

## **AGENDA**

### **Meeting with JFK ARRB Staff**

**Monday, 17 March 1997**

**2C06 IP Building**

**1:00 p.m.**

1. **Records Management Briefing**

Becky Rant, DA/IRO

~~Carol Johnson~~, DA/IMO

2. **Cable Process**

John Rovito, Agency Network Mgt. Center, OIT

3. **Questions & Answers**

**SECRET****RETURN TO CIA  
Background Use Only  
Do Not Reproduce**

John -

Thank you for agreeing to participate in briefing the JFK Assassination Records Review Board (ARRB) to be held on Monday, 17 March, at 2:00 p.m., in 2C06 IP Bldg. I regret the short notice. As we discussed, the ARRB has asked for information relating to the creation, transmission, and dissemination of cables and your name instantly came to mind. Their specific questions are:

1- Can you describe the cable process in place in the Agency during the 1960-1964 time period?

Prior to 1962 messages were delivered to the DPD *- handled V-2  
- Org of Rep* (Development Products Division) at 1717 H Street or to the Communications Center at "L" <sup>Building</sup> Street. In addition there also was a Q building that received special traffic. After 1962 messages came into the CIA Headquarters and were processed in different areas depending on the types of traffic.

Imagery traffic would be sent to to a specific floor for the imagery personnel. Intercept and Special Programs would either be passed to a Special Sections Area of the Communications Center or to the Cable Secretariat.

2- How did cables come in?

Messages came in from the field via the Brandy Station State Channels or military channels.

3- How were they decrypted?

Messages were deciphered using a OTT (One Time Tape) or a OTP (One Time Pad) process.

**SECRET****RETURN TO CIA  
Background Use Only  
Do Not Reproduce**

**SECRET**RETURN TO CIA  
Background Use Only  
Do Not Reproduce

4- What happened from the time a cable was sent from a field site until it arrived on a desk at Headquarters?

Messages sent from a field site <sup>decrypted & processed</sup> would be passed to a communicator, <sup>messages going out</sup> encrypted and transmitted via

High Frequency Radio. The message received from **Brandy** and relayed to headquarters and then it was decrypted.

The analyst of the Cable Secretariat would then read the message and match what they read against customer requirements. They then would have a typist type the dissemination on the message. The message then would be picked up from the message center by the various staffs and or divisions.

5- How were cables disseminated?  
See item four.

Please let me or Becky Rant, DA/IRO, know if you have any other questions or concerns prior to the briefing.

CC: Becky L. Rant  
Andrea E. Boyce  
Sent on 13 March 1997 at 03:17:34 PM

**SECRET**RETURN TO CIA  
Background Use Only  
Do Not Reproduce

Administrative-Internal Use Only

# **Directorate of Administration**

## **Briefing for the JFK Assassination Records Review Board Staff on Records Management in the DA**

**17 March 1997**

**Carol M. Johnson**

**DA Information Management Officer**

**2B17 IP Bldg.**

**703-613-1205 Secure 31205**

**Becky Rant**

**DA Information Review Officer**

**2B17 IP Bldg.**

**703-613-1204 Secure 31204**

# **Directorate of Administration**

## **TOPICS**

- **CIA Information Services Strategic Plan**
- **Information Management Program Segments**
- **Information Management Goals**
- **Organization of Records Management In the Agency**
- **DA Information Management Officer (IMO)**
- **DA Information Review Officer (IRO)**
- **Deputy Director for Support (DDS) - 1965**
- **Deputy Director for Administration (DDA) - 1997**
- **DA Records**

# Directorate of Administration

## CIA Information Services Strategic Plan

- **“Information and Records Management, including Classification Management, is a fundamental and essential business requirement for the Agency.”**
- **“The CIA’s Information Services shall...ensure that each official record is appropriate, accurate, secure and retrievable throughout its life cycle regardless of physical form or media.”**

*Legal obligation*

Administrative-Internal Use Only

# Directorate of Administration

## Information Management Program Segments

- Records Management - *identifier, storage*
- Classification Management - *Executive Orders*
- Information Disclosure - *search, retrieval, review for disclosure*
- Information Automation - *electronic format*

# **Directorate of Administration**

## **Information Management Goals**

**An effective and efficient information management ensures that records are available:**

- **to meet day-to-day business needs**
- **to ensure the continuity and consistency of records**
- **to provide corporate memory and history**
- **to protect the rights and interests of the organization, the employees and the public**
- **to meet legal requirements**





