THE LIFE CYCLE OF A DOCUMENT

Overview

Copy a document out of a source database into Review Track
Reviewed by an analyst (creating postponement details)
Supervisor reviews the document.
Supervisor sends the document on to the Board in one of two ways (or send it back to the analyst for review, which creates a circle that eventually ends)

a. Notation Voting - documents placed in boxes and the Board reveiws them using the computer
b. Presentation - Teams present documents to the board at a meeting.

Technical Reps for each Team (Kevin, Joe, Bob, what about Joan?) copy a RIF (document) from a source database into Review Track

(Phil goes through the files at the FBI and determines what documents are appropriate for review at the next meeting.)
(The CIA team usually reviews documents on a by-box basis)
Select the documents in the source database
Copy the documents (and duplicates, if applicable) from the source database into Review Track
[select docs in source database, select copy icon, open RT and paste into the All by RIF and owner view, Kevin uses the untitled view]

<u>Generating Evidence Requests</u> (The Evidence Request Forms tell the agency by what date ARRB needs the evidence for the document in question.)

Select documents
Tools\Run Macros\Printing\Evidence Form Processing Macro
A dialog box will appear asking for the date the evidence is due to ARRB. The format for date is MM/DD/YY. (ex 04/05/96) (This date is usually approximately 30 dates after the date the forms are sent out)
In the next dialog box type in the date that these documents will be sent to the agency. (This is the date you plan to send these forms to the agency.)
Click on the OK Button
A Dialog box will appear on screen that says " Select print view in the next pint selection box to print a list of this evidence request." (This list goes with a copy of the letter for the file)

Click on two consecutive OK Button Dialog Boxes
(You will get two print dialog boxes, one after the other, the first one will be to print out the list and the second will be to print out the evidence request forms)
A Print dialog box will appear on screen.
Select "Print View" on the lower left of the dialog box. Click OK button. This will print a list of the view.
Now switch to the printer called Back/Adim (the one by Noelle's desk) and place green paper in the top tray.
A Print dialog box will appear on screen.
Select the Form Override Button on the lower right side of the dialog box.
Select "Evidence Request Document Form"
Click the next two consecutive OK Buttons.
The status of these documents is now Status 50: Evidence Hold and the owner of the document is Agency Evidence.

[Evidence does or does not come back from the agency, however at some point the team supervisor assigns a team member to review a set of documents.] [CIA team usually just divides the documents up among the team members;Phil usually hands the FBI team members documents and the evidence provided by the agency.]

Beginning the Review of a Document (Have a Great Grid)

Take control of the document by double clicking on the RIF number in the view.
Go into the edit mode by clicking on the edit button at the top of the document.
Select Take Control of Document Button at the top of the document. This changes the status of the document to **(insert correct status)** and starts a tracking for this document.
Click on the Enter New Postponement in the upper righthand corner of the RIF.

A postponement detail will appear on the screen

- Grid on the left side of the screen; select the location of the postponement. Above the grid is the page number and postponement number. The computer will automatically increase the postponement number as you add postponements. However, you will need to manually change these numbers when you are not on page 1. Please check these numbers for accuracy at the beginning of each postponement. The numbering is by page and then by postponement number on that page. (Ex: page 1, postponement 1; page 2, postponement 1) These pages could also be lettered pages (Ex: RS or CS)

- Below the grid is a location detail field that is used for additional information that is unique about the location of this postponement. (Ex: marginalia)

- On the right of the screen are the postponement codes. Select the type of postponement the agency is claiming for this postponement. (Each analyst has an analyst handbook with the listing of the codes and what they stand for.)

- Below the postponement codes is a filed called NAR (not an assassination record). When the agency claims this document is not an assassination record and we are reviewing it check this box.

- Below the NAR field is the Vanilla Code field. If you click on the Vanilla Code Button a drop down appears listing the Vanilla Codes. These are used to more specifically identify the type of postponement this is and is also used as an internal tracking device. This field is required.

- The field below the Vanilla Codes is the Postponement Detail field. This is just another field to add non-classified unique text about this postponement. This field is not required.

- Click on the Move A Head Button. Now you are on the second page.

- On the left side of the screen are the analysis prompts. These are used to step an analyst through the kinds of questions the Board and the Act ask of us in determining whether to postpone or release a particular redaction. This is a recommended field. If it is an old issue for the Board this exercise is not necessary. If this issue is a new issue for the Board complete the analysis prompts. **Might want to issue clearer guidelines on when to use these.**

- Below is the Reviewer's Comments Field. This field allows an analyst to relay additional information to the Board about the specific postponement. The agency does not see this field.

- Below that field is the ARD field (Agency Redaction Detail). This field is seen by both the Board and the agency. Its purpose is to clarify for the agency exactly what the Board decided on the postponement. (Ex: Release first word and postpone second and third words.)

