

~~SECRET//NOFORN~~

(U//FOUO) Identifying CIA Equities

I. (U) Introduction

- A. (U) The following guide is provided to assist in identifying classified or still-sensitive CIA equities in Department of State (DOS) records 25-years old or older. 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

1. (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.

~~SECRET//NOFORN~~~~SECRET~~

~~SECRET//NOFORN~~

3. (U//FOUO) CIA Personnel

(U//FOUO) In general, the identity of CIA personnel must be protected regardless of classification. Documents that have not been marked declassified (by CIA) or that are not 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 not 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) [redacted] (b)(3)

(U//FOUO) All CIA [redacted] (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 [redacted] (b)(3) should be referred to CIA.

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

- (b)(1)
- (b)(3)

Or

~~SECRET//NOFORN~~

~~SECRET~~

~~SECRET//NOFORN~~

(b)(1)
(b)(3)

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

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

(b)(1)
(b)(3)

~~SECRET//NOFORN~~

~~SECRET~~

~~SECRET//NOFORN~~

10. (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

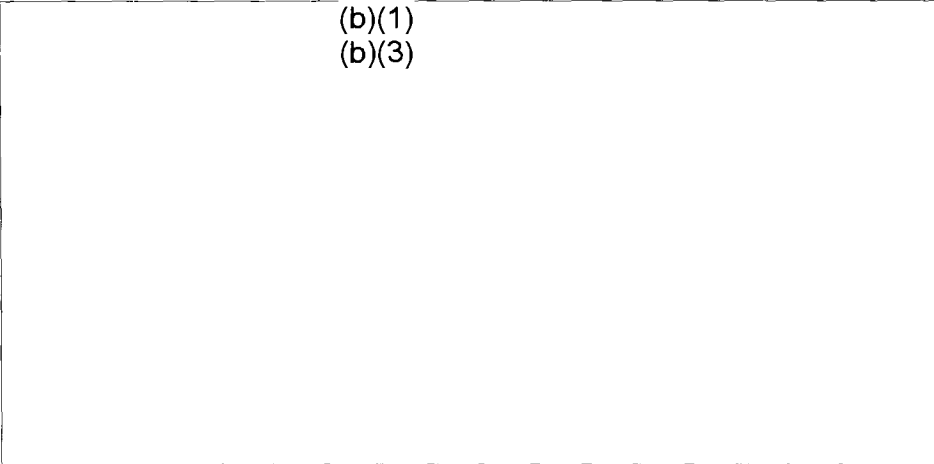
(U//FOUO) *FBIS Personnel*: All documents bearing the full names of FBIS employees should be referred regardless of classification unless marked declassified by CIA. Documents more than 25 years old that are marked unclassified need not be referred if only the FBIS employee's surname (last name) is present.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

~~SECRET//NOFORN~~~~SECRET~~

~~SECRET//NOFORN~~

11.  (b)(1)
(b)(3)