Associate Deputy Director for Administration

Information Services

# Organization of Records Management in the Agency

This slide is Administrative Internal Use Only

D/Info Mgt \*

Recruitment  
& Training\*

Policy Research  
& Audit\*

Archive &  
Preservation\*

System  
Development\*

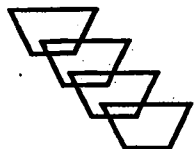
OIT

Agency Information &  
Records Management  
Panel

\* = member

DCI/IMO\*

component/imos



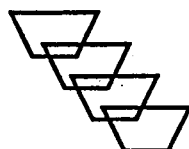
DA/IMO\*

component/imos



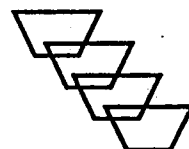
DI/IMO\*

component/imos



DO/IMO\*

component/imos



DS&T/IMO\*

component/imos

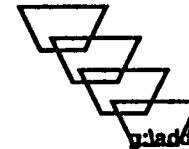


Chart 11

g:\ad\daisled\396alrmp.ppt

Administrative-Internal Use Only

# **Directorate of Administration**

## **DA Information Management Officer (DA/IMO)**

- **The DA/IMO is the Deputy Director for Administration's representative for issues relating to records and classification management.**
- **The DA/IMO is responsible for protecting equities consistent with existing statutes, EO guidance and internal rules and regulations governing the creation, maintenance and use, and disposition of information.**

# Directorate of Administration

## DA Information Review Officer (DA/IRO)

- **The DA/IRO is the Deputy Director for Administration's representative for reviewing all DA relevant information for release to the public under FOIA, PA, EO, and other information release programs.**
- **The DA/IRO is responsible for protecting equities consistent with existing statutes, EO guidance and internal rules and regulations governing the review and release of classified information, specifically, in response to:**
  - ♦ **FOIA/PA/EO Requests**
  - ♦ **Congressional Inquiries**
  - ♦ **DOJ Inquiries/Litigations**
  - ♦ **IG Investigations**
  - ♦ **Special Searches & Other Release Programs**

# **Directorate of Administration**

## **Deputy Director for Support (DDS) - 1965**

- **Office of the DDS (ODDS)**
- **Office of Security (OS)**
- **Office of Personnel (OP)**
- **Office of Medical Services (OMS)**
- **Office of Logistics (OL)**
- **Office of Finance (OF)**
- **Office of Communications (OC)**
- **Office of Training (OTR)**

# **Directorate of Administration**

## **Deputy Director for Administration (DDA) - 1997**

- **Office of the DDA (ODDA)**
- **Office of Personnel Security (OPS)**
- **Office of Facilities & Security Services (OFSS)**
- **Office of Finance & Logistics (OFL)**
- **Human Resources Management (HRM)**
- **Office of Medical Services (OMS)**
- **Office of Communications (OC)**
- **Office of Information Technology (OIT)**
- **Office of Training & Education (OTE)**
- **Center for Security Evaluation (CSE)**

Administrative-Internal Use Only

# Directorate of Administration

## DA Records

- Information Management Officers
- Core functions

- ♦ 1960s

- ♦ 1990s

*> basically the same*

- Records Life Cycle

- ♦ Creation

- ♦ Maintenance & Use

- ♦ Disposition

*- general system used by records management*

*most records done by personal identifier - a name  
medical files kept by code number*

- File organization

*office takes with them relevant records with a reorganization - Nothing is left out or behind*

# Directorate of Administration

## DA Records

### • Records Control Schedules

- ♦ Temporary
- ♦ Permanent

### • Records Storage

- ♦ Short term
- ♦ Long term

### • Accountability

- ♦ Personal - each person is responsible for create + retain information
- ♦ Organization

### • Search & Retrieval

soft files or  
financial records for owners  
stations kept  
56 years.

