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MINUTES

Second Meeting
of
SUPPORT SERVICES HISTORICAL BOARD

1 December 1966

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1. Present were Messrs. [REDACTED]

2. The Chairman called the meeting to order at 1005. For the benefit of those who had not attended the first meeting, the Chairman briefly reviewed tentative decisions made by the Board;

a. That the office histories should start with the formation of CIA, but use a transitional chapter to cover the period from the demise of OSS through SSU and CIG. These chapters would thus carry forward from OSS the surviving organizations which eventually formed the nuclei for present offices in the Support Services;

b. That monographs covering sensitive activities, projects, or programs should be included in this writing effort, with the necessary security restrictions placed on the finished product;

c. That the cut-off date will be 31 December 1966.

3. The Executive Secretary then discussed briefly the status of the historical programs of the DDI and the DDS&T.

a. He stated that the DDI historical program was progressing in an orderly way and historical programs have been received from each one of the Offices with the exception of NPIC, which will be ready in the near future. Sample copies of six DDI programs were distributed to stimulate thought and possibly act as guides. The approach varies considerably in each case. Some offices contemplate writing the overall narrative history first and various monographs

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concurrently or at a later date. Other offices feel that they should back into narrative histories by writing various monographs first and then the narrative histories. Obviously, each office in the DDI has been thinking along lines best suited to their needs.

b. DDS&T has not so far been as methodical in its approach. The various offices have submitted papers in regard to the content of their narrative histories and who would write them. However, they have not indicated any monographs or special historical papers. Moreover, DDS&T has not as yet nominated an historical board which it is hoped will be done in the near future.

4. The Executive Secretary stated that there were a number of histories in the Historical Staff covering various subjects and offices, principally, up to 1953, which were available for anyone who wanted to see them.

5. The Executive Secretary then discussed some of the problems inherent in the writing of historical papers, principally, who will write them. He suggested that in the case of moderately short monographs, they could be written by personnel on duty who are intimately acquainted with the operation or activity if they are not pressed for time. For the narrative histories or long special papers, it was suggested that these could be done by personnel slated for retirement within 6 months or a year who could be relieved of other duties. In exceptional cases, annuitants could be brought back under contract to write some of these longer papers. It was pointed out that the Chairman or Executive Secretary should be advised of any proposed contracts in advance so that they could be cleared with the DDS and the Executive Director.

6. There was considerable discussion in regard to which should be written first, the narrative histories or the monographs. The Chairman agreed that the method might well differ in each office and that they could state their preferences when forwarding their historical programs.

7. There was an equally lengthy discussion on obtaining the proper personnel to write the histories. The consensus was that, initially, the various offices would make a careful search and try to identify personnel, capable of writing, who would retire within a short stated period, relieve them of other duties, and put them to work on historical writing. It was suggested that this method would be preferable and that the use of annuitants under contract would be a last resort. Papers should be reviewed

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by the office head or a knowledgeable individual designated by him.

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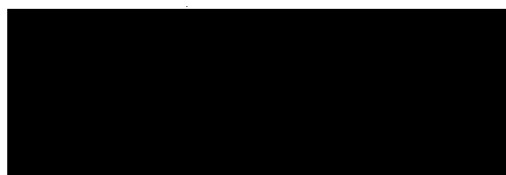
8. The question of coordinating various papers came up. This poses no great problem within DDS as they can be coordinated laterally. However, there may be a number of papers which might duplicate, or be related to, papers being written in the Clandestine Services. If there is any question of this, the Executive Secretary said he would find out from Mr. [REDACTED] DDP Representative, Historical Staff, O/DCI, what papers are being written in the Clandestine Services and who is writing them so that coordination could be effected.

9. There was some question as to format and the Chairman stated that the Executive Secretary was drafting a revision of the "Handbook for the Writing of Clandestine Services Histories," making it applicable to the DDI, DDS, and DDS&T areas.

10. The Chairman requested that all offices submit their proposed historical programs, including narrative histories, monographs, and special historical papers. If possible, they should include the names of personnel who will write them and an indication of some date of completion. After some discussion, it was agreed that these would be in the hands of the Chairman on or before the close of business Monday, 16 January 1967.

11. The Chairman adjourned the meeting at 1125.

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Executive Secretary
Support Services Historical Board

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