- **Below that field is the Blue Button. This has been bypasted by events and can be removed**

- The Released Check Box just below that is a way to show that the information has already been released. The released database can be accessed by the button labeled by the same name just below. This database is where an analyst checks to see if a name has already been released or can add a name to this database once the analyst knows the information has been released. This database is not as useful to the analysts as it could be. **It is difficult to keep this updated. [Note: Christina has been making additions to this database for the FBI] It is difficult for the CIA team to use this feature because if the Board releases a crypt they are not necessarily releasing the definition of the crypt.**

- On the right is the Review Recommendation field. Fill in one of the radio buttons by clicking on it. If you recommend postpone you must complete the following fields:

    - Substitute Language Field. Place the cursor in that field and strike the enter key to see a list of the current substitute language. New substitute language can also be entered by placing your cursor in the New Keywords box and typing in the substitute language you want. If you want to add substitute language to the list because it is going to be used often please e-mail David and Chet for approval and either Chet will take care of it or in a pinch Noelle can add it to the list.

    - Under Board reasons there are two buttons. **Chet should probably make this a computed field.** The Default Board Reasons Button pulls language from the Act based on the type of postponement the agency is claiming. Alternate Board Reasons Button gives you a drop down list of alternate board reasons that have bee entered by the team leaders for a particular type of postponement that does not quite fit the default reason. If you need to delete the Board Reason after it has been filled in you need to click on the Delete Board Reason Button to the right. This is because of the Board Reason is visible on the RIF and this button deletes that field on the RIF. We don't want anyone to type in Board Reasons. If you need to add an alternate board reason the the drop down list please go throught the proper channels to have that approved by your Supervisor, Jeremy, and David. **Chet remove the editability from this field.**

    - Below the Board Reason Field is the Date Field. Anytime you recommend a postponement you must enter a date. You need to select either Review date or Release date. The default is Release date. Place your cursor in the date field and strike the enter key to get a drop down list of standard dates. Select the date you want. You can also type in a date that does not appear on the list by placing your cursor in the New Keyword box and typing in the date you want. The format used for dates is MM/YYYY. If you select a 10 for ten years when the board votes that field is replaced with the date equal to ten years from the meeting date the document was voted.

- At the bottom of the postponement detail are three buttons, Cancel (which erases everything you have just done), Additional New Postponement (which will one up the number taking you to the next postponement on that page), End (which will end your review and save this postponement detail).

You are now back at the RIF. Now that you have reveiwed the document you must indicate to your Supervisor and the Board what is the flavor of this document. This is done by choosing color on the traffic light at the top of the RIF. The choices are red, yellow, green, no category, and duplicate. A red document is an issue that the board has not yet addressed or a very delicate issue. A yellow document is an issue that is not that inflammatory, but the board needs to be aware of this isse. A green document is a straight forward document that the Board does not really need to review or for issues that the board has addressed in the past.

The Number of Uncontested Former Postponements field. General: These are postponements that are no longer contested by the agency due to action by the Board or action by the agency over the past X period they are now uncontested and are released. FBI: Since the Evidence Request form has been given to the agency the agency has taken a harder look at the document and have unilaterally released information CIA: Get this from Bob.Compare the NARA version of the document to the latest re-reviewed version of the document.

- Postponement details are not done for these uncontested former postponements. The number is simply filled in this field.

- This number represents full unambigous postponements that were released, not modifications.

  - If there is a paragraph that is redacted in the NARA version of the document and the agency has released the first half of the paragraph as uncontested, the CIA team is calling this a modification in their recommendation to the Board. In this example this postponement would not be included in the Number of Uncontested Former Postponements field. Only if the entire paragraph were released uncontested would this example be counted in that number. The FBI team uses a different policy than the CIA team, but the numbers seem to come out the same.

***Before you send a document to your supervisor click on the button below the Number of Uncontested Former Postponements field, called Refresh This List Button. This will update the RIF to show the latest version of the postponement details for this document. Check this against the review you have just completed. Then click the button at the top of the RIF called End Staff Review and Send to Supervisor.

Once you click the button End Staff Review and Send to Supervisor a dialog box will appear. Choose the appropriate supervisor and click on the OK Button.

SUPERVISOR HAS THE DOCUMENT NOW (Tape 2)

There are specific views directed at making it easier for the supervisor to locate the documents that have been sent to him/her for review. Those views areunder the By RIF and Owner view and they are: /By Status, /By Owner, and /By Date Started.

When a staff member sends a document to a supervisor, the supervisor receives the document via e-mail. There will be a grey box (known as a doclink) within the e-mail that the supervisor can double click on and it will take the supervisor directly into the RIF for reviewing.