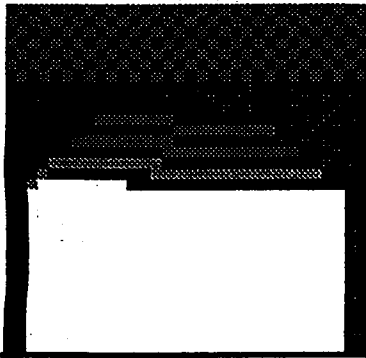
↳ sources  
↳ contacts  
↳ staff

\* other non  
personnel/pagroll  
financials are  
kept 20 yrs

Records Manager  
Bible  
All categories of files in Aggregate are documented  
new records series = new schedule  
old records still reflected in current schedule  
- Archive + Records Center

# Directorate of Administration

## DA Records



- Access
- Safeguarding
- Preservation
  - ♦ Hardcopy
  - ♦ Electronic
- OGC Retention List
- Automation



**SECRET**  
RETURN TO CIA  
Background Use Only  
Do Not Reproduce

Combs 117

DA Briefing 3/17/97

~~draft memo~~

Info Management chart II

DO more centralized file management

DA more decentralized w/ 10 components w/ special jobs  
each office manages their own programs

DA/IMO works w/ all 10 offices in DA  
records management, policy, guidance

DA/IRO 5 in agency each Directorate + DCI  
- tests 10 DA components  
- component find info, + IRO reviews for possible release

IMO in components do the records search for both  
DA/IMO + DA/IRO.

Archive + Records Ctr

DA/OIT manages

47,440 cu ft of records for DA

131,000 cu ft of records total

most DA records are "temporary"

personnel 25 yrs

financial/payroll 56 yrs

archive began early 50's

WE55

pe 55 in Policy

**SECRET**  
RETURN TO CIA  
Background Use Only  
Do Not Reproduce

SECRET

2/7

Warehouse w/ shelving

Program ongoing to deal w/ expired record / purge

Records Management / Storage

- system that tells w/ what boxes are expiring
- OGC retention list - not destroyed until OGC says so

accountability -

Search + Retrieval - goes to file level + level  
not document level - file folder with the  
query.

ARSENS(?) automated query for archive information  
can search for docs into early 50's  
old ~~etc~~ shelf lists ~~not~~ inputted in mid 70's

paper search (hand search) of file is  
not considered "reasonable" for FOIA

offices have indexes + file card

\* Records on destruction of records of the  
file center are kept only a short  
section of time. (kept longer than legal  
requirement) (2-3 yrs?)

Office of Personnel Security enters records  
destruction info in their index. Some do,  
some don't.

SECRET

Cable Process - John Rowto - EOD 1963

1963  
 Moscow  
 into  
 Stations can send messages laterally w/o HQS  
 knowledge  
 Special projects like U-2

1963  
 Tokyo  
 or  
 appropriate  
 Zenfone, CW, rose code, teletype  
 One time tape - one time pad.

L Street were <sup>wire</sup> operators, cable secretariat  
 comm ctr → cable secretariat → dissemination  
 typed by typist based on requirements listed  
 in books for divisions/staffs/directorate/and  
 on slips in message.

later cable secretariat could suspend info to  
 other directorates

"Special traffic" client/commint/KH project

dn '63 shift to <sup>KW</sup> ~~W~~-26 mechanical crypto.

decrypted using a like process - 3 types

Question Maximal City 63 - as there more than 1 channels/canals?

SCI ~~W~~ → 2 channels  
 Non sci

different Router for each  
 area, L St, Q St, etc etc  
 you can send messages  
 independently.

**SECRET**

RETURN TO CIA  
 Background Use Only  
 Do Not Reproduce

4/7

State 2 CIA over same links - charges are  
routers & encryption

SCI + Non-SCI = different Networks

Privacy traffic is slugged for individual  
Slugg tells who it is slugged for - tells  
cable secretariat

● P+L perceived - limited - CI had that

Cable # put on as they are logged in  
- ~~is~~ can tell if #s from Station are sequential  
as well (if ~~not~~ cables are missing)  
need to retransmit

28/10/2011 <sup>will</sup> <sub>did</sub> Are log schedule kept?

Chrono records kept?  
any <sup>cable</sup> records kept?

Now cable maintenance is responsibility of the office responsible for the information not the COMUS CTR.

On 59-64 Cable Secretariat was under DCT  
but records we kept for only a relatively  
short period of time (microfilm?)  
maybe up to '76.

Computer system put in 1977

prior to 77 - <sup>VR's</sup> vital records were maintained  
all messages were VR's every staffable  
no RTH's, SECRET REF ID: A66001 TO CIA away & maintained

~~Background Use Only~~  
~~Do Not Reproduce~~



SECRET  
RETURN TO CIA  
Background Use Only  
Do Not Reproduce

5/7

post 64 - Comm picks up "special traffic"

A Building - didn't handle RH?