~~SECRET//NOFORN~~

~~SECRET~~

~~SECRET//NOFORN~~

III. (U) Examples

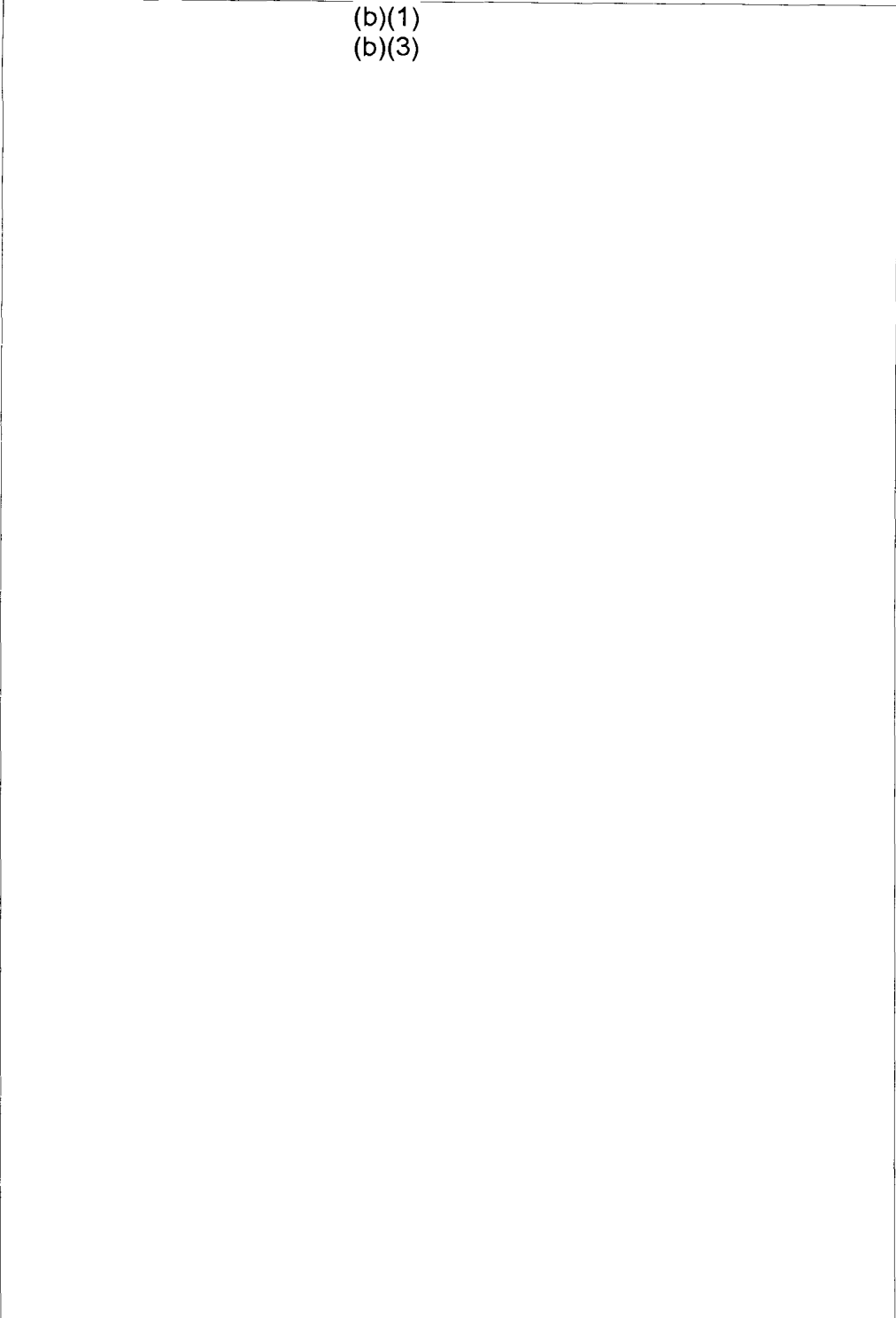
(C) Keywords, codewords, phrases, etc. that may indicate equities requiring referral to CIA:

(b)(1)
(b)(3)

~~SECRET//NOFORN~~

~~SECRET~~

~~SECRET//NOFORN~~



(b)(1)
(b)(3)

