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3 August 1965

MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Plans
Chief, Historical Staff, O/DCI

SUBJECT : Second Quarterly Report on the Clandestine Services
Historical Program - May through July 1965

1. The "Handbook for the Writing of Clandestine Services History" (Attachment H) has been prepared in its first draft. It has been distributed to the Responsible Historical Officers (RHO) and to the Records Management Officers (RMO) of all DDP divisions and staffs, in explaining the interrelationships of the various aspects of the CS historical program. I have given a copy of Mr. Richard M. Helms' memorandum to "The Writers of Clandestine Services History" (Attachment G) and a copy of the Handbook to each person who is preparing a historical paper, whether it is a major history or a monograph on a significant function or operation. The Handbook is intended as a guide and provides methods, procedures, technical help and direction to the writer.

2. The five indexes defined in Appendix A to the Handbook were set up early this year. In the past three months the format and procedures applied to each have been refined. The status of this part of the CS program and the related work of the Clandestine Services Group of the Historical Staff (HS/CSG) is summarized in Attachment D.

3. Action has been taken on the Board's recommendations to make use of the abilities and experiences of 25 selected DDP officers who will be retiring by the end of 1966. Twelve of these are now writing or participating in the writing of historical papers, five are overseas and others have retired or will retire shortly and cannot be brought into the CS historical program. We do not yet have any standard reportingsystem which feeds operational details into a historical office for analysis and the preparation of historical studies, as is done by the military. Neither has the Agency seen the value of acquiring accurate details on the spot of its activities on emergency situations such as the [redacted] as did the Department of State in sending a man to the scene to assemble essential records. Thus it is all the more important to carefully extract from still existing source documents and from knowledgeable persons prior to their resignation or retirement, what remains of our doctrine and expertise, so that it may be recorded, analysed, interpreted and passed to others to give foundation, depth and professionalism to our future endeavors.

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4. Through staff meetings and individual consultations it has been possible for me to direct and assist in the production of 22 major Clandestine Services histories which are now in process (Attachment A), and to plan for additional ones. At the same time 23 historical monographs on unique CS activities are in the process of being written (Attachment B). To eliminate duplication of effort, and make existing chronological summaries or reviews sequestered in files throughout the DDP available and of benefit to others, extant reviews of historical import are being identified and indexed. This is being done with the assistance of the Responsible Historical Officers who have requested the aid of branch and desk chiefs in checking their files for such papers (Attachment C).

5. The recording and evaluating of our efforts serve many useful purposes as indicated in Chapter V of the Handbook. In addition the work of the HS/CSG researchers produces valuable leads and supporting background material which contribute to the understanding and solution of problems of the moment. This work has provided material for the DDP representative on "The Planning Group," also documents have been located relative to the purposes and activities of the FBI in Latin America. A project has been initiated for the debriefing of returnees [REDACTED] 25X1A [REDACTED] The DDP Representative and the HS/CSG consider the present historical work to be of high current potential.

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6. The CS historical program has made notable progress in the past three months but debriefing assistance and editorial and rewrite support are now required if the program is to continue its forward progress. The undersigned (aside from the three research analysts who are primarily concerned with documentation and the related indexes) may be able to organize and manage a new program throughout the DDP and through ingenuity, conviction and salesmanship engender across-the-board interest and participation from division and staff chiefs on down. However, time and other factors make it impossible for me to carry out the concomitant work of debriefings and the final review and professional treatment of historical papers being submitted. The various aspects of this developing program will be closely watched during the next three months and it is hoped that some solution to the above requirements may be found.

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[REDACTED]

DDP Representative,
Historical Staff

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ATTACHMENTS :

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- ✓A. Major Histories
- ✓B. Historical Monographs
- ✓C. Extant Reviews of Historical Import (Selected Examples)
- ✓D. Activities Report of the HS/CSG - February to July 1965,
from [REDACTED]
- ✓E. Visual Aids to the development of the CS Historical program
- ✓F. Cover format for historical papers
- G. Mr. Richard M. Helms' memorandum to "The Writers of
Clandestine Services History"
- H. Handbook for the Writing of CS History

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29 July 1965

MEMORANDUM FOR: DDP Representative, Historical Staff

SUBJECT: Activities Report of the Clandestine Services Group, Historical Staff (HS/CSG) - 1 February to 31 July 1965

1. This memorandum reports the activities of the HS/CSG during the period 1 February to 31 July 1965.

2. During the first few months the HS/CSG identified and located the documentary holdings of the Clandestine Services - retired, retained and active. This was essential to the establishment of appropriate mechanisms for controlling and retrieving documents of historical value to the Clandestine Services. This review was culminated in the development of a series of indexes for recording the location and cross-referencing the content of selected documents. The ancillary procedures developed include the review of CS material prior to its destruction by RID, Top Secret controls and cross references, safeguarding references to sensitive documents, and Executive Registry exploitation.

