

SECRET

Wms from Director, CI.

11 July 1969

DCI

MEMO TO: Assistant Director for Collection and Dissemination
Assistant Director for Operations
Assistant Director for Reports and Estimates
Assistant Director for Special Operations ✓
Assistant Director for Scientific Intelligence
Assistant Director for Policy Coordination
Chief, IGAPS

SUBJECT: "Dissemination of CIA Reports" - Item from Agenda
7 July meeting of Coordination group.

1. Attached is modified draft of proposed operating procedure on subject.
2. Please inform me by 14 July as to whether or not you concur with attached draft.



Captain, USN
Executive

25X1A9a

Attachment (1)

14 OCT 1970

SECRET

(date)

VERIFIED

100	0	41144
ABSTRACT	INDEX	10
DATE 13 OCT 1953		

SECRET

HS/CSG-2308

NR R100 19

SECRET

DISSEMINATION OF CIA REPORTS

POLICY

1. It is the policy of the Central Intelligence Agency, in discharge of the responsibility assigned by the National Security Act of 1947 (Public Law 253) which provides that "The Director of Central Intelligence shall be responsible for protecting intelligence sources and methods from unauthorized disclosure," that the composition and dissemination of all of its reports based on covert or semi-covert collection must meet the following stipulations:

- a. Only those who need to know rather than those who desire to know will be informed.
- b. Unevaluated information reports will normally be released only to those agencies which have representation upon the Intelligence Advisory Committee.
- c. Finished intelligence will be edited in such manner as to minimize the danger of disclosing covert or semi-covert sources.

PROCEDURES

2. The above policy will be implemented by close adherence to the following principles of procedure:

- a. Unevaluated information reports, consisting of raw intelligence materials collected from covert or semi-covert sources, will be disseminated only to agencies having representation upon the Intelligence Advisory Committee except as provided in sub-paragraph 2d hereunder.
- b. Reports which must be withheld, in the interest of source protection, from one or another of the IAC agencies shall be

SECRET

SECRET

100-0-41-47

SECRET

stamped CIA INTERNAL USE ONLY and shall not be transmitted or disclosed to any agency outside of CIA.

c. Reports of especial sensitivity which must nonetheless be disseminated to the IAC agencies on a need-to-know basis shall be stamped LIMITED DISTRIBUTION, shall be in a separate report series, and shall be delivered not to agency reading panel units but to designated officers within each agency. Such reports shall in addition bear the notation: "This report is for the information of the following officers only. It will receive no further dissemination either written or oral without concurrence of the Central Intelligence Agency through the Assistant Director, Office of Collection and Dissemination."

d. Unevaluated information reports will be disseminated to agencies not having representation on the Intelligence Advisory Committee only when one or more of the following conditions are met:

1. The report is classified no higher than RESTRICTED.
2. The originating office concurs in its dissemination, with or without editing, to a named agency or officer.
3. The office of the Director has determined that a particular agency, board, or committee should be treated for purposes of dissemination on the same basis as agencies having representation on the Intelligence Advisory Committee.

OFFICE RESPONSIBILITIES

3. The following are the responsibilities of the several offices

SECRET

SECRET

SECRET

in carrying out the above principles of procedure:

a. The office which originates an unevaluated information report is responsible (1) for assigning to the report its appropriate serial designation and security classification, (2) for marking those reports which are to be issued only in the CIA INTERNAL USE ONLY or LIMITED DISTRIBUTION channels, and (3) for indicating the individual officers to whom each LIMITED DISTRIBUTION report is to be delivered.

b. The office which produces a finished intelligence report based upon unevaluated information is responsible for editing its content in such manner as to ensure minimum danger of source disclosure, and should consult with the originator of the information in questionable or extremely sensitive cases prior to publication.

c. OCD is responsible for ensuring that copies of CIA INTERNAL USE ONLY and LIMITED DISTRIBUTION reports are appropriately stamped in clearly legible print, that LIMITED DISTRIBUTION reports receive the notation provided for by paragraph 2c above, and that physical distribution of all copies of the reports is in accord with the policy and procedures stated herein.

d. I&S is responsible for the issuance of security policies to OCD to guide it in disseminating reports to agencies and individuals without representation on the Intelligence Advisory Committee.

SECRET

SECRET