ATTACHMENT

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(U//FOUO) Recognition Of CIA Equities In Department Of State Records 25-Years Old Or Older

Prepared by the CIA Declassification Center

4 March 2009

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(U//FOUO) Recognition Of CIA Equities In Department Of State Records 25 Years Old Or Older¹

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' (U//FOUO) This information is dated 4 March 2009 and was prepared by the CIA Declassification Center. Please direct comments and questions to the Chief, Declassification Review and Referral Branch, CDC at | (b)(3) |

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(U//FOUO) Identifying CIA Equities

I. (U) Introduction

- A. (U) The following guide is provided to assist in identifying classified or stillsensitive CIA equities in Department of State (DOS) records <u>25-years old or</u> <u>older</u>. It is not to be used to classify or declassify CIA information. Unless otherwise specified, declassification reviewers should use this guide to identify information that should be referred to CIA under EO 12958, as amended.
- B. (U) Summary: Records containing potentially classified or still-sensitive CIA equities should be referred to CIA. Background and guidelines to assist DOS reviewers in identifying CIA equity information requiring referral as well as exceptions to this referral policy are described below.

II. (U) General Topics

I. (U//FOUO) Policy

(U//FOUO) Except for records marked unclassified by CIA or marked declassified by CIA, all government records, unless otherwise indicated in this guide, containing CIA or Central Intelligence Group (CIG) information should be referred to CIA for review.

2. (U//FOUO) CIA Letterhead Publications, Records, and Documents

(U//FOUO) Except for records marked unclassified by CIA or marked declassified by CIA, all CIA letterhead or CIA-authored publications, records, and documents should be referred to CIA for a declassification review (Note: Unmarked records should also be referred, see below). This includes finished intelligence reports, field reporting, intra-CIA memoranda and reports, inter-agency correspondence, and correspondence to/from foreign liaison security and intelligence organizations. The procedures for CIA predecessor organizations and FBIS are discussed separately below.

(U//FOUO) For example, the following report types, referred to by acronym, are produced by CIA and must be referred: NIE, NIS, CIB, CID, CIWR, CIWS, NID, NIB, SID, etc.

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3. (U//FOUO) CIA Personnel

(U//FOUO) In general, the identity of CIA personnel must be protected regardless of classification. Documents that have <u>not</u> been marked declassified (by CIA) or that are <u>not</u> marked unclassified (by CIA) that identify CIA names (other than the DCI or DDCI) should be referred to CIA (but see paragraph nine for FBIS instructions).

4. (U//FOUO) Unmarked and Unclassified (Marked) Information

(U//FOUO) The absence of classification markings on a document does not by itself mean that only unclassified and releasable information is present. This applies to CIA originated records, but in particular to non-CIA records in which CIA classified or still-sensitive information was not recognized at the time the document was created. Unmarked documents with CIA equity and unclassified (marked) non-CIA documents with CIA equity should be referred. Records that are marked unclassified (by CIA) or marked declassified (by CIA) need <u>not</u> be referred.

(U//FOUO) Section IV, entitled Guidelines To Aid In Identifying CIA Equities In Unmarked Or Unclassified (Marked) DOS Records Requiring Referral, provides an expanded description of the types of classified or still-sensitive information that might be found in unmarked or unclassified (marked) DOS records and discusses the rationale for referring the information to CIA. If there is any doubt as to whether an unmarked or unclassified (marked) DOS record contains a CIA equity requiring referral, please refer the record for CIA review.

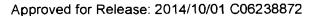
5. (U//FOUO) (b)(3)

(U//FOUO) All CIA (b)(3) must be referred unless the document has been marked declassified by CIA.

(U//FOUO) State Department letterhead documents containing references to specific CIA (b)(3) should be referred to CIA.

(C) CIA (b)(3) uses identifiers similar to the following:

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(U//FOUO) Reporting has also been disseminated bearing a may be recognized by its format:	(b)(3)
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6. (U//FOUO) Unevaluated Intelligence Information

(U//FOUO) All government records containing unevaluated CIA information should be referred to CIA for review. References to information acquired by CIA in DOS records and documents may be to formal CIA finished intelligence reports, but it is equally likely that the references are to intelligence reports that have not been analytically evaluated. Section IV provides characteristics to look for in identifying documents containing unevaluated information. If there is any doubt as to whether unevaluated information is present, then the document should be referred.

