

~~SECRET~~CIA HAS NO OBJECTION TO  
DECLASSIFICATION AND/OR  
RELEASE OF CIA INFORMATION  
IN THIS DOCUMENT AS SANITIZED

Briefing 2/14/78

Bill Donnelly - Chief of Information Services Staff  
 Mike Cleffey?  
 Ken. Boyle  
 Virginia Jones

Opening of 201

Operational interest

Trace would be conducted → using ~~existing~~ existing materials → open 201  
 Trace produces ~~computer printout~~ 201 refs., not documents. In early '60s,  
 it produced index cards.

Who opens 201?

Case officer - it's his judgement which determines whether if  
 if no indication of continuing interest, 201 may not be opened.

If it's an am. i. info. comes from a source such as FBI, CIA may  
 not open a 201.

If this type of info. comes in, it would go into index

There are certain criteria

- 1) Consultant
- 2) High-level Communist officials

There are some operations which are run out of headquarters, in which  
 case, a case officer is involved.

Perq. Pt. I - ~~not~~ info  
 Pt. II - ~~not~~ ~~useful~~  
 - might ~~produce~~ sp. involvement

There should be a doc. indicating reasons why a part-person is not  
 recruited.

There should be a reference in 1st file to document in 2nd file if  
 there is one.

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(2)

Info. in PRQ I is info. elicited from others.

" " " II is info. from person if he is recruited → ∴ they want it separated, to be viewed only on "need-to-know" basis.

Standard form for opening 201 files would not contain reason; would contain ref. to a document which would be the reason.

201 #'s are assigned by a particular office - they are opened in sequential numerical order as request for openings occur.

201 would contain photo if agency has one - if it has been sent in from field. If photo is sent in from field or another agency after 201 has been opened, it would be added to 201.

Doc. "Review of 201 file on U.S. Person" - Person is categorized by a review of the file using specific criteria.

PRQ I does not apply a PRQ II.

Normally PRQ I & PRQ II would exist in the same file. If PRQ II contains primarily op. info., then it would be maintained in separate file, to which would be a reference would be made.

If operational info. is ~~very~~ sensitive, the entire 201 would have limited access.

True name & cryptonyms are not maintained on the same list. On 201 req. form, there is room for a cryptonym, but it is not filed in a true name file.

There is a table of contents list of what is available in 201 file. This is compiled from abstract record list - in computer system.

Green list check: info. gathered as a result of SIGINT or COMINT.

K list check: also a separate check, but Cluffy doesn't know what it checks.

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Central  
Comm Sta

Am. citizens or most foreigners being used in some manner would, as a general rule, have a security check.  
If that person was an official of another govt. agency or from military, that org. would have to be consulted.  
Probably would use that org's

PLS - Policy & Co-ord. Staff

↳ would be involved in co-ord. of a project in which both the CIA & another org. was involved

To the extent of CIA involvement, files would be maintained. That is not to say that other would not have more comprehensive files.

Project file

OCR

Graphics -

OCR - Office of Central Reference - part of NSA  
Registry photos of ships, things of intelligence nature are maintained here.

Photos of prominent persons - Bureau

Photos of tourists or random groups would not be of interest

Finance Office Voucher / Unvouchered Funds

P&L: Prescribed & Limited - refers to communications which are compartmentalized

Opening of P&L channel of comm. is determined by one of 3 persons - Chief of PLS, ADAO, or DAO

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This has always been true - In earlier times, it may have been restricted by even fewer persons.

Pi'h communication may, in time, be downgraded; may never be destroyed.

Is it possible, in context of a CI threat, in case of our hypothetical that info would not be compiled in a 201 file? Yes, it is conceivable that many docs. could exist in the system & not be compiled into a 201 if there doesn't appear to be a reason for a 201

Pseudo: false name used for purposes of communication

Crypto: used to id. area of ops. by digraph, followed by group of letters  
You cannot assign a cryptonym w/out having a 201 #

If hypo. <sup>Am.</sup> soldier who has given away mil. secrets & then defects, a 201 file would not necessarily have been opened - it might be a mil. matter.

CI staff may have had interests in defector

In early 60's, there was an interest in defectors.

Davis hypo based on ZRRIFLE:

574 A form: request to put doc. into system

? 1997 " " " " " " into index

In op. such as ZRRIFLE, docs. may be severely Pi'h - might <sup>never</sup> go into system except upon determination of officer handling case.

