

**NR\_key\_name:** 6753684BB276833B8525631400833831  
**SendTo:** CN=Manuel Legaspi/O=ARRB @ ARRB  
 CN=Mary McAuliffe/O=ARRB @ ARRB;CN=Christopher Barger/O=ARRB @ ARRB;CN=Dennis Quinn/O=ARRB @ ARRB;CN=Michelle Seguin/O=ARRB @ ARRB;CN=Bob Skwirot/O=ARRB @ ARRB  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Chet Rhodes/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 04/22/1996  
**DisplayDate\_Time:** 7:58:38 PM  
**ComposedDate:** 04/22/1996  
**ComposedDate\_Time:** 7:53:16 PM  
**Subject:** Re: Handling of name documents  
 Chet notes are in bold and italic. Mary McAuliffe/ARRB, Christopher Barger/ARRB, Dennis Quinn/ARRB, Michelle Seguin/ARRB, Bob Skwirot/ARRB, Chet Rhodes/ARRBcc:From: Manuel Legaspi/ARRB  
 Date: 04/22/96 05:44:06 PMSubject: Handling of name documents1st draft 4/22/96, 1700This is a draft and additions will be made tmrw. AM. As the newly appointed "Name Czar" for CIA documents, I would like to outline the goals for the task at hand and examine the options available to us.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.2) 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.for a number of different tracking reasons, some of which may not be obvious to us at this point.I think we should reverse the options:Procedural options/ideas: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 utilized2) cross-referencing and searching for data would be simple and straightforward;3) 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 entail a tremendous amount of data entry on the part of the analyst.2) Data would not be as easily accessible nor flexible (as it is on a system separate from Review Track (TM)3) An automated backup system does not exist for SCIF computers.4) Staff would require training and support on a new software package2) 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" appears in a document, the analyst would find his name on a classified master list of names, and enter the code number assigned for that person. That data could then be called up and organized for presentation if the need should arise, eg. if the CIA announces before "name day" that "John

**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**