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Subject: Handling of name documents (CIA)
This e-mail will outline our general goals and possible policy options for the handling of name documents. I believe that once policy options have been decided on that we should have a meeting to discuss implementation of a "name plan". I should apologize to the CIA team for the numerous drafts that were sent out before. This represents the final draft of this memo. Sincerely, Manuel E. Legaspi
Your friendly neighborhood Name Czar
General goals: To provide some way of tracking the occurrence of names in CIA documents so as to facilitate:
1) An organized manner in which the release or postponement of name redactions is handled.
a) The procedures for accomplishing this task will be based, in part, on the manner in which the CIA will provide evidence for the release or postponements of names.
2) Provide us with a way of tracking this information, by -name, -document RIF #, -page # and redaction #, -date of analyst review, -date on which the document was previously handled by the board. The requirements of this new system would vary. As our needs change, so would the requirements. This would necessitate the creation of a system flexible enough to accommodate rapidly growing informational needs.
Procedural options/ideas:
Option 1. - To create a new classified database. To utilize a software system, like Excel, where the information desired (actual names, document RIF #, page# and redaction#, etc.) is input into the classified database for manipulation by the staff. The benefits of choosing this option are: 1) the data would be "direct" (actual names could be input), and easily utilized a) cross-referencing and searching for data would be simple and straightforward; b) such a system would eliminate the need to devise a new "coding" system to maintain the unclassified nature of the Review Track (TM) system on Lotus Notes (which may add to analyst confusion when reviewing documents).
2) Excel is a very fast and easy to use software package. Drawbacks include: 1) This system would involve a tremendous amount of data entry on the part of the analyst. 2) Data would not be as easily accessible nor interconnected with the Review Track (TM) system. (see option 2, benefit #2)
3) An automated backup system does not exist for SCIF computers, although a backup system of sorts could be created using floppy disks.
4) Staff would require training and support on a new software package.
5) The creation of a new database may bring up security concerns and involve the generation of additional paper documents which may eventually become "assassination records".
Option 2 - To use the existing Review Track System to accomplish our data handling needs. To expand the present system by adding a coded (thus maintaining the unclassified integrity of Review Track) system to the review process to monitor the occurrence of names in the documents. This could be accomplished by having a pop-up screen when a 1a/v-code 85 redaction is selected. The screen would allow the analyst to choose the appropriate code for the name that appears. For example: If person "John Doe"

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