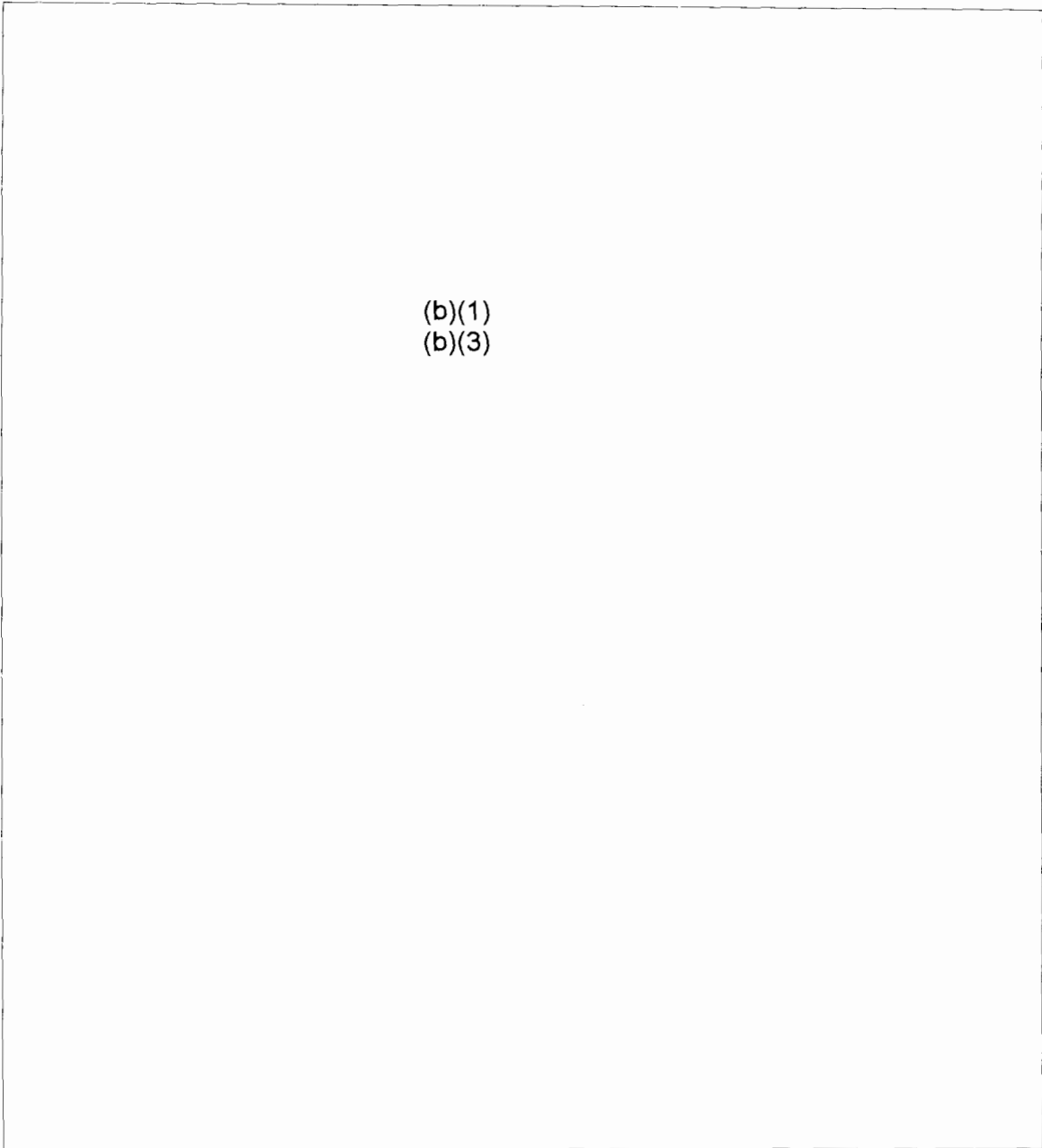
~~SECRET//NOFORN~~

~~SECRET~~

~~SECRET//NOFORN~~

SECTION IV

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



(b)(1)
(b)(3)