"Sleeper agent" hypo: to run 201 3 sleepers in comm. China  
doesn't necessarily have to know @ it since it is being run from Hqtrs. - from AAP to CI Staff - reasonable scenario

Would a 201 be opened on sleeper?

Competing ' of secrecy vs. being able to keep track of sleeper

Change of sleeper to Am. soldier defecting to E. Germany - report comes in from reliable source stating that sleeper is providing info.

- no 201 opened - C.O. in E. Ger. -

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Plans would take place in small room in CI staff.  
Form must be signed by DDO - would be put into op. file on the suby.  
File would be held at CI staff desk or at action desk.

Problems: Communication  
: Equipment

Op. files can generally be destroyed according to guidelines.

Is it possible for someone to have both a 201 file & their Personnel File? yes

REPRODUCTION  
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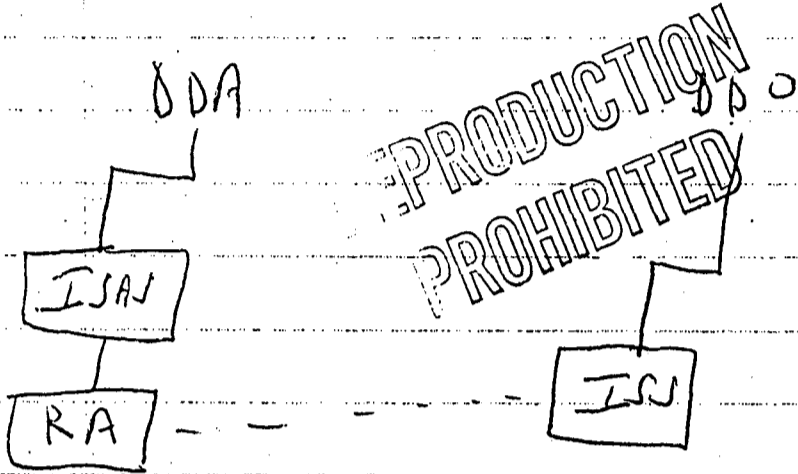
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11/26/78 To: [unclear]

Records Administration - helps diff. directors set up  
- Bruce Johnson records sys  
& George Frakes

RIO - defunct designation for part of Info  
Services staff at handles 800 records



DDA has a filing sys unto itself

Any DD can call upon RA to give  
assistance. But DD can also design its  
own filing sys so long as RA's legal  
guidelines are followed. But RA usually  
is informed of how the other filing sys  
work.

Day to day maintenance of files is  
decentralized.

ISS central sys is also heart of  
indiv division (i.e. mail systems).  
- for items of record value

Special materials might not go into  
central file. i.e. special correspondence.

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Prescribed & limited info  
- highly sensitive info - limited distrib.  
to certain indivs.

Designation as P+L is made by DDO  
& senior staff/officer.

P+L designation - deep cover agent in  
hostile territory might receive this  
designation.

- this ~~type of designation~~ would not  
be uncommon ~~in~~ cases of this kind.

10 or 15 yrs ago, w/ super sensitive  
operations, this was relatively common.

\* Poss: for something to be so sensitive  
that no 201 file is assigned.

CI staff has gone over accumulation of  
many yrs & is now catching up to  
place names in central index.

poss to the ~~fact that~~ ~~it is~~ ~~difficult~~ ~~to~~ ~~locate~~  
P+L file is ~~being~~ ~~located~~ ~~where~~ ~~a~~  
- last, destroyed ~~and~~ ~~retrieved~~.

Could open 201 file w/o giving indication  
of prior assoc w/ CIA. This, according  
to Johnson, would be impossible.

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Georg  
Fraser

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Cryptonym would be in 201 file.

201- need for a continuing interest  
in order to open a file.

Source  
used  
adversary  
KGB

PROHIBITION  
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Counterintelligence threat

→ 201 file would be opened  
w/ matter of days or a wk -  
assuming source is accurate.

idea of American resident  
in Germany who is giving info  
to Russians.

To locate where documents were  
filed prior to being placed in  
file, refer to extract sys under  
document #.