3. Parallel to this phase of the CS document research program, the three HS/CSG research analysts participated with the DDP Representative and other members of the Historical Staff, O/DCI in the production of the initial version of the "Handbook for the Writing of Clandestine Services History." A guide book of this type was required to assist the DDP Representative in providing standards and direction to the writers of CS historical papers and in the management of the CS historical program.

4. Whereas the ultimate objectives of the Agency's Records Management program and our historical document research are pointed toward different goals, i.e., phased destruction vs recall and use, we have in common the same body of CS documents with which we must work. In consequence the undersigned met and discussed the HS/CSG research effort and the overall CS historical program with officers assigned at the various echelons of the Records Management Program. In pursuit of our research effort, liaison has been established with Agency elements having related interests, i.e., DDP Systems Group, Publications Control - OPSER, Cable Secretariat, Executive Registry, Communications Records Management Office.

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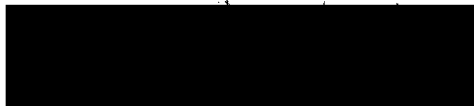
5. The major task of HS/CSG is the exploitation of Clandestine Services records holdings, principally those which have been retired or semi-retired (retained at Headquarters but not in active use). In terms of collections, those retired by the Directors of SSU, CIG and CIA; by the Assistant Directors of OSO and OPC; by their executives and central files; and by certain key officers of OPC, are under gradual examination. In terms of the span of time, present research efforts are concentrated upon the period October 1945 to early 1952. The period covers CIG, the establishment and tenure of SSU, and carries through the merger of OSO and OPC. This effort has produced 5,200 references and cross references in the "Index to Source Documents." Parallel to this Index there is being developed a CS Chronology including data on key assignments and on organizational changes.

6. A locator listing of knowledgeable officers has been established (Knowledgeable Persons Finder) to include persons who have backgrounds in various facets of CS activities and who through their responsibilities and experiences are potential contributors to the Clandestine Services History. Also there is a separate file of current and future writers of CS historical papers reflecting progress being made as well as projected planning and agreements for future papers.

7. In another effort there has been established a Catalog of CS Histories which identifies segments of CS history, now extant. Here too will be cataloged those CS historical papers now in process or in prospect. A record copy of each paper cataloged is being set aside for a permanent DDP collection.

8. In terms of document retention the HS/CSG collection of documents is limited to those papers which might be discarded if we did not give them a permanent home or those documents subject to frequent demand. These holdings continue to remain small with a total count of only 159 documents at this time.

9. To date direct research assistance has been given, in a small way, to writers of history. Likewise, we have found in the course of our research certain historical documents which have proved useful to policy makers in their consideration of current problems.

