

20 NOV 1974

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT : EXDIS

1. This memorandum outlines current Agency thinking about receipt, control, processing and use of State Department "Exclusive Distribution" (EXDIS) information. It also describes the reasons for existing EXDIS procedures and recommends procedural changes, in keeping with current State Department thinking about its use and transmittal.

Origins of Current Policy:

2. EXDIS as a distribution control originated in 1963. Foreign Affairs Manual Circular No. 159, December 20, 1963, (Attachment A), describes EXDIS as a "new designation of EYES ONLY messages" which could not be distributed laterally and for which full records of all officers reading the messages were to be maintained. This description of EXDIS no doubt accounts for the traditional Cable Secretariat practice of transmitting all EXDIS cables to CIA Operating Officials in EYES ONLY envelopes.

3. The requirement for full records of all persons reading EXDIS cables or airgrams was discontinued in May 1967 after notification from State Department that such records were no longer required. A 13 May 1967 CRS memorandum, (Attachment B), cites State's position and O/DDI's concurrence in abandoning signature records for EXDIS. The Cable Secretary could locate no official correspondence from State on the matter of signature records but he agrees that they are not required.

4. Cable Secretariat continues to transmit EXDIS cables to CIA Operating Officials in EYES ONLY envelopes although such control is neither specifically required by the current State definition of EXDIS nor observed by State Department when EXDIS information is transmitted. State Department's Foreign Affairs Manual (Vol. 5, Section 959.2,

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1972), Attachment C, cites EXDIS distribution as "distribution to officers with essential need-to-know". This definition would seem to officially rule out strictly EYES ONLY distribution although the EXDIS definition further states that the EXDIS "caption is used only for highly sensitive traffic between the White House, the Secretary, the Under Secretary, and Chiefs of Missions".

Current Policy on EXDIS Cables:

5. EXDIS cables are received by the CIA Operations Center and the Cable Secretariat. There is some overlap in Operations Center and Cable Secretariat dissemination. The Operations Center EXDIS procedure is outlined in Attachment D. In its alerting function, the CIA Operations Center reviews and disseminates EXDIS cables to DDI analysts with a need-to-know. No records of dissemination are kept for such dissemination.

6. Except for CRS and OER, all DDI offices transmit EXDIS cables laterally, in the DDI, to officers with the need-to-know. They are not logged or hand-carried from analyst to analyst and no destruction records are required or kept.

7. OER exercises more control over EXDIS cables than the other DDI offices. The cables are logged when received, hand-carried from branch to branch and logged to OER analysts. When EXDIS cables are destroyed, records of destruction are kept.

8. The CRS EXDIS cable processing procedure is cited in Attachment E. CRS logs the cables when they are received and provides copies for internal CRS information, AFGIS indexing and microform filing. When references to EXDIS cables appear on machine runs, copies are given to requesters only with approval from the D/CRS.

9. The CRS procedure was written in May 1973 when CRS began to receive standard distribution of EXDIS cables after a long history of non-receipt. The extent of control outlined in the procedure was promised to ensure cable receipt and to provide adequate controls for their use and service.

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10. DDO observes the EYES ONLY restrictions placed on the EXDIS cable routing envelopes by the Cable Secretariat. Lateral distribution of EXDIS cables is made in the DDO but it is not as extensive as in the DDI. EXDIS destruction records are not kept in the DDO.

Current Policy on EXDIS Airgrams:

11. CRS disseminates all EXDIS airgrams. All Agency offices follow the same handling procedures for EXDIS airgrams and cables. At one time, CRS was required to obtain permission from the O/DDI prior to release of EXDIS airgrams to customers. Current CRS release authority is provided by the D/CRS.

EXDIS Use:

12. EXDIS information is treated as BACKGROUND USE ONLY (BUO) when it is used in other reports or publications. The BUO use restriction requires that permission must be obtained from the State Department before the information can be published in any other form. All Agency offices adhere to the established procedures for the use of EXDIS information.

Recommendations:

13. There are a variety of memoranda which describe procedures associated with EXDIS information since 1963. While they were written to delineate policy for handling EXDIS, they also indicate patterns of receipt difficulty for CRS. Current CRS policy exists to ensure comprehensive indexing and retrieval service for our customers. Strict control measures for EXDIS have been established and performed to that end. It is apparent that CRS controls lateral distribution of EXDIS cables to a greater degree than other DDI offices. When EXDIS originated as a distribution control, it was used less frequently by the State Department and information placed in the EXDIS category was generally more sensitive than much of the current EXDIS material. State Department, for example, does not control EXDIS as strictly as it is being controlled in CRS. With these considerations in mind, I recommend the following:

a. that current CRS logging and release procedures for EXDIS be discontinued on the basis that CIA

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analysts receive lateral distribution of EXDIS, and read, process and use it accordingly

b. that CRS begin to extract EXDIS cables for SAFE mail files which, due to software constraints, are currently available only to the four original SAFE pilot branches

c. that CRS begin to extract EXDIS cables for SAFE text files (14 to 21 days of current data) which will be available for retrospective searching by all SAFE users.



STAT

H. C. EISENBEISS
Director, Central Reference Service

Attachments:
As stated

APPROVED:

Deputy Director for Intelligence

Date

Distribution:

- Original - DDI,
return (Originator)
- X - DDI
- 1 - C/OSG
- 1 - C/ADD
- 2 - O/D/CRS
- 2 - DE Files

ADD/DI  19 Nov 74)

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