7. (U//FOUO) Records of CIA Predecessor Organizations

(U//FOUO) CIA predecessor organizations include:

- OCI Office of Coordinator of Information (1941 1942)
- OSS Office of Strategic Services (1942 1945)
- SSU Strategic Services Unit (1945 1946)
- CIG Central Intelligence Group (1946 1947)

(U//FOUO) Classified, unmarked and unclassified (marked) documents containing equities of the Office of Strategic Services or the Strategic Services Unit (including letterhead documents) do <u>not</u> require referral and should be considered declassified. <u>They should, however, only be</u> released after a Privacy Act review.

(U//FOUO) Records of the Central Intelligence Group not marked declassified (by CIA) or unclassified (by CIG) should be referred to CIA for review prior to release. In general the referral guidelines presented in this paper as applicable to CIA equity information are where relevant also applicable to CIG equity information.

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9. (U//FOUO) Materials with Operational Implications

(C) <u>All</u> documents containing information not marked declassified by
CIA touching on CIA operational activities and functions must be
referred. This includes information about:

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- (U//FOUO) FBIS and its Predecessor or Affiliated Organizations (Note: As of November 2005 FBIS has been renamed the Open Source Center—OSC)
 - (U//FOUO) FBIS predecessor or affiliated organizations are:
 - FBMS Foreign Broadcast Monitoring Service (1941 1942)
 - WDC Washington Document Center (Apr Dec 1946)
 - FBIB Foreign Broadcast Information Branch (1946 1949)
 - FBID Foreign Broadcast Information Division (1949 1965)
 - DB Documents Branch (1946 1947)
 - FDB Foreign Documents Branch (1947 1949)
 - FDD Foreign Documents Division
 - FBIS Foreign Broadcast Intelligence Service (Jul Dec 1942)
 - FBIS Foreign Broadcast Information Service (1965 2005)
 - JPRS Joint Publications Research Service

(U//FOUO) *FBIS Personnel*: All documents bearing the full names of FBIS employees should be referred regardless of classification unless marked declassified by CIA. Documents more than 25 years old that are marked unclassified need not be referred if <u>only</u> the FBIS employee's surname (last name) is present. FBIS employees include staff, contract, and Foreign National personnel.

(U//FOUO) *FBIS Serial Publications*: Refer to CIA all FBIS serial publications marked classified or FOUO. Release, without referral, serial publications that are unmarked, marked unclassified or marked declassified by CIA.

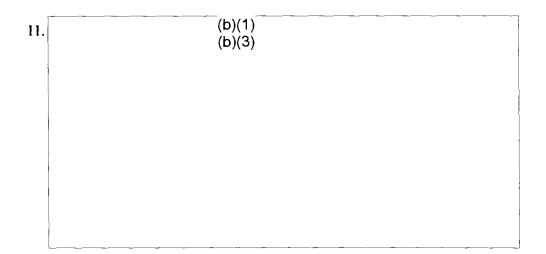
(U//FOUO) All non-serial classified, FOUO or unmarked records and products of FBIS and predecessor or affiliated organizations should be referred unless marked declassified or releasable by CIA. Records and products that are marked unclassified need not be referred. All classified, FOUO or unmarked special media products such as films, video tapes, etc., should be referred unless marked declassified or releasable by CIA. Special media products that are marked unclassified need not be referred.

