SIDEBARS for CHAPTER 4

REFERRALS

* Current procedures for processing records with multiple equities are expensive and complex. An agency referring classified records to another agency for its review must make copies of the records and specially package and transport them in compliance with security procedures (which, depending on the records' classification levels, can range from sending them via registered mail to having them personally transferred to a government courier by a staff person with appropriate clearances). This process is repeated for every record that contains agency equities and can occur multiple times if a single document needs to be referred to more than one agency and also when that record is returned to the referring agency only partly declassified. At every step of this process, additional costs are incurred. Not only is the process burdensome and costly for agencies, but there are no deadlines by which agencies must respond to such referrals. The result can be lengthy delays before a review is completed and information released to the public. --The Commission on Protecting and Reducing Government Secrecy, (Washington, D.C. U.S. Government Printing Office) March 3, 1997, p. 62.

SECTION on DATABSAES

* That's what we hoped would happen, and its literally happening, as people are able to look at the database and provide us with precise information on documents that they're interested in.
--Steven D. Tilley, Chief, Special Access and FOIA Staff, National Archives and Records Administration, Assassination Records Review Board Open Meeting, August 6, 1996

* Tracking the large number of documents through the review process was a major information technology challenge. We reinvented the process and the systems on a month-by-month basis.
--*Charles Rhodes, Computer Specialist*

* *Dr. Joyce*: Are these forms related in any way to more--to broader descriptions of the records in question?
Mr. Tilley: No, its strictly the information that was created when the--captured when the agencies did the database entry on each document. It's strictly the record identification form. They can see the whole form. So, they can see all twenty-three fields, and they can get all the subjects. And they can see them on the screen and they can print that out. But there is no additional information beyond what was originally captured.
Dr. Joyce: And there is no text of the documents?
Mr. Tilley: No. No, we have not done any text entry. There has been no scanning of documents at this time.

--Assassination Records Review Board Open Meeting, August 6, 1996