~~SECRET//NOFORN~~

~~SECRET~~

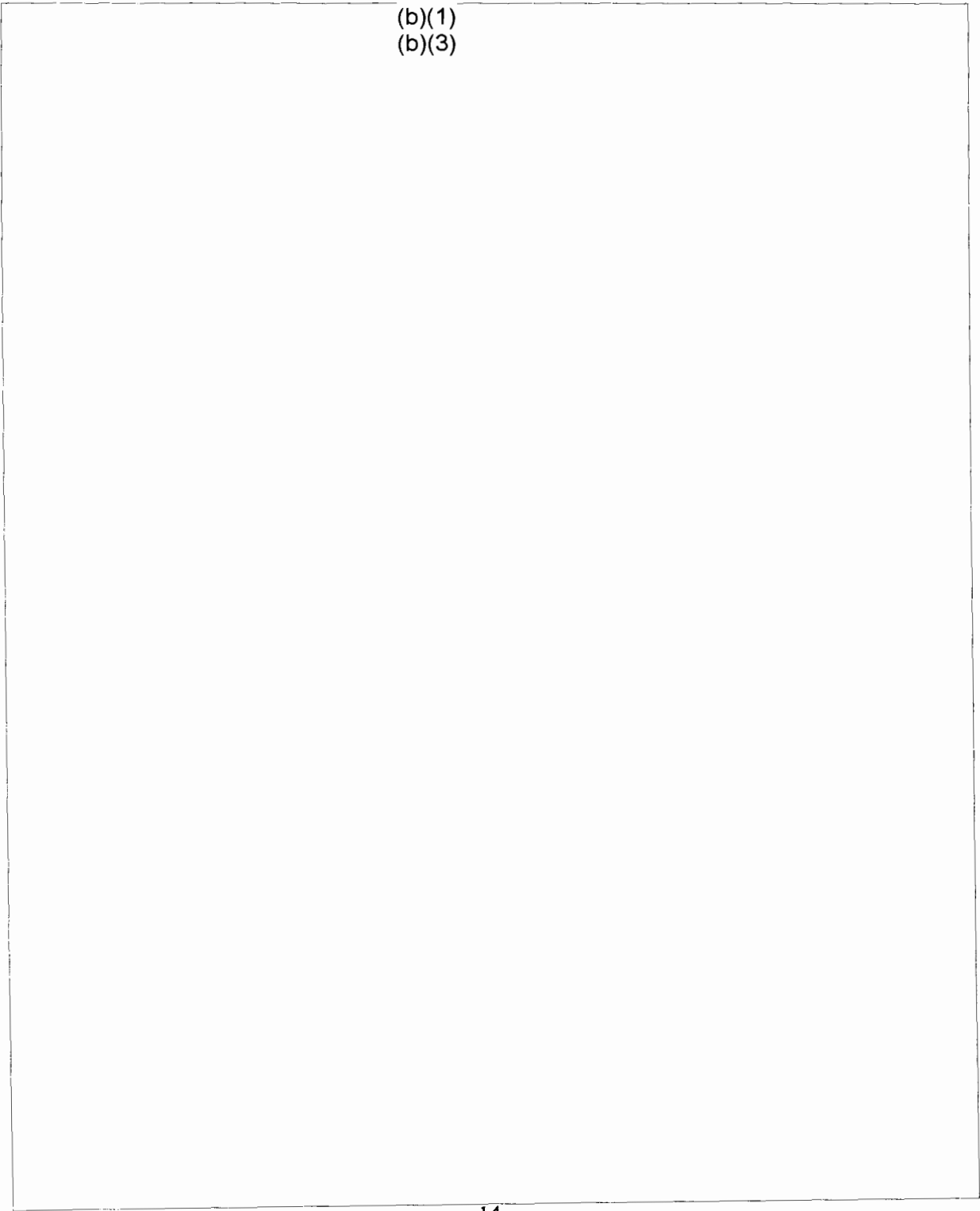
~~SECRET//NOFORN~~

(b)(1)
(b)(3)

~~SECRET//NOFORN~~

~~SECRET~~

~~SECRET//NOFORN~~

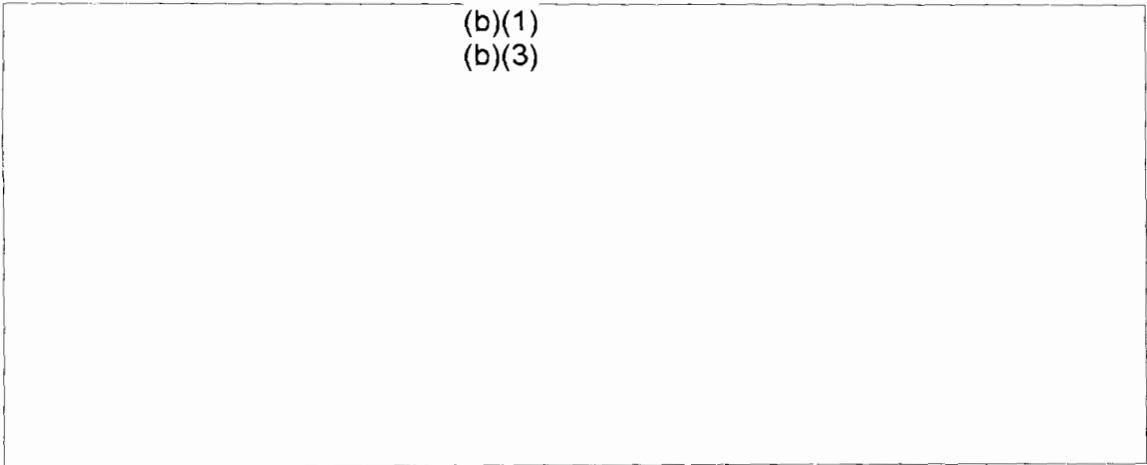


(b)(1)
(b)(3)

~~SECRET//NOFORN~~

~~SECRET~~

~~SECRET//NOFORN~~



~~SECRET//NOFORN~~

~~SECRET~~