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IASEC-M-6 (Draft)
4 February 1972

INTRA-AGENCY SECURITY COMMITTEE

Minutes of

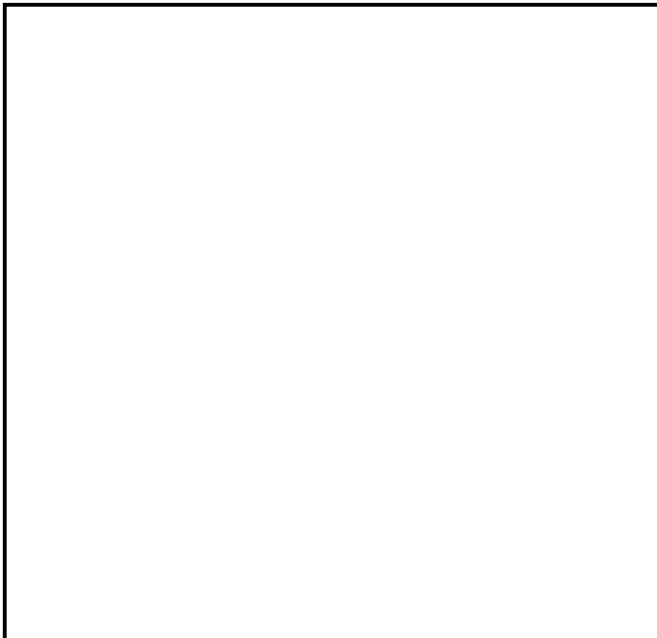
Sixth Meeting
Room 4 E 64, CIA Headquarters Building
Friday, 4 February 1972, 1000 Hours

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Acting Chairman
Presiding

MEMBERS PRESENT:



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REPRESENTING:

National Intelligence Programs
Evaluation

Deputy Director for Support

Office of General Counsel

Deputy Director for Intelligence

Deputy Director for Plans

Deputy Director for Science
and Technology

Secretary

MORI/CDF

GROUP I

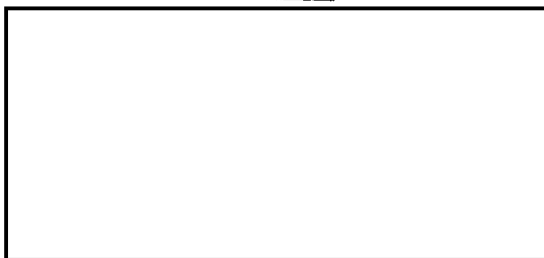
Excluded from automatic
downgrading and
declassification

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ALSO PRESENT:



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Office of Security

FI Staff

CIA Top Secret Control Officer

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25X1 The Intra-Agency Security Committee was convened by the
Acting Chairman, Mr. [redacted] at 1000 hours on 4 February
1972 in the Office of Security conference room, 4E64.

25X1 Mr. [redacted] explained that the reason for the instant meeting was
the concern of Mr. W. E. Colby, Executive Director-Comptroller;
Mr. John W. Coffey, Deputy Director for Support; and the Director of
Security over the general problem of overclassification of information
which exists in Government today and in CIA as well. Reviewing this
subject was also especially timely because of the interest taken by the
President and the members of Congress in the overall classification
field. The Acting Chairman solicited the comments of those present
and was thus informed:

The DD/P Member said that the Clandestine Service basically
has no areas in which overclassification exists and that the DD/P is
feeling special pressure at this time as a result of its acquired
information appearing recently in the press. He also noted the
problem of liaison in that foreign liaison contacts are becoming
reluctant to furnish CIA with sensitive material for fear that it will

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later be disclosed in the news media. Overall, Mr. felt that the Clandestine Service should continue to maintain a strict system of classification because of its unique role in the Agency.

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The NIPE Member pointed out that there are two factors at odds in looking at the problem of overclassification. On the one hand, the thrust of the study on the new Executive Order 10501 is to cut down on overclassification; on the other hand, there is the concern expressed by the President in his Directive of 21 December 1970 in which he asked for a tightening up in the security handling of sensitive information. Mr. felt that it was essential to maintain a strict security posture with respect to protecting the Agency's intelligence sources and methods. He indicated that the thrust of his letter to the President showed how the CIA had tightened and would continue to tighten the protection of sensitive information. However, he believed the Agency should take a hard look at much of its material which is classified Secret that is essentially administrative in nature and could carry a non-security caveat.

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The DD/I Member pointed out much can be done in cutting down on overclassification within the Agency, citing several flagrant examples

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which included a Secret cable on frozen orange juice, a published magazine article which later was classified Confidential, and a Confidential report from another agency which highlighted the particular language fluency of a Latin American country. Mr.

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believed that the problem of overclassification was essentially judgmental and that re-emphasis of the Agency's good Headquarters Regulation on the subject of classification was needed in the form of a Headquarters Notice.

The DD/S&T representative stated that the various forms of the Agency should be reviewed since many of them are classified Secret with the caveat "When Filled In" and contain information essentially non-sensitive in nature. He cited several examples, including insurance data on medical claims and payroll change forms.

The NIPE Member suggested that this may be the opportune moment to institute a new classification entitled "Medical Confidential" in order to protect personal information which is sensitive rather than security-type data.

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Much discussion ensued relative to drafting a Headquarters Notice on the general subject of the classification of CIA information. All representatives agreed that the draft should incorporate the following items, alluding to:

1. The President's memorandum of 21 December 1970 expressing his concern over public disclosures and directing that immediate steps be taken to ensure that existing regulations and procedures to safeguard classified information be strengthened where necessary.
2. The DCI's statutory responsibility for the protection of intelligence sources and methods.
3. The classification process as one which requires sound judgment and must not be taken lightly.
4. The categories of Top Secret, Secret, and Confidential and their definitions as they apply to the National Security.

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5. The markings, Administrative-Internal Use Only and For Official Use Only, explaining when such markings are applicable for use by Agency employees.
6. Each document to be classified on the basis of information it contains or reveals with full consideration given to the DCI's responsibility for the protection of intelligence sources and methods.
7. Documents received from other agencies or foreign governments as retaining the same classification or the lowest comparable classification.
8. Administrative material which is often over-classified. Formal notices as well as intra-agency memoranda often can be issued without classification or dissemination control.
9. In order to ensure an effective classification program Deputy Directors and Operating Officials should periodically check to determine whether

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documents originating with their components are properly classified.

10. The notice with the suggested guidelines being readily available to all employees.



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Secretary *J*

Adjournment: 1150 hours

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