Once you are in a RIF a supervisor should check the following:

- Make sure the Category is filled in (Red, Yellow, Green, or Duplicate)
- Double check that the RIF matches the physical document they are reviewing.
- Check that the count of the Number of Uncontested Former Postponements is correct.
- Check that the number of postponements proposed by the agency is in "the ball park"

Once the supervisor has reviewed the document to his/her satisfaction he/she goes up to the top of the RIF and clicks on the Edit Button. Now the supervisor can select one of three buttons.

- Send Back to Staff for Review Button
  When clicked this button will provide a dialog box for the supervisor to select the staff member to send this document back to for review. Then select the OK Button. The supervisor is then given space to enter comments to the staff member and the document and comments are e-mailed back to the staff member.

- Approve and Send to Voting Machine for Board Voting **(Change name to Approve and Send to Voting Machine for Notation Voting)**

This is the default choice. This sends the documents to status 40: Ready for Box Assignment, where it will be assigned to a box for the Board to independently review.

- Approve and Send to a Meeting Button **(Change name to Approve and Send to a Meeting for Presentation)** This sends the document to Status 4: Ready for Board Review, where it will be assigned to a meeting and the team leader will present this document to the Board.

(Chet add a cancel option to these buttons)

To Assign a Document to a box go to the view = 3. Notation Voting\Ready for Box Assignment New. [In this view will be documents that are ready to be boxed for independent reveiw. This view is categorized by agency (and duplicates appear under the corresponding trunk document).]

- First, print out this view for each team leader, so that they may group documents to be assigned to the same box and folder (grouping is optional for the team leader). A team leader may also choose not to group any documents, therefore the meeting manager assigns documents to a box in numeric order. Currently around 50 documents are assigned to each box. Each document is assigned to a box and a folder. Boxes use numberals and folders use letters.

- Select the RIF number and all of its response documents and run the appropriate macro which is found at Tools\Run Macros\Assign\Assign Box ID Numbers. Then a dialog box appears asking you for the box ID number to assign to the selected document(s). This is when you type in the number and letter of the box and folder (ex: 8C). Then you will get a dialog box asking you if you are sure, click on the OK Button if this is correct or the Cancel Button if you want void this process.

- Once a document is assigned to a box they will leave this view and go to the view titled, 3. Notation Voting\By By ID and \By By ID - Only RIFs. The documents in both of these views are documents the Board has not voted on by the Board yet.

Documents to be Presented to the Board at a Meeting will be found in the view = 4. By Meeting\Status 4: Ready for Board Review. [The documents in this view are ready to be assigned to a meeting and presented to the Board by the appropriate team leader. The documents in this view are categorized by agency.]

- Before each Board meeting a list of these documents should be given to each team leader, so that he/she may select which documents she/he wants to present at the upcoming meeting. The team leader should return this list to the meeting manager for assignment to the upcoming meeting.

- Once the meeting manager has the list of documents the team leaders want to present at the meeting Board Review Forms are printed out for these documents.

  - Printing A Board Review Form
    - Select the RIF numbers and click on the print icon, choose the Form Override Button, then highlight Board Review Form. Now click on the OK Button, then the OK Button again to print.

- Now assign those documents to a meeting

  - Assigning documents to a Meeting
    - Select the RIF and all response documents and choose Tools\Run Macros\Assign\Assign Documents to a Meeting. A dialog box will appear with a list of meeting dates. Select the appropriate one and click the OK Button. Another dialog box will appear to validate you choice. Click on the OK Button if this information is correct or the Cancel Button if the incorrect date was chosen. These documents will now leave this view and appear in the 4. By Meeting\With Documents view.

The Board comes to town and completes independent review of documents.

- During the Discussion of documents the team leaders want to present to the Board the meeting manager should be in the view 4. By Meeting\With Documents.

    - These documents are voted during the meeting by the meeting manager. As these documents are voted they will leave this view and go to the 4. By Meeting\Ready for Archive and \Ready for Archive with Box Numbers views.

- During the voting of documents theat the Board has marked for discussion the meeting manager should be in the view Notation Voting\For Discussion - All Votes Cast.

    - These documents are voted during the meeting by the meeting manager. As these documents are voted they will leave this view and go to the 4. By Meeting\Ready for Archive and \Ready for Archive with Box Number views.

- Go to the view Notation Voting\Marked Accepted by the Board. This view contains documents that have been accepted by the Board.
    - Print out this view so it can be presented to the Board for a approval vote.

- Once the Board votes to approve all those documents Marked Accepted by the Board those documents are assign to the meeting and voted by the meeting manager.
  - To Vote Box Documents Marked Accepted by the Board
    - Select the RIF numbers and all response documents and run Tools\Run Macros\Voting\Marked Accepted by Board.

  - To Assign Box and Accepted by the Board Documents to a Meeting
    - Select the RIF numbers and all response documents and run Tools\Run Macros\Assign\Assign Boxed Documents to a Meeting. Now these documents will leave this view **(check on this - do they leave this view??)** and will show up in the 4. By Meeting\Ready for Archive and \Ready for Archive with Box Number views.