

**Procedures for Document Review
Assassination Records Review Board
Central Intelligence Agency Review Team**

Review instructions

Open database

Cursor to document RIF number you wish to review. Hit enter.

Click on "edit document"

Read the document record information form. Make sure that the actual paper document in the folder matches up with the information on the RIF form

RIF number
CIA Iden Number
Descriptive information

Click on "enter new postponement"

The first time you enter a postponement on this system, you must enter the redaction number ("1") at the top of the grid. The page number ("1") should already be programmed in. Remember to change the page number manually when moving on to a new page.

Place the clear grid sheet onto the document. Check the location of the redaction and click on the appropriate coordinates.

For longer redactions, use of multiple coordinates is OK. You must enter these manually.

In addition, please keep location detail to a minimum. Excess information will bog down the process.

1a and 1b issues:

Guidance: be careful in assigning a postponement type to the redactions.

Make sure your selections are consistent with the CIA's assignments.

Your selection will determine the criteria on which the redaction will be judged for release.

There are times when the CIA will take a 1B redaction for a 1A issue. Cite this in the Vanilla Code box.

NAR: not assassination-related material

Check this box only after you clear it with Mary. Technically, any document in the collection becomes an assassination record, yet there are some documents with non-assassination-related material within the text. Use care in checking this box.

Vanilla codes

Select the vanilla code which describes the type of redaction. Any questions can usually be floated around the office.

It is OK not to select a vanilla code when appropriate (e.g., text)

Analysis Prompts

Multiple appearances

Use prompts for the first occurrence only.

Use prompts when "there is a reason for it"

Most postponements (but not all -- no need for prompts on "automatic" postponements)

"controversial" releases -- not clear-cut

True names

Postpone all protected true names (12/95)

essentially a "need more info" issue -- don't use prompts

state "use pseudonym" in the substitute language section

Recommendations

Postpone all true names

Release or postpone based on the analysis prompts

Be sure to check if the redaction 1) is still protected by the CIA; 2) has already been released or postponed by the board; or 3) a recommendation has been agreed upon by the staff.

Do not use "for discussion" any more. Flag controversial issues by coding the document "yellow".

"Released" box

Check this box only if a redaction has been through the complete Presidential appeals process.

Assigning colors

Code the document according to the highest classification involved.

Green: no controversial issues. No discussion on issues needed.

Yellow: controversial issues involved

Red: High priority.