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NOTE FOR: John F. Pereira @ DA  
 FROM: Gloria M. Boyd  
 DATE: 02/20/95 11:33:42 AM  
 SUBJECT: IdAids

As you may remember the Board, ie, David Marwell, took issue on several counts with the Id Aids and the disks that we recently provided. Their concerns, 4 in number, and my recommendations to remedy those concerns are listed below. Some of their concerns can be relieved, some may not. The larger issue is the amount of resources that may be needed to make the kinds of adjustments they require. Initially we are talking about the 11 Oswald boxes. The remainder of the file will be harder to adjust because of the large amount of documents/IdAids, because the file is not in its original form (3rd Agency, HSCA) and because the audit is not completed (IdAids matched to documents in file). There is also the lurking possibility that to provide the missing data we may be forced to access the file data manually.

#### Concern 1: Classification Status

The original classification status of the document was not provided on the IdAid. This issue is not a new one, it has been discussed before with NARA. The data recorded on the Id Aid reflects the status of the IdAid and/or the version of the document currently at NARA - namely all are

Unclassified. The data is in our file, however, since it was not a required field at input there may be instances where the field is blank.

Recommendation: Have Cynde query for blanks in the field to determine if there are a lot of blanks and, if the numbers are right, make the program change. If the numbers are not right, ie, large number of blanks in this field, we need to regroup.

*double - program - cost printing & disk*

#### Concern 2: Non Matching Hard Copy IdAid and Digital Id Aid

Mr. Marwell produced 2 versions of the same index record - 1 from the hard copy IdAid collection we provided and one from the disks we provided. I have talked to Cynde about this and she has checked the program and firmly believes it to be impossible to have 2 versions of the same record. I will talk to Jim on Tuesday but I view this as a human error. I will also call NARA and ask them to pull this record for comparison. My searches have produced no duplicates.

Recommendation: Talk to Mr. Marwell again to find out exactly how he found the duplicate record and if more were discovered. Depending on his reply I would suggest that this be categorized as a human error.

#### Concern 3: "Referred" Documents having a classification status

In his manipulation of the disk data Mr. Marwell discovered numerous instances where a document was marked for referral/coordination and also carried a classification status, eg, RIF, SAN, DIF. He reasons that if a document is referred it should carry a "P" for Pending in the classification status field. Cynde informs me that the program inserts a "Referral" marking when the document originator is anything but CIA. This marking was not inserted by the indexers but by the program. The theory being that if the document was not CIA it was/is coordinated. It was also reasoned that if/when the document had completed its coordination run it was provided to NARA with an appropriate IdAid. The original August release included IdAids for those documents pending coordination - the IdAids appropriately stamped with "Pending Coordination" - but no documents were attached. The difficulty here is a difference in

*by program*

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interpretation of what the electronic data is to the hard copy, eg, what the "referred" marking means. It seems that the providing of the interim IdAids for those documents in the process of coordination may have complicated the issue. (A clear case of too much openness!) The difficulty also may be NARAs since we presumed that the provided documents would be inter-filed in the basic file. ✓

Recommendation: Reprogram to take out the "referred" markings. Barry tells me that the coordination is almost completed and by the time that the Board gets ready to look at documents the "trailing" coordinations will be complete.

Concern 4: Carriage returns in the Comments field

Mr. Marwell is concerned that these superfluous digital marks would complicate NARA's life. The carriage returns are a natural input reaction in the typing of narrative text in the Comments field.

*programming - clean up*

Recommendation: Program to remove the carriage returns when they occur in the Comments field.

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