

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

20 April 1981

Mr. Arthur F. Van Cook  
Director, Information Security  
Office of the Deputy under Secretary  
of Defense for Policy Review  
Department of Defense  
Room 3C260, The Pentagon  
Washington, D.C. 20301

Dear Art:

I appreciate your concern for the continued protection of items of intelligence interest relevant to the Agency's responsibilities. The attached guidelines for systematic review, which you requested, have evolved over a number of years while working with the National Archives on matters concerning our permanent records. Using these guidelines, Archives can determine the type of material to withhold from public accession until our representatives have reviewed it in accordance with the provisions of Executive Order 12065. A decision is then made to retain classification or to declassify and release the material.

The guidelines which I have attached are summarized from those which were approved by the Director, Information Security Oversight Office, on 29 July 1979. Additional items which have possible application to programs requiring continued protection are noted at the end of the attachment. These items are directed in more detail at selected special intelligence programs where sensitivity is unique.

I trust that this material is detailed enough to be helpful; if not, I shall be happy to provide further clarification.

Sincerely,



Thomas H. White  
Director of Information Services  
Directorate of Administration

STAT

Attachment  
Guidelines for Systematic Review

Distribution:

Orig - Addressee w/att

1 - OIS Subject w/att

1 - OIS Chrono

1 - Liaison w/Dept. of Defense (CRD file) w/att

1 - CRD Chrono

CLASSIFICATION REVIEW GUIDELINES

In accordance with the provisions of E.O. 12065 and the guidelines approved by the Director, Information Security Oversight Office on 23 July 1979, information in the following categories, which is contained in documents either originated by the CIA, directly concerning the Agency, or deriving their information from other documents originated by this Agency, shall not be declassified until reviewed for declassification by designated CIA personnel, and must be referred to CIA for such review by all other agencies having custody of the information.

Cryptologic, cryptographic, or signals intelligence

Counterintelligence (see E.O. 12036, Section 4-202)

Special access programs (E.O. 12065, Section 4-201)

Information which identifies clandestine organizations, agents, sources, or methods

Information on personnel under official or non-official cover or revelation of a cover arrangement

Covertly obtained intelligence reports and the derivative information which would divulge intelligence sources or methods

Methods or procedures used to acquire, produce, or support intelligence activities

CIA structure, size, installations, security, objectives, and budget

Information which would divulge intelligence interests, value, or extent of knowledge on a subject

Training provided to or by CIA which would indicate its capability or identify personnel

Personnel recruiting, hiring, training, assignment, and evaluation policies

Information that could lead to foreign political, economic, or military action against the U.S. or its allies

Events leading to international tension which would affect U.S. foreign policy

Diplomatic or economic activities affecting national security or international security negotiations

Information affecting U.S. plans to meet diplomatic contingencies affecting national security

Non-attributable activities conducted abroad in support of U.S. foreign policy

U.S. surreptitious collection in a foreign nation that would affect relations with the country

Covert relationships with international organizations or foreign governments

Information related to instabilities of political/economic nature in a foreign country threatening American lives and installations therein

Information divulging U.S. intelligence collection and assessment capabilities

U.S. and allies' defense plans and capabilities which enable a foreign entity to develop countermeasures

Information disclosing U.S. systems and weapons capabilities or deployment

Information on research, development, and engineering which enables the U.S. to maintain an advantage of value to national security

Information on technical systems for collection and production of intelligence, and their use

U.S. nuclear programs and facilities

Foreign nuclear programs, facilities, and intentions

Contractual relationships which reveal the specific interest and expertise of CIA

Information that could result in action placing an individual in jeopardy

ADDITIONAL SENSITIVE AREA GUIDELINES

All World War II TOP SECRET CIA documents at National Archives may be downgraded to SECRET. (CIA does not object to similar downgrading of other department's documents of like nature which are of concern to CIA.)

Information on secret writing must continue to be protected when it relates to specific chemicals, reagents, developers, and microdots.

Reports of Foreign Broadcast Information Service (FBIS) (-- Branch, -- Division) between 31 July 1946 and 31 December 1950 marked CONFIDENTIAL or above must be referred to CIA/FBIS for review

Reports of Foreign Documents Division between 1946 and 1950 marked RESTRICTED or above must be referred to CIA/FBIS for review. In addition, regardless of the date, the following categories must be reviewed by FDD:

Q Information Reports  
FDD Translations  
U Reports