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30 June 1981

Classification Review Procedure

CRP 81-9

Review of CIA-Related

Department of Defense (DOD) Documents

1. The Classification Review Division (CRD) is the focal point for documents sent to CIA by the Declassification and Historical Research Branch, Records Management Division, or other components of DOD, under the systematic review procedure of Executive Order 12065. These documents are either CIA documents on which DOD asks us to take action or DOD documents in which there is CIA-derivative material.

2. CRD will conduct the classification review for the Agency and will prepare the response to DOD. If special expertise is required, CRD may request review assistance from the appropriate Agency component. We must cite clear and valid reasons for each deletion by indicating the specific section(s) of E. O. 12065 that apply(ies) and why.

3. Receipt and Control

- a. Chief, CRD will assign responsibility for review of the document to the appropriate branch.
- b. The CRD Secretary will maintain a permanent folder and log of these DOD documents.
- c. These DOD documents are accompanied by a transmittal letter and DOD receipt form SD-120.
- d. The folder will contain a copy of the DOD letter of transmittal, any correspondence with other CIA components involved in the review, and a copy of the document.
- e. CRD will control the document at the level of classification assigned by the DOD; however, even if one document is unclassified, while being processed it will be stored in approved safes.

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4. Review

- a. If the document is a CIA-originated document, the reviewer will stamp the document with his reviewer's stamp and fill in completely.
- b. If the document is another U. S. Government Agency document which contains CIA-derivative information, the reviewer will stamp the document with the "other Agency stamp" and fill in appropriate blanks. The DOD asks that a specific review date be indicated.

5. Recording Action

- a. A Form 4023A will be filled out for each CIA document regardless of the action we take on the document.
- b. Completion of Form 4023A fields:
  - (1) Job Number - GG00003A
  - (2) Box Number - 0001
  - (3) Folder Number - obtain from Information Control Assistant
  - (4) Document Number - number in sequence for each request
  - (5) Creation Date - use actual date of document
  - (6) Originating Component - leave blank
  - (7) Document Identification Number - take from document; if none, leave blank
  - (8) OPI - use 99
  - (9) Type Document - use 01
  - (10) Original Classification - take from document
  - (11) Number of Pages - take from document
  - (12) Document Title - take from document
  - (13) Review Classification - Reviewer's decision
  - (14) Retention Justification - use appropriate DARE code
  - (15) Next Review Date - use 10 or 30 as appropriate
  - (16) Review Coordination - fill in if appropriate

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5. Reply

- a. The reply to the DOD will be in the form of a letter indicating action taken on the document (sample attached). For the record and future reference, ensure that the document is thoroughly described in either the text or the attachment listing of the letter.
- b. The reviewer should verify that copies of all correspondence are placed in the CRD document folder (paragraph 3c).
- c. The reviewer will give the document and draft reply to his branch chief for final review before it is sent to the Chief, CRD for final action.
- d. The reviewer will record the time spent on the review in the weekly statistical report under "Other Review Work."



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Chief, Classification Review Division

Attachment: Sample Letter

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505


27 March 1981

Mr. Brian V. Kinney  
Chief, Declassification and  
Historical Research Branch  
Records Management Division  
Washington Headquarters Services  
Room 1 D 517, Pentagon  
Washington, D.C. 20301

Dear Mr. Kinney:

Your memorandum of 8 March 1981 forwarded to us two documents with the request that we review their classification status. We have reviewed those documents and have determined that they remain classified at the CONFIDENTIAL level under Section 1-301(c) of Executive Order 12065. A copy of each document is attached as you requested.

Sincerely,

  
Chief, Classification Review Division  
Office of Information Services  
Directorate of Administration

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Attachments:



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Unclassified when  
Separated from  
Attachment.