30 January 1978

RECORDS REVIEW PROCEDURE   **RRP 78-2**

RRB Name Check Procedures

I. Individual names appearing in records being reviewed will be submitted for name checks to determine cover status [only] in those instances where the document would be declassified except for the presence of a name. The following procedures will govern the handling of name checks.

    1. Reviewers enter on form the individual's name, position, title, and component affiliation, if any, and year the document was produced.

    2. On extreme right of the form reviewers will enter the job, box, folder, and document number of the document where name was found.

    3. Reviewer gives form to Records Control Clerk (RCC) at close of business each Friday. RCC reproduces form and returns original to reviewer.

    *4. Every Monday RCC consolidates list, listing names alphabetically and entering information on the form mutually agreed upon with [   ]

    5. RCC prepares 3x5 card file for each name not previously on file.

    6. RCC checks names with OP.

    7. On names not clarified by OP check, RCC sends them on proper form to [   ]

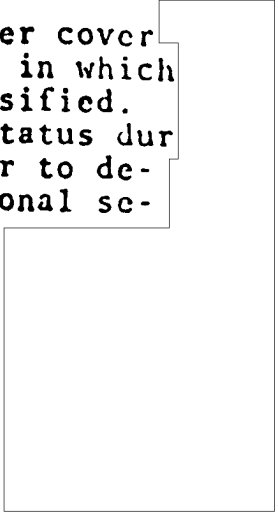   8. On names not clarified by either OP or [   ] RCC sends them to ISS/DDO.

    9. Whenever the status of names is clarified by any of the three checks, RCC informs the pertinent reviewer.

* If experience shows that more than 30 names must be researched each week, then the procedure will be adjusted to provide for the RCC presenting lists to OP, [   ] or ISS more frequently, so that no list contains more than 30 names.

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10. Reviewer consults his copy of the form given to RCC, pulls the document concerned, and completes action.

11. RCC enters pertinent information on 3x5 card, which is for permanent retention until automated system is developed.

II. If an individual is identified as having been under cover during the period in which the document was originated in which his name was found, then the document will remain classified. If the individual is identified as being in an overt status during this period then the individual's name is not a bar to declassification of the document, provided no other national security sensitivities are present.   /\

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