

MEMORANDUM

May 6, 1996

To: CIA Document Analysts and Supervisors

cc: David Marwell, Jeremy Gunn, Chet Rhodes

From: Manuel Legaspi

Subject: Name Policy

File: 4.20.7

AUTHORITY

Principal authority for making decisions (i.e., additions and other modifications to the name lists) on all name issues shall reside with the Name Czar, Manuel E. Legaspi. Christopher M. Barger has been named Deputy Czar for Names.

CODING OF NAMES

Entering the relevant information for names will not involve a pop-up screen on Review Track. The analyst will have to enter the selection *manually* in the “omnibus search” field. This new field is located underneath the agency redaction detail field on the second screen of the postponement detail form.

SUBSTITUTE LANGUAGE

When encountering the names of CIA employees which are still protected, the analyst will continue to use the “CIA Employee” substitute language. Almost all names which are not considered releasable will be postponed for further review by the Board until 5/97.

USE OF UNIVERSAL LANGUAGE

Legaspi e:\wp-docs\namopol.wpd

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In order to make it possible to search for documents pertaining to a certain name/code, standard language must be used in the "omnibus search" field at all times. The following standard for entries of names/numbers is as follows:

The capital letter N, immediately followed by the assigned number. If multiple names appear in the redaction, a comma and space would immediately follow the first entry. The second entry would then be made. Enter the number exactly as it appears in the name list (numbers will always comprise of three digits, e.g. "001"). DO NOT end entries with a period.

For example, person "John Doe" has been assigned number 005. "Jane Doe" also appears in the redaction. Her number is 006. The correct analyst entry would be:

N005, N006

UPDATES

Due to the nature of the job ahead of us, it will be necessary to make regular changes to the name list. It should be clear that, in order to maintain consistency, the authority to make additions and changes to the list resides only with the Name Czar (or, in his absence, the Deputy Czar for Names). It is the responsibility of the Czar to update ALL LISTS when changes are made. The following procedure should be followed:

The analyst will notify the Name Czar when he or she sees a name which needs to be added to the list. The Name Czar will then determine whether the name is protected or released for some or all purposes. He will then make handwritten additions to each list immediately. A new computer printout of the list will be made at the beginning of each week.

Each list will be kept in a binder which will permanently reside in the vault. Security requirements will necessitate that the Name Czar sign out each copy of the list and return it to the vault at the end of the day.

HANDLING OF OBSOLETE NAME LISTS

To be determined.

ROUTINE SURVEY OF THE DAY'S DOCUMENTS

To ensure efficiency in this process, each analyst should perform an informal, quick survey of the day's documents prior to review. If any new names are found, the analyst should report these additions to the Name Czar. This will allow the Name Czar to make changes accurately and easily.

SAMPLE ENTRIES -- NAME LIST

(Note: this format is subject to approval)

NAME	Code #	Release? (Date if available)	PSEUDONYM	COMMENTS
John Q. Doe	005		James Q. PUBLIC	
Jane P. Doe	006			Still Employed by CIA
Larry J. Bird	033	X (8/95)		Retired overt.
Elvis A. Presley	001	X	John Q. KING	Retired overt. Still living, Memphis, TN