P.L.? prescribed & limited

offices running a project determine the channels used.

\* were special & regular traffic given sequential #'s or were they numbered as parallel tracks?

S.C.I. - compartmented

All in effect from 1952 on

special designee

Military

State

NSA

Intel channel

SECRET

RETURN TO CIA  
Background Use Only  
Do Not Reproduce

**SECRET**  
 RETURN TO CIA  
 Background Use Only  
 Do Not Reproduce

6/7

## DA Questions

### B & F

1. Financial Accounting vouchered, certified, & audited  
 Finance & Accounting Date, location, time period  
 indexing or kept by office in U.S.
2. HRM has microfilm of staffing complements  
 for that time period
3. C/Financial Services - doesn't think it was  
 maintained that way, if it was, it was  
 maintained in a 201, 301 or project file.  
 OF records were not organized by project  
 but by accounting practices
4. Station accounting on indigenous personnel  
 kept 36 yrs. Non natives kept only 20 yrs.

## Personnel

1. Contract personnel  
 independent contractor - office of Finance & Logistics  
 post 1996  
 OP kept them before '96  
 Filed by name, <sup>separate</sup> security file, medical file,  
 payroll file

**SECRET**

RETURN TO CIA  
 Background Use Only  
 Do Not Reproduce

**SECRET**  
RETURN TO CIA  
Background Use Only  
Do Not Reproduce

7/7

Security

1. get Wed from Barry

3 SRS - collected, developed, evaluated  
incl. CI nature

5 Security clearance like activities for non employees  
but 'clearances' per se are not given  
across the board stuff like clearances.  
They do national agency checks on contractors

6.

SECRET  
RETURN TO CIA  
Background Use Only  
Do Not Reproduce

**SECRET**  
RETURN TO CIA  
Background Use Only  
Do Not Reproduce

Types of Questions for DA Records Briefing  
March 17, 1997

Budget and Finance

1. In Cold Warrior, (p. 52) Mangold refers to a CI secret slush fund which was tightly controlled by Angleton and never audited by the usual procedures. According to Mangold, it was this fund which allowed Angleton to run his own operations without supervision. Did the fund exist? Was this fund ever audited? Are there any records of CI operational expenses for the period 1959-63?
2. Mangold also refers (p. 53) to an unnamed CI/B&F officer who says he worked for Angleton from 1958-1964 and never dealt with him directly on a single matter. Is there a list of B&F officers assigned to the CI Staff from 1959-63. Do their records still exist?
3. We have seen Directorate of Operations monthly operational reports which contain information on the allocation/distribution of operational funds. Are there other DO or DA records which reflect how a certain project utilized its funding? Can this type of information from the early 1960's still be retrieved?
4. What records are kept on disbursements to sources in the field? If, hypothetically, LHO had received money from the Agency, what records would exist?

Personnel

1. What records are maintained on contract personnel?

→ OP  
→ OS  
→ OMS

Payroll file

Security

1. For the period between 1955-65, what was the universe of files that OS had on individuals or groups? ✓
2. How are Office of Security records indexed? card to key punch (SAG)
3. What was the function of the Office of Security/Security Research Staff (OS/SRS)? Why were defector records kept in this component? designated point - "CI function"
4. In the OS/SRS memo of Oct. 31, 1960, written by Marguerite D. Stevens, the file numbers of several defectors are listed: "Robert Edward Webster, EE-18854; Lee Harvey Oswald, MS-11163; Libero Ricciardelli, MS-8295; Vladimir Sloboda, MS-10565; and Joseph Dutkanicz, MS-10724." What do the "MS" and "EE" file prefixes designate? How are these designations assigned?



5. Does OS process security clearances for non-employees (e.g. sources) to receive access to classified information? What kinds of files are created by this process? How long are these files maintained. For example, Clay Shaw was given a security clearance and had access to classified information based on his "responsibilities" as a source for the Domestic Contacts Division (DCD).

6. Where are records that would describe liaison (etc.) cooperation or operations between OS and CI located? How are these records organized?

7. Where are records regarding operations that OS participated in or ran located. For example, where are the OS records on the Castro assassination attempts?

8. How many files did OS have on Oswald? Which OS components maintained files on Oswald? Why did OS have any files on Oswald?