



Washington, D.C. 20505

Rec'd 7/11/06

28 June 2006

Dr. Michael J. Kurtz
Assistant Archivist for
Records Services-Washington, D.C.
National Archives and Records Administration
8601 Adelphi Road
College Park, Maryland 20740-6001

Dear Dr. Kurtz:

(U) We have taken the required actions to close six of the remaining nine recommendations addressed in your evaluation, *Records Management in the Central Intelligence Agency*. The enclosed progress report (Enclosure A) details our plans with respect to the following recommendations: III/1, III/4, IV/4, IV/5, VI/3, and VI/5. The remaining three recommendations (III/8, III/9, VI/4a) are dependent upon the *Memorandum of Understanding (MOU) Between the CIA and NARA*, which is currently being negotiated. These three recommendations will be addressed when the *MOU* is finalized.

(U//~~FOUO~~) Regarding the information requested on the closed recommendations I/1, II/1a, and II/7, we have enclosed the *Information Management Evaluation Project Report 2004 Survey Questions* (Enclosure B) and the *Executive Summary of the 2003 Information Management Evaluation Project Report* (Enclosure C). The full report of the 2003 Evaluation contains highly sensitive information. As agreed, arrangements have been made to loan a copy to NARA in care of David Langbart for a period of six months.

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Dr. Michael J. Kurtz

(b)(3) (U) Please call [redacted] or me
(b)(3) [redacted] at your convenience after you have reviewed our
progress report.

Sincerely,

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[redacted]
Chief, Information Management Services

Enclosures:

- A. (U) Progress Report
- B. (U) Information Management
Evaluation Project Report 2004
Survey Questions
- C. (U) Executive Summary of the
2003 Information Management
Evaluation Project Report

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ENCLOSURE

Recommendation III/1:

(U) Review full text and skeleton schedules for declassification; provide full text schedules to NARA even if portions are security classified.

Action Items Identified from Latest Correspondence:

- (U) NARA requests a complete, detailed, unclassified version, covering both temporary and permanent items.

CIA Response:

(U//~~FOUO~~) Based upon discussions with the NARA representative, we understand that NARA plans to proceed with the review of the new Records Control Schedule (RCS) in sections, beginning with the section on *Information Management (IM)*.



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Recommendation III/4:

(U) Work with NARA in the development of a revised schedule for DO operational project files; use this schedule as the basis for written guidance that is provided to those who review and/or process older operational files.

Action Items Identified from Latest Correspondence:

- (U) This recommendation cannot be closed until the revised schedule is signed by the Archivist.

CIA Response:

(U//~~FOUO~~) CIA has agreed with NARA's recommendation and submitted a revised OPACT schedule, which NARA received on May 1, 2006.

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Recommendation IV/4:

(U) Complete the centralized catalogue project so the agency will have a comprehensive, agency-wide inventory of electronic records. After the centralized catalogue is completed, implement measures to keep it current as additional systems are developed.

Action Items Identified from Latest Correspondence:

- (U) Please provide an updated report on the implementation of CATDB in your next progress report.

CIA Response:

(U//~~FOUO~~) The Catalog of Databases ("CATDB") is old database technology that lacked workflow and was developed primarily to support records management, e.g., the assignment of retention schedules to systems or collections in the Agency. The Agency Information Technology Offices have mandated a separate application tracking process and introduced a system to meet the technology requirements. We have discussed merging the two systems to better meet Agency requirements and reduce duplication of effort caused by two tracking systems. We continue to promote use of CATDB as evidenced in our new *Information Management Reference Manual*. Updates are still being placed in CATDB; and systems are being identified in the new system. We will continue to put new information into CATDB until all is transferred to the new system, which will cover electronic and non-electronic collections. We will work closely with NARA to ensure records management needs are met by this new system.

Recommendation IV/5:

(U) Using the centralized catalogue data as well as pre-existing inventories and lists, work with NARA to initiate and carry out a project to ensure that all electronic record systems are eventually covered by NARA-approved schedules. This effort should begin as soon as possible, using existing inventory information, and should encompass the review in coordination with NARA of housekeeping systems to determine which are covered by the GRS and which are not. Develop schedules for non-GRS-records, beginning with those that pertain to CIA's core missions and are the most likely to be appraised as permanent.

Action Items Identified from Latest Correspondence:

- (U) NARA looks to CIA to identify the individual electronic systems that fall under each series. Once appraisal is begun this recommendation will be closed.

CIA Response:

(U//~~FOUO~~) CIA provided NARA with an updated RCS intended to address the disposition of all CIA records regardless of media. As is done today, the Information Management Officer (IMO) will work with the system owner/developer to ensure that the records maintained in each system are identified against an existing authority for disposition. CATDB was but one system used to record collections or systems newly established in CIA. The index allowed the offices to ensure records maintained in that system are scheduled. We continue to use CATDB as well as the Agency's portfolio management system (of new IT systems under development or operational) to document the retention of records maintained in those systems. As each section of CIA's new RCS is approved, we will ensure that CATDB entries align to the new records disposition authorities; and, to the extent that a new system maintains records not covered under the authorities, we will submit SF-115s for the new records series.

Recommendation VI/3:

(U) Inventory non-text records and develop schedules for all unscheduled series as well as specific schedule items for certain major collections now covered by generic authorities identified in this report/

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Action Items Identified from February 2005 Correspondence:

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CIA Response:

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CIA is adding media-specific terms to the RCS as appropriate. These additional media-specific terms will be reflected in each RCS section as it is reviewed by NARA, beginning with *Information Management*. In conjunction with NARA, CIA will develop a preamble to its new RCS that will detail the special media requirements.

Recommendation VI/5:

(U) Develop and implement a plan to preserve non-textual series that must remain in CIA custody for more than 10 years.

Action Items Identified from February 2005 Correspondence:

- (U) There are several areas where the ARC is presently not compliant with the regulations.

CIA Response:

(U//~~FOUO~~) Per the recommendation, a plan has been developed and implemented to preserve non-textual series that must remain in CIA custody for more than 10 years.



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See classified file.

See classified file.