

*Review Materials*

*Handout No. 1*

*All Agencies*

***Review Procedures General***

*Staple RIF to Review Form (Review Form on Top)*

*Fill out Review Form completely*

*At end of day, fill out Analyst's Day Form completely and clip all review forms together into packet.*

*Give packet to Team Leader.*

***Review Forms General***

*Use blue ink only.*

*Team leaders use red on QC reviews.*

*Write neatly.*

*Be accurate.*

*Do not disclose any classified or sensitive information on the Review Form.*

*Whenever information will be repeated in several Review Form headings,*

write it once and photocopy it for the day's use (e.g., Analyst's name; date of review; part of Agency File Number).

### **Review Forms Heading**

Analyst: Last name (or first five letters of last name)

Date of Review: Self-evident

Priority Board Action: Mark box; provide brief explanation for why priority Board Review

Record number: double check accuracy of number

FBI: double check Record Number against Agency File Number

CIA: double check Record Number against location number  
(found in comments field on RIF and cover sheet)

Record series:

CIA: JFK=Oswald's 201; Segregated Collection; HSCA

FBI: Record Series = office (e.g. HQ; DL; NO; HQ June)

Agency File Number:

CIA: Insert Box and File numbers

FBI: File number, serial number

Quick ID (FBI only): short name of file (e.g., Ruby HQ; NO FPCC)

Volume Number (FBI only): insert volume number if appropriate

Quality control: double check or supply:

QC To: Last name, first name (or initials)

QC From: ditto

QC Date: day/month year. Use double digits (examples: 01/21/64;

02/04/63;

00/00/63; 01/00/65)

Add QC Other only in exceptional cases.

### **Review Form Text**

Page: page number of document (if no page number given or if page number ambiguous, provide description)

Loc: location of redaction on page (if more than one redaction). Identify redaction so that anyone can determine to which redaction you are analyzing. Unless there is a good reason to the contrary, start top left go right then go down. Use the following abbreviations:

T=top

B=bottom

R=right

LT=left

LN=line

P=paragraph

*M=middle*

**YOU MUST MAKE ONE ENTRY ON FORM FOR EACH REDACTION.**

*R: restriction number. Use same number as agency.*

*V: vanilla.*

*V 1 only name is redacted*

*V 2 only name is redacted AND name is almost certainly an officer, agent, employee of Agency (not informant)*

*V 3 only crypt is redacted*

*V 4 (FBI only) only confidential informant number is redacted*

*V 5 only name and general identifying information is redacted (e.g., bar owner, carpenter, reliable informant)*

*Analysis: write in sufficient description of what is being redacted and the issues raised by redaction. Explain whether additional information is needed from Agency. Look to statute for guidance.*

**REMEMBER: DO NOT DISCLOSE ANY CLASSIFIED OR SENSITIVE INFORMATION ON THE REVIEW FORM.**

*Page 1 of \_\_\_\_: write in number if more than one form is needed. Write Record Number on all supplemental pages.*

### *Disclosed Information Database*

We are going to be keeping a running list of sensitive names, crypts, file numbers that have been disclosed. If you determine that possibly sensitive information has been disclosed, make sure that it is added to the database and include: (a) the name/crypt/file number that was disclosed; (b) the Record number of the document in which it is disclosed; and the location of the record.

### *Questions and Suggestions*

Do not hesitate to ask Jeremy Gunn or Team Leader *any questions*.

Before asking questions to the Agency, ask Jeremy Gunn or Team leader first.

Please offer any suggestions for improving the process to Jeremy Gunn

e:\...\review\hand-1.