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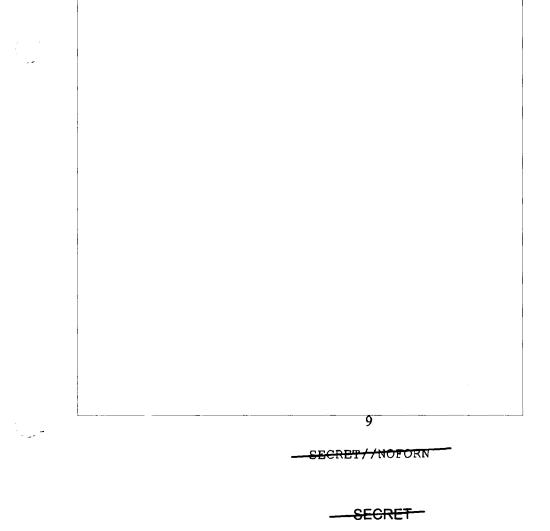
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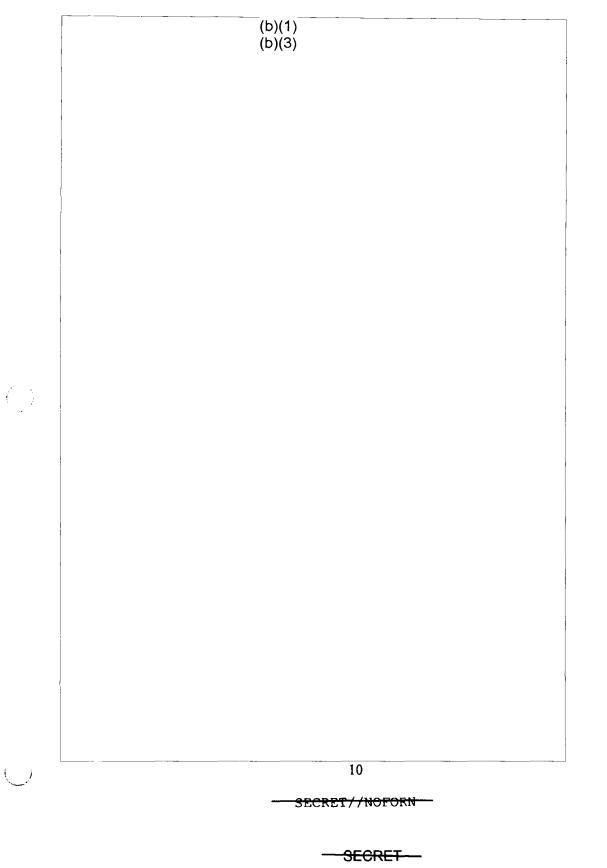
III. (U) Examples

(C) Keywords, codewords, phrases, etc. that may indicate equities requiring referral to CIA:

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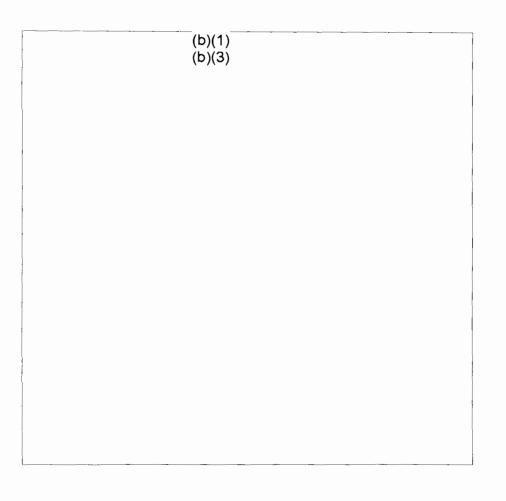
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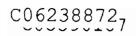
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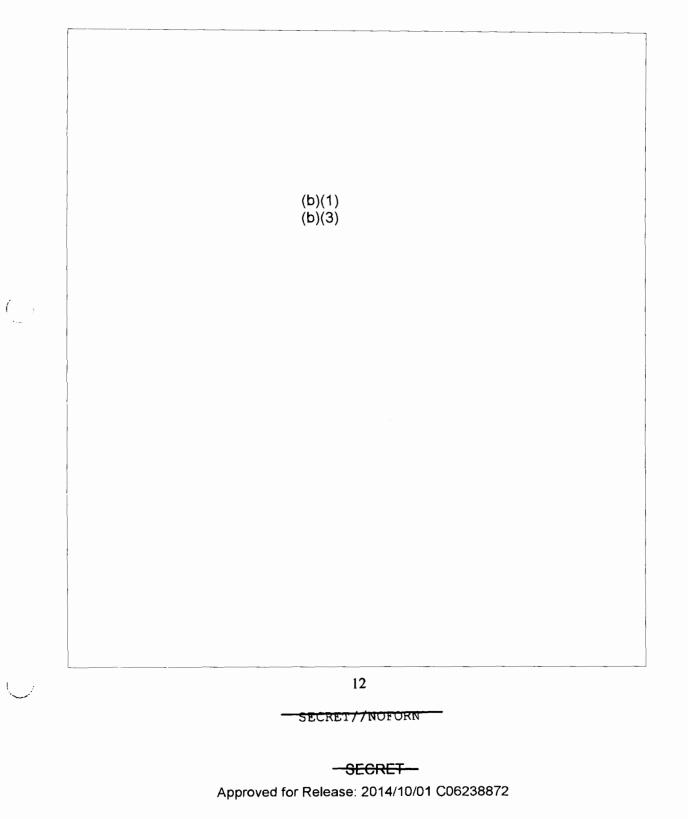