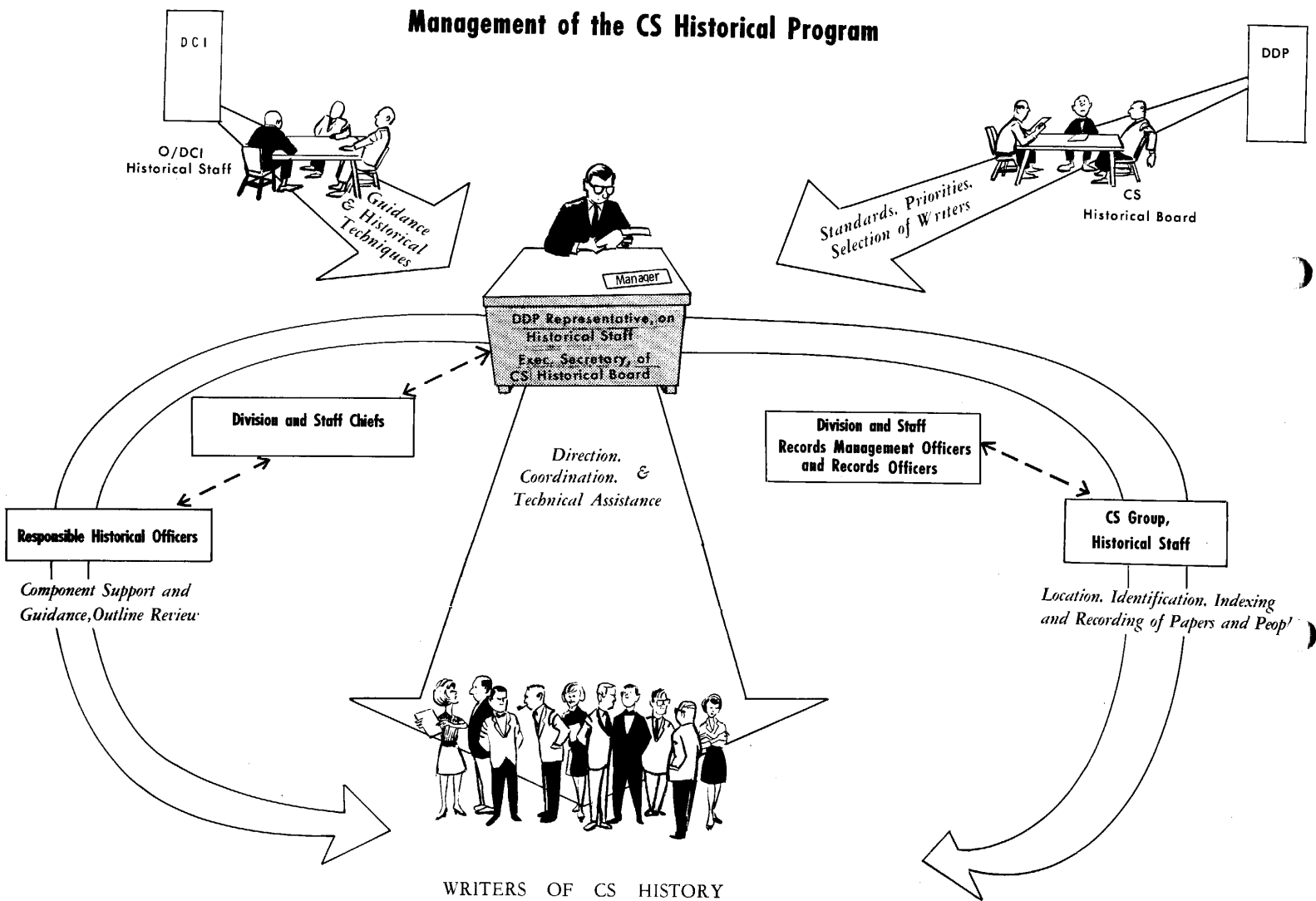

Clandestine Services Group
Historical Staff

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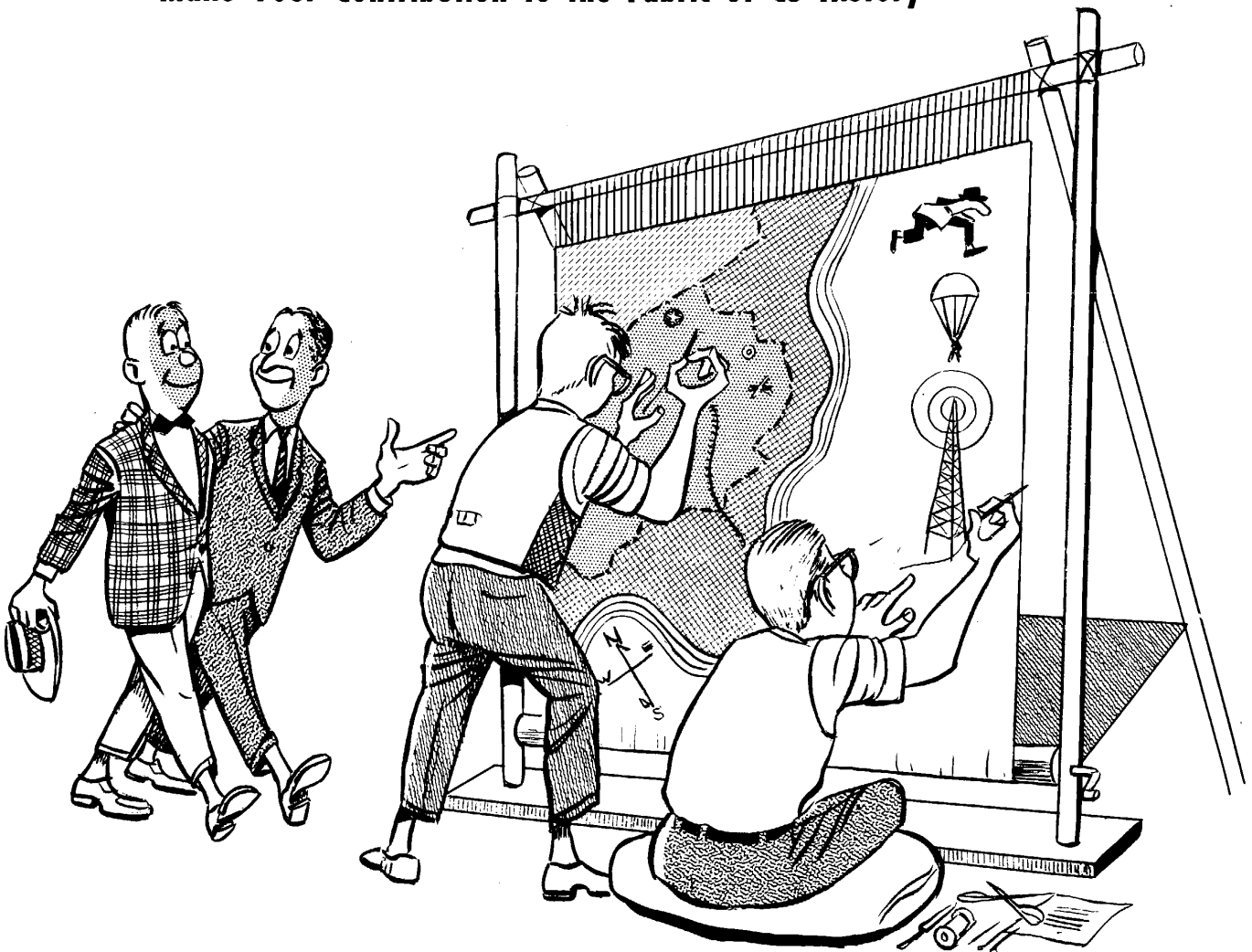
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Management of the CS Historical Program



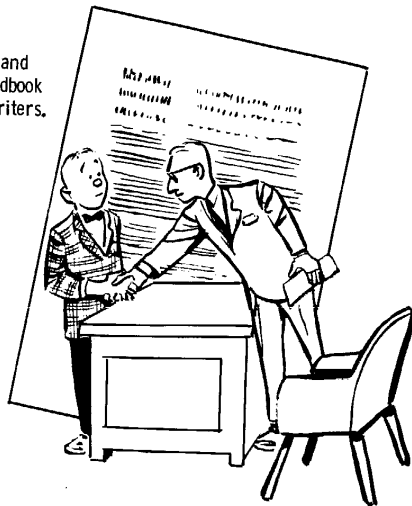
Make Your Contribution to the Fabric of CS History



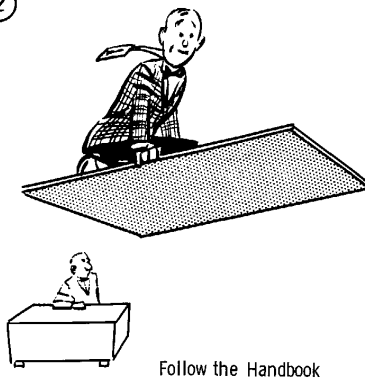
Preparation of a CS Historical Paper

①

Assignment of task and presentation of Handbook for CS Historical Writers.



②



Follow the Handbook

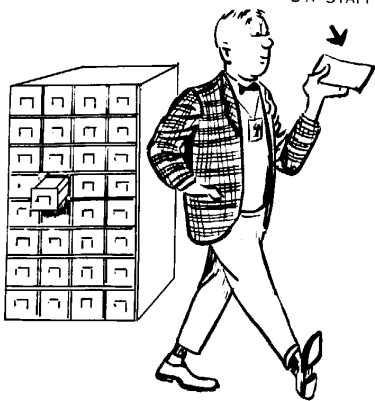
③



Check active files for background material.

