



Washington, D.C. 20505

4 August 2005

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[Redacted]

8/16/05

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

Dear Dr. Kurtz:

(U) We have taken the required actions to close out ten more of the recommendations addressed in your evaluation "Records Management in the Central Intelligence Agency". The attached progress report details our actions with respect to the following recommendations: III/1, III/4, III/7, III/8, III/9, IV/1, IV/4, IV/5, VI/4a, and VI/4b.

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

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[Redacted Signature]

Chief, Information Management Services

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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 continues to look forward to receiving the results of the declassification review of the full-text records control schedules.

CIA Response:

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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) Work on the schedule to cover Operational Activity (OPACT) Files must be completed as a separate project.

CIA Response:

(U//~~FOUO~~) Given CIA submitted a revised OPACT schedule, we propose this item be closed. In addition, we recommend the appropriate people meet to discuss draft language to narrow the issues and prepare the OPACT matter for an Executive decision.

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Recommendation III/7:

(U) Continue the project to apply correct schedule items to ARC accessions improperly retired as permanent; include NARA review as part of the process.

Action Items Identified from Latest Correspondence:

- (U) Before this recommendation can be closed, NARA must conduct a spot-check of accessions for which the disposition has been changed from permanent to temporary. Please provide us with a list of 10 or 15 jobs for which the disposition authority was changed so that we may conduct this review.

CIA Response:

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Recommendation III/8:

(U) Work with NARA to develop transfer instructions for permanent records that reduce the age at which CIA records are typically accessioned by NARA and provide for the transfer of entire series (or chronological segments thereof). Take into account CIA plans to review files for declassification electronically.

Action Items Identified from Latest Correspondence:

- (U) In your next report, please provide details on your progress to identify collections, or segments of collections, that can be transferred when records are less than 50 years old.

CIA Response:

(U//~~FOUO~~) We agree to transfer records that have no continuing business value to the National Archives sooner than 50 years once the CIA and NARA Memorandum of Understanding has been signed.

Recommendation III/9:

(U) Work with NARA to develop a timetable for the transfer of specific files to the National Archives, with the goal of transferring by the end of 2003 most permanent files cut-off prior to 1961.

Action Items Identified from Latest Correspondence:

- (U) In order to complete action on this recommendation, CIA must identify those agency records center jobs that contain records pre-dating 1961 and transfer them to the National Archives.

CIA Response:

(U//~~FOUO~~) We agree to transfer Agency records pre-dating 1961 that have no continuing business value to the National Archives once the CIA and NARA Memorandum of Understanding has been signed.

Recommendation IV/1:

(U) Comply with NARA guidance contained in 36 CFR 1234 when electronic systems are developed, maintained, or upgraded. Of particular importance is the need to include migration strategies as part of the life cycle planning for electronic records systems design and implementation.

Action Items Identified from Latest Correspondence:

- (U) In your next report, please report on your review and revision of other IM Plans. Once this review is completed and any needed revisions are made, this recommendation can be closed.

CIA Response:

(U//~~FOUO~~) The Agency has agreed to insert NARA's suggested wording: "Migration of electronic records will be done in accordance with the principle of separation of content and format, in accordance with the protection of content, and in accordance with the goal that transfer formats will comply with NARA guidance in effect at the time" into all future IM plans prior to electronic system certification. We also agree to notify system owners of the previously certified systems that their data transfer format must comply with NARA guidance in effect at the time of transfer.

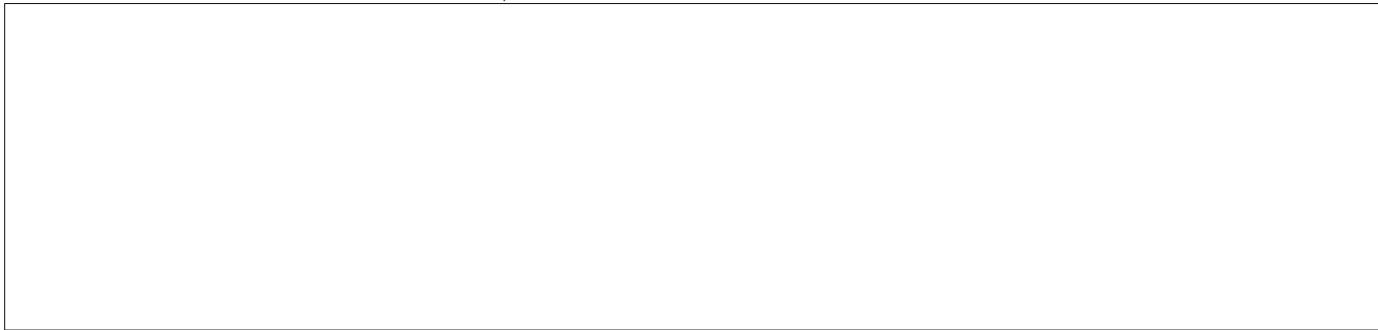
Recommendation IV/4:

(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:

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

CIA Response:



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 must publish a notice in the Federal Register to any schedules that designate records as temporary and must allow interested parties to provide comments. NARA will work with CIA to develop a Federal Register Notice.

