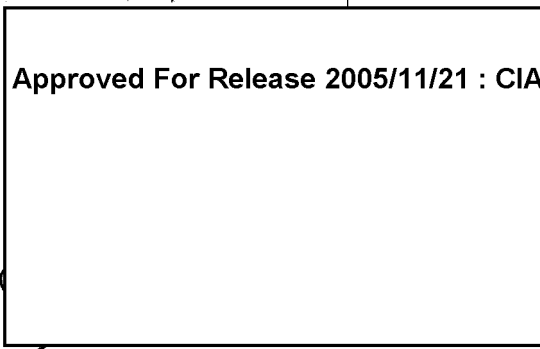
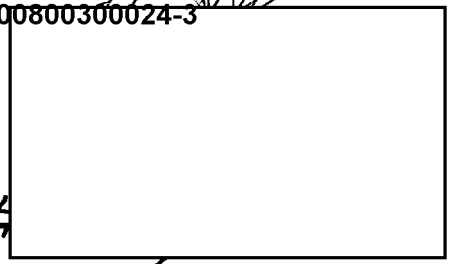


1962



*Billy*

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800300024-3



*File: D. O. Case file*

MEMORANDUM FOR:

SUBJECT: Common Numbering System for Identifying Personalities

1. Attached is a Staff Study recommending the establishment of a common numbering system for controlling and identifying personalities of mutual concern to the Office of Personnel, the Office of Security, and the several components of the CS. Under this concept the problems related to the adoption of such a plan do not appear as complex as we may have anticipated because, under the proposed numbering framework, each office remains in control of its own procedures.

2. The advantages of the common numbering plan are very real in terms of facilitating and automating the interchange of information of mutual concern under present and proposed extant plans, and by sharply reducing the amount of cross-referencing now needed at all levels to obtain access to files and to keep track of current processing and investigations. It may take some time to realize these advantages but a common numbering system is a necessary first step, and I urge your constructive criticism of this plan or the proposal of alternative solutions.

3. In order to move forward with this project, we would appreciate your attendance at a meeting on 6 November 1962 at 9:00 in room 3C-24. The purpose of this meeting will be to answer questions and assure common understanding of the many problems involved. Written comments or concurrences would be appropriate after the meeting.

Attachment:  
Staff Study



Chief, WAF Systems Group

- Distribution:
- 4 - OS
  - 2 - CP
  - 2 - ADPS
  - 3 - RID
  - 2 - CI Staff

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

22 October 1962

STAFF STUDY

SUBJECT: Common Numbering System for Identifying Personalities

1. PROBLEM:

To develop a common numbering system for identifying personalities of interest to various CIA components. The objective of such a plan being to lessen the time and work involved in the processing and interchange of information on individuals on whom records may be maintained by more than one office.

2. ASSUMPTIONS:

Any such plan must be sufficiently flexible to permit the respective components to solve their internal procedural problems without interfering with or complicating the procedures of other offices using the same number in connection with the same individual.

3. FACTS BEARING ON THE PROBLEM:

- a. The personality numbering systems of the Office of Personnel, the Office of Security and DDP, CI/OA, RID  and FI/D were reviewed in this study. Attachment A shows the approximate size and general characteristics of the principle records series in which the five different number series are used for identification and control.
- b. There is considerable overlap in the assignment of the various numbering series on new cases ranging from four numbers always assigned in OA and POA cases to a minimum of two numbers always assigned staff employees. (See Attachment B.)
- c. All five offices have used a six digit number beginning with 000001 and running to a high of 350,000 for the 201 series of RID (See item 5 of Attachment A).

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- d. In the Office of Security, a six digit number has been used on approximately 280,000 security folders with an additional 30,000 folders assigned numbers in special series identified by two or three letter prefixes, e.g., NB and EE series. CI/OA has all folders in one series and RID has all 201 folders in one series. Each of these three offices file their folders by number. The Office of Personnel and Division D use their number for control only, that is, the case folders are filed alphabetically rather than numerically.
  - e. There are a number of other Agency files on personalities which use numbers for control or identification, but which have not yet been considered in this review; e.g., Medical Office, OTR, OCI, OCR/HR files, etc. The relevancy of the approach proposed here to their collections will have to be explored in due course.
4. DISCUSSION:
- a. All requests for name checks preceding a clearance request go to either the Office of Security Index or the RID Main Index. In every case O/S assigns a number, but RID assigns a number only if the criteria for opening a 201 are met. It would appear that under a common numbering system, a number could be assigned by either of these two offices and simply picked up and used by the other offices as the case comes to their attention. A minor exception are are division name check cases on which 201's are not opened but which are sent to Division D for check; a separate control number series would be needed for these.
  - b. The Office of Personnel does not assign the permanent employee number until the employee EOD's. At this point a number has been assigned by Office of Security and could be picked up for use as the personnel number. Similarly, OTR and Medical Office could use this number.
  - c. Office of Security is assigning numbers at the rate of 1,700 per month, and RID at the rate of 2,250 per month. Approximately 600 per month of the RID assignments are duplicated by the Office of Security at the time of initial processing. If we eliminate the duplication and combine the two for a total of 3,350 per month, the total assignments for the next ten years will require only 402,000 numbers. This would permit

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both offices to continue to use a six digit number but from a different block in the series, i.e. assign 330,000 to 699,999 to RID and 700,000 to 899,999 to Office of Security, (fourteen and fifteen years supply respectively). The use of prefixes would be a matter of internal procedural requirements. For example, the number 709065 on an RID index card would indicate Security has a file on the subject. If a 201 file is also necessary, the prefix 201 could be added to reflect that both offices have a file.