④

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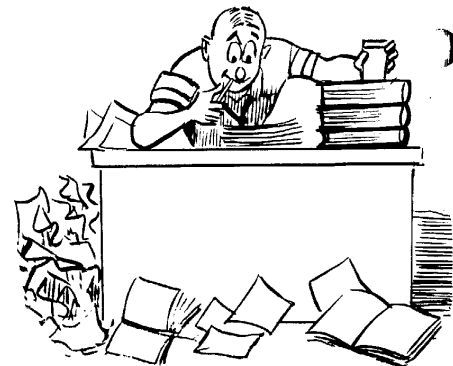
Use the HS/CSG Indexes

⑤



Review Records Center holdings.

⑥



Prepare an outline.

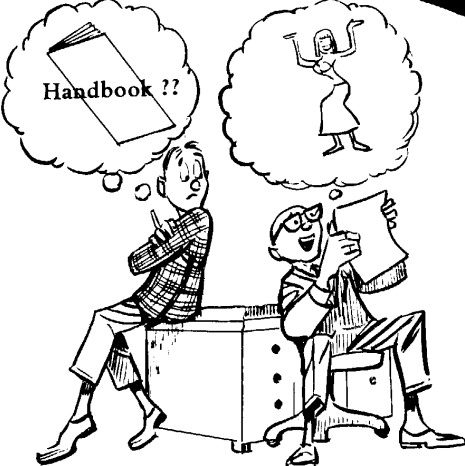
Research and Debriefing of Others

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Check plan and outline with DDP Representative, Historical Staff.



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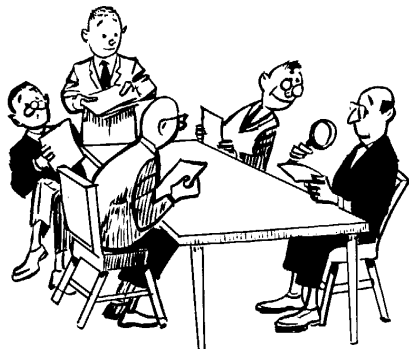


Consult with your RHO

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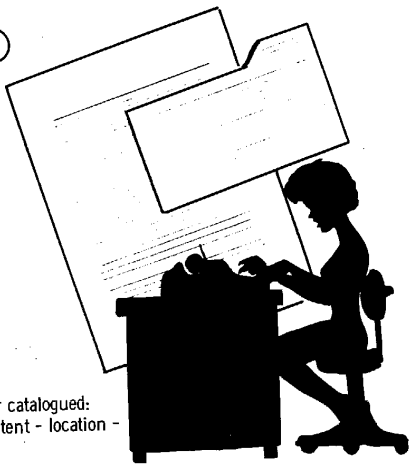


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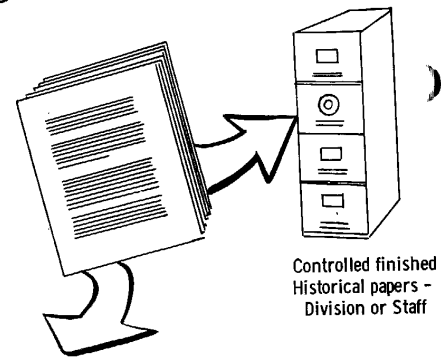
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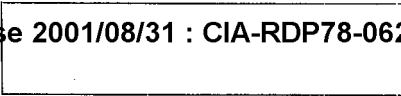
Finished paper catalogued: author - content - location - availability.

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DDP office copy

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CS Historical Paper
No. _____

CLANDESTINE SERVICES HISTORY

<i>(TITLE OF PAPER)</i>

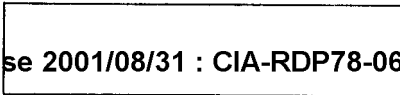
<i>(PERIOD)</i>

DO NOT DESTROY

Controlled by : _____

Date prepared : _____

Written by : _____



NOTICE

1. *This historical paper is a permanent part of the Clandestine Services History, and may not be destroyed.*
2. *It is included in the "Catalog of CS Histories" maintained by the Clandestine Services Group of the Historical Staff (HS/CSG), O/DCI.*
3. *If this document is moved from the office of control appearing on the front of this cover, the DD/P Representative, Historical Staff, O/DCI, should be immediately notified of the new office of control.*