

6 April 1978

Records Review Procedure

RRP 78-17

DOCUMENTS WITH CONTROL/US OFFICIALS ONLY
AND DISSEMINATION LADDER

1. Many documents of early vintage, particularly the STATINTL documents now being reviewed, bear the phrase "CONTROL/US OFFICIALS ONLY." This is a document dissemination control and not a classification. The nearest present day equivalent of the control is probably "No Foreign Dissemination." Although this control may appear on a variety of intelligence reports, it almost always was used to control the dissemination of intelligence information obtained through foreign liaison. Reviewers therefore, should be alert when encountering this control.

2. If the source line of the report indicates that the information was obtained from a foreign power it will not be declassified. If the source line shows that the information was received from an international organization which has placed a restrictive caveat of any kind on the document the report will not be declassified. In the absence of such a caveat, it can be assumed that the information does not require protection because of the source alone and may be judged solely on content.

3. Early reports bearing a dissemination control also contain a dissemination ladder at the bottom of the report, with the ladder containing abbreviations for individual components of and, at times, the names of individual employees written in.

4. Although information revealing CIA organization is normally exempt from declassification, such documents may be declassified if the substance of the report does not require continued protection. However, when declassified the following stamp will be placed over the text of the dissemination ladder:

WARNING NOTICE: THIS DISTRIBUTION LISTING MUST BE
EXCISED BEFORE PUBLIC RELEASE OF THIS DOCUMENT.

5. Eventually the declassified documents bearing the above WARNING NOTICE will be deposited with NARS. The excision will then be accomplished by NARS personnel, pursuant to an anticipated written CIA-NARS agreement, if and when such declassified documents are requested from NARS.