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CODIB-D-82/21
5 September 1963

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

Policy on Use of the SCIPS Data Base

1. Attached is a revised draft policy statement on the use of the SCIPS data base, prepared pursuant to discussion at the last CODIB meeting.

2. Action: Please notify the Secretary of your approval of or comment on this draft On approval this draft would be used by each member to secure the approval of his department or agency, after which USIB formal approval will be sought.

Paul A. Borel
Chairman

Attachment

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SCIPS Data Base

1. The information in the SCIPS Data Base was collected under the aegis and for the use of USIB (CODIB-D-82/18, 1 Aug 62). The data base consists of information obtained from some fifty organizational components of the various USIB Departments and Agencies on the processing of substantive intelligence information. The data base is in the form of exhibits, survey forms, punched cards, magnetic tape files, and machine listings. The machined portion is statistical information on the kinds and quantities of people, equipment, files, processes, documents, and document movement in the intelligence community.

Access by USIB member agencies for own use

2. The data was collected as an essential part of the study effort; it was converted to machine language to facilitate its analysis. Furnishing member agencies with useful data about themselves and the Community of which they are a part is an implicit if not expressed part of the SCIPS survey. The

~~S-E-C-R-E-T~~

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S-E-C-R-E-T

- 2 -

by-products of such an undertaking were recognized as having considerable potential significance for the participating agencies.

3. Accordingly, access to the data base by a USIB member agency will be granted for its own use.

Security requirements

4. The machined portion of the data base has an over-all classification of Special Intelligence/Controlled Dissem/ No Foreign Dissem, and will be handled in accordance with DCID 1/7: Controls for Dissemination and Use of Intelligence and Intelligence Information (New Series) 21 Feb 62, see especially para. 6. a (2).

5. Parts of the data under machine control are of low classification, and can be handled accordingly.

Access by contractor personnel

6. Access to the data base by contractor personnel shall be governed by USIB-D-39.5/19, 26 Aug 63, Final-USIB-Approved: USIB Policy on Release of Intelligence to Contractors.

Holding of master files, computer programs and documentation

7. Master SCIPS files will be held by CIA, which will provide service therefrom.

S-E-C-R-E-T

S-E-C-R-E-T

- 3 -

Reproduction of files, computer programs and documentation

8. Duplicates of SCIPS files, programs, and documentation will, on request, be made available to USIB agencies. The number of duplicate files or portions thereof will be kept to a minimum commensurate with the needs of the various agencies to conduct extensive research in the data.

**Paul A. Borel
Chairman**

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