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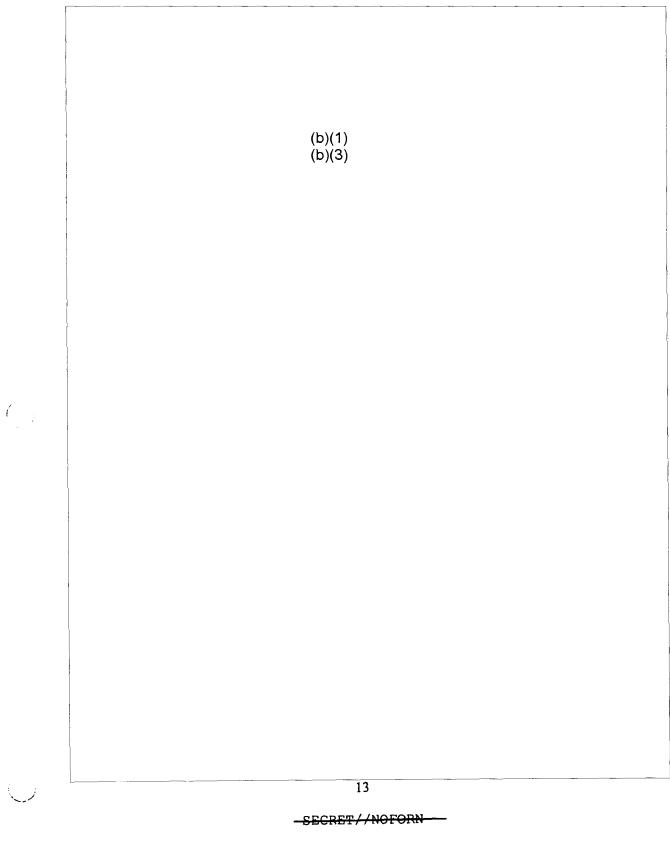
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SECTION IV

(U//FOUO) Guidelines To Aid In Identifying CIA Equities In Unmarked Or Unclassified (Marked) DOS Records Requiring Referral

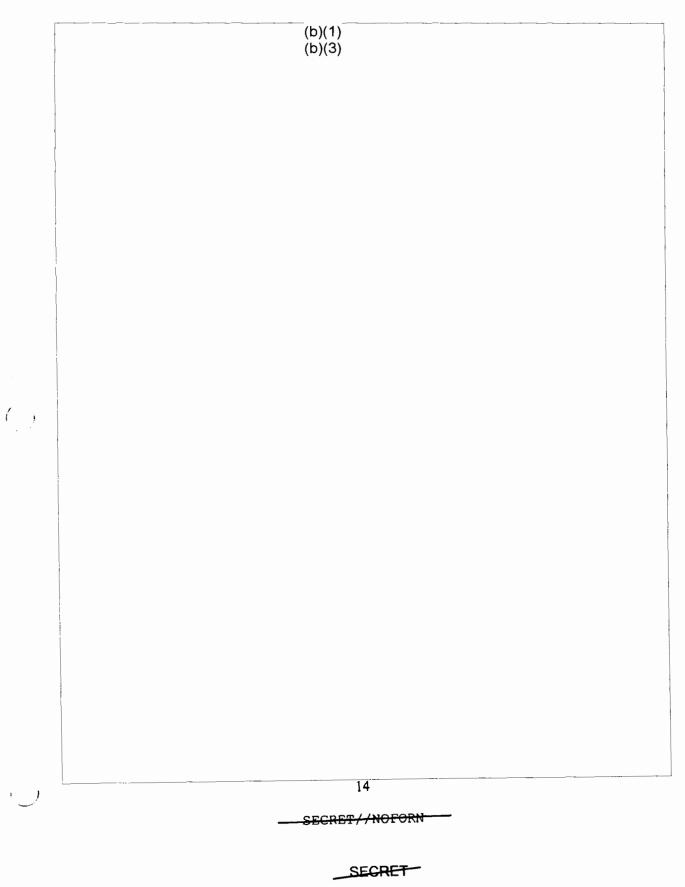


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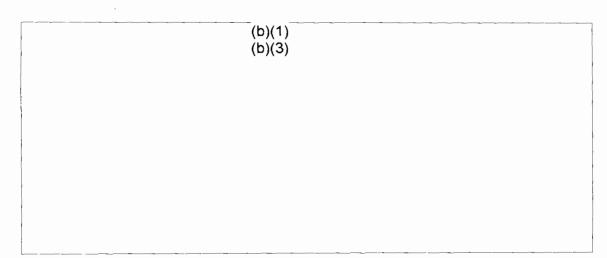


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