CIA Response:

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Recommendation VI/4a:

(U) Modify schedules to accelerate the transfer of non-textual records to NARA custody.

Action Items Identified from Latest Correspondence:

- (U) NARA is disappointed to see that the File Plan schedule, ostensibly intended to cover all CIA records, does not include any audio-visual or cartographic records.

CIA Response:

(U//~~FOUO~~) CIA's Records Control Schedule is intended to cover all records regardless of media type. Records that have no continuing business value will be transferred to the National Archives on an accelerated basis once the CIA and NARA Memorandum of Understanding has been signed.

Recommendation VI/4b:

(U) Immediately transfer the OSS map collection to NARA.

Action Items Identified from Latest Correspondence:

- (U) We are most interested in completing the transfer to the National Archives of all records designated as permanent on the OSS schedules.

CIA Response:

(U//~~FOUO~~) We have transferred all OSS maps that we have located to date to NARA. Please know that CIA found no OSS maps in CPAS [redacted]

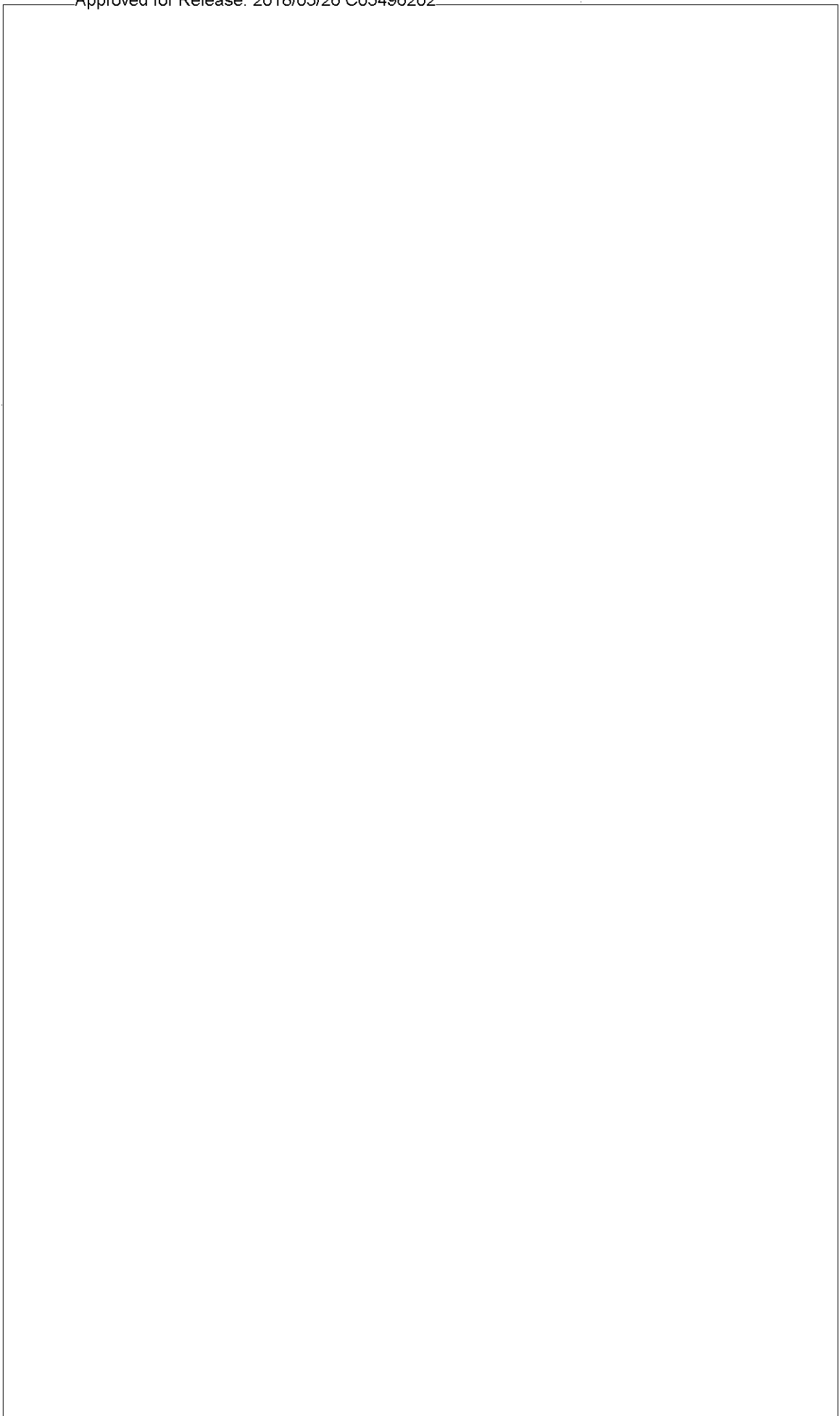
[redacted] the "Office of Support Services", and not the pre-Agency Office of Strategic Services (OSS).

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Attachment A

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Attachment B

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