name; type of work done; evaluations.

Does not contain specific operations in which employee was involved.
Employees

1. Law officers - intelligence officers

Contract employees

Agents: may or may not be paid. Independent agents who are under their control.

Agent: someone from whom they can get useful services, including source. Source of information.

Ask Heggy: PRQ: basic info.

Way of ordering available info.

Fundamentall done in an agent's 201 file.

Name check (free) process includes check of following:

STAR trace
Travel files
Office of Security
Provisional for approval
Also do name checks for other agencies

Negative AM/ASA name trace

Green check sheet:

0001759
Subject Files: countries, projects, finance.
201 Files: individuals.

Would be a matter of routine to maintain files on any unit operating in another agency.

Agent:

201:

Office of Security

"Of Finance:

CI Staff might have info.

Finance: assets, vehicles, receipts; will have a cryptonym file.

Forgotten: support actors, clothing, etc. Necessary to run operations.

Communications: cables, telegraph.

Maintain a choice file in cables - or microfilm.

Cables are logged in order - number, date, station.

Security: Security files listed under pseudonym if an agent.

"True name of an employee

Agent, 2 files - each with the same #

Cland - true name, covet - pseudonym - listed in index.

Ask FSIO - Would an agent ever operate under a pseudonym?

If it has pseudonym - it is in file.

Cland - True name: Age, data, results of background check, security violations, assignments.

Covet - Pseudonym: Contains everything the person did while...
He worked, what he did, etc.

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

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

Medical: Medical histories of all staff, etc.; or agents if they can get it.
Psychological: Psychological profiles.

Training: Train agents, agents, etc.; officers in all training centers.

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

Personnel: Appraiser for agency employ.

All agency employees

(true name, etc.)

And their medical records, medical X-rays, true name, cryptonym, pseudonym and 201 numbers.