5. CONCLUSIONS:

- a. A common numbering system is feasible for the five offices reviewed.
- b. A six digit series would take care of all assignments anticipated for the next ten years but extension to seven digit offers no particular problems in the event that assignment activity is greatly accelerated by unforeseen circumstances.
- c. A small block of numbers must be reserved for FI/D cases on which no security or 201 number is assigned.
- d. No mass re-numbering is necessary in any of the offices of concern but some re-numbering and cross referencing to old numbers will be necessary as new interest occurs on old cases established by O/S, CI/OA, and FI/D.

6. RECOMMENDATIONS:

- a. Adopt a common numbering system using a six digit series and assigning blocks of numbers from the series as shown below:

DDP/RID (for 201's)	330,000 - 699,999
Office of Security	700,000 - 899,999
DDP/FI/D	900,000 - 999,999
DDP/CI/ <input type="checkbox"/>	None
Office of Personnel	None

Attachment C outlines the manner in which the above five offices would handle the processing problems which cross office lines.

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CHARACTERISTICS AND VOLUME OF NUMBERED RECORDS

	O/PER	O/SEC	CI/OA	RID	DIV/D
1. Folders - maintained alphabetically - maintained numerically	16000	310,000	69,250	260,000	20,000
2. Alphabetical Indices	none	1,600,000	192,000	7,500,000*	300,000
3. Numerical Indices	none	none	101,450	*	110,000
4. Number of digits in Number Series	06	06	06	06	06
5. Highest number Assigned	090,000	280,000	101,450	333,000	110,000
6. Machine Listings	**	none	none	**	none

\*In addition to the Main Index, RID/201 maintains the following indices in which the 201 number is a factor:

- a. Alphabetical Index 450,000
- b. Alphabetical Index by Crypt 30,000
- c. Numerical Index by Crypt 30,000
- d. Numerical Index by True Name 30,000

\*\*The Office of Personnel runs both alphabetical and numerical listings occasionally. RID runs 201 listings by area of interest and a registry or log from which new numbers are assigned.

ATTACHMENT A

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### Inter-Office Processing Problems

If the prefixes to numbers used by the various offices are disregarded, the numbers in all five offices duplicate each other to the highest number assigned by each. It is not contemplated that any office will renumber their record series but that a cross reference system will be used. Outlined below is the suggested handling of numbering problems which cross office lines of responsibility.

#### OFFICE OF PERSONNEL:

1. Assignment of new numbers - Discontinue the present series and assign the number used by Office of Security in answer to the request for clearance. (The permanent personnel number is assigned at EOD and therefore after the Security number is established.)
2. Presently assigned numbers - Continue to use. Any further numerical listing of employees would then encompass the full range of numbers from 000001 to 899,999 but would have many gaps. In the Office of Personnel, only the numbers above 100,000 would be the same as the Office of Security's number.

#### OFFICE OF SECURITY

In processing a new request, there are nine (9) possibilities with respect to the choice of numbers for processing. The handling of these possibilities would be as follows:

1. No previously assigned number; assign a new Security number.
2. New Security number in file; use the existing Security number for all processing.
3. Old Security number in file; use the existing Security number for all processing.
4. Old 201 number; use the 201 number including the 201 prefix. Show all nine (9) digits on the folder and index card. File the folder under the full nine (9) digits (or assign new Security number and cross reference the old 201 number).
5. New 201 number; use this number for all processing.

ATTACHMENT C



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6. New Security number and old 201 number; use the Security number for processing but cross reference the 201 number on the index card and in the folder.
7. New Security number and new 201 number; use the Security number for processing but cross reference the 201 number on the index card and in the folder.
8. Old Security number and old 201 number; use the Security number for processing but cross reference the 201 number on the index card and in the folder.
9. Old Security number and new 201 number; use the Security number for processing but cross reference the 201 number on the index card and in the folder.

CI/OA:

1. Discontinue the "C" number system and use 201 number as previously proposed.

RIF:

In processing new requests, the handling of the various numbering possibilities is as follows:

1. No number previously assigned; assign a new number.
2. New 201 number in file; use the existing 201 number for all processing.
3. Old 201 number in file; use the existing 201 number for all processing.
4. New Security number in file; use this number for further processing.
5. Old Security number in file; assign a new 201 number for further processing. Cross reference the Security number in the folder and forward a notice of cross reference to Office of Security.
6. Old Security and new 201 number in file; use the 201 number for further processing. Cross reference the index card and the folder; notify Office of Security of the cross reference.

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7. Old Security and old 201 number in file; use the 201 number for further processing. Cross reference the index card and the folder; notify Office of Security of the cross referencing.
8. New Security and new 201 number in file; use the 201 number for further processing. Cross reference the index card and the folder; notify Office of Security of the cross referencing.
9. New Security and old 201 number in file; use the 201 number for further processing. Cross reference the index card and the folder; notify Office of Security of the cross referencing.

**DIVISION D:**

In processing new requests for green list name checks, the various possibilities with respect to number assignments would be handled as follows:

1. 201 or Security number on request - Use this number for further processing including the use of the number in the numerical index.
2. 201 or Security number on request and Alphabetical Index reveals a previously assigned greenlist number - Process under greenlist number and cross reference all numbers on the alphabetical index cards.
3. No 201 or Security number on request - Assign a number from the 900,000 to 999,999 series and process.

~~SECRET~~