PROHIBITION  
PROHIBITED

If ~~source~~ in Ger is actually  
sleeper who was not in no 201 file &  
open # assigned to him, it is possi-  
ble that his case officer would  
prevent opening of a 201 file #.

options  
to  
all  
agencies

→ Intrigency source register exists →  
avoids poss. of → 1 agency hiring same  
agent.

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Graphics index - will not contain  
routine pictures of tourists or groups

201 files will not really contain  
pictures.

See  
next  
page

There is no <sup>(central)</sup> ~~central~~ name index  
correlated to ~~the~~ <sup>reports</sup> ~~reports~~

did say ~~that~~ you not certain, but  
his info would not  
be retained for record purpose

REPRODUCTION  
PROHIBITED

poss. for 201 file not to contain  
crypt.

deepcover - these people don't have 201's  
in their true name.

201's are not opened in ~~presumably~~

Bob Barton.

There is <sup>no</sup> ~~no~~ <sup>copies</sup> ~~copies~~ <sup>of</sup> ~~of~~ a 201 file  
in no ~~copies~~ <sup>copies</sup> ~~copies~~ Local offices have  
working files. ~~REPRODUCTION~~ ~~PROHIBITED~~

Files other  
than  
201

subject files - particu target.  
project files  
policy + request

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Project files

↳ for every project <sup>in wh.</sup> ~~run~~ by Agency, <sup>it</sup> involved, even if project run by another org (i.e. DOD).

Cover staff - involved in creation of cover.

# of ~~people~~ <sup>people</sup> involved in setting up deep cover ops would be at least 12.  
- unless you share to DOD

such too deep cover programs exist.

There is a central listing of cryptonyms. From this list you get true name, then go to 201 file if there is one.

Staff personnel  
↳ no dupes of 201's

"Hail of <sup>agents</sup> ~~agents~~ will include operations."

There is no back filing sys by true name, pseudonym, crypt, & 201.

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There is no ~~pass~~ staff officer or asset filing indicating what operations/projects the staff officer/asset was involved in.

continuous  
employee  
relationships  
w/ US  
govt.

Case Officer = SA in FBE

Contract ~~and~~ support capacities

agent ~~and~~ unpaid people who

are controlled by CIA.  
agent & asset may be the same.

is not really an agent bec as "in" always controlled

source - provider of info

asset - ~~may~~ someone who may provide a service or info.

Name ck process - procedure to learn what is known about a person.

- involves a ck of files

results ~~and~~ go into 201 file if there is

201 files are usually in sequence.

Name cks are always done w/ opening of 201.

True id may be kept out of 201, & it would be worked in cryptograms.

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There is a centralized filing sys by  
true name, pseudonym, crypt, + 201<sup>th</sup>  
- called a true name index.

[ Sec of filing sys ]  
REPRODUCTION PROHIBITED  
...ing its dual

REPRODUCTION  
PROHIBITED

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Fretas

201

Subject - countries, projects

exist for all projects that CIA is involved in.

Finance

support  
~~REPRODUCTION PROHIBITED~~

Receipts, automobiles, clothing, supplies

Communications - ~~sub~~ chronic file on cables; microfilmed.

Security - security file; under pseudonym. Personal file on applicants & agency employees. For agents - 2 file in office of security

Overt  
Covert

big data, months of sec. investigation. assignments

anything that he does when he's overseas i.e. writing a dispatch. assignments listed in sec file.

Medics - ~~med~~ histories on all staffers & some agents if they can get it. psych profiles

training - agents, mgrs, secretaries, officers

ODP (Office of data processing) - put together papers used by agencies to also respond related to computers

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Betsy Wolf

CIA Briefing - January 26, 1978

Records Admin. Branch - w/ w/ DAA

RIA → subsumed into ISS. Inf. Services Staff - only DAA

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DAA

1

ISAS - Info. Systems Analysis Staff

1

Records Admin. Branch

Can be used for any level w/in any Division, but anyone can design their own systems, providing they inform RAB so that they can monitor compliance.

"Family Jewels Collection":

Highly sensitive & compartmented info. tends to be diverted from central records

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Guidelines for handling & maintaining secret but not for completing "bigot list" emphasis on limiting access.

↳ P&L

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"Prescribed & Limited" Distribution (P&L): doesn't cover files but info., communication

"Sleeper" hypo: Operation could have been so sensitive as to be kept out of filing, indexing system, particularly 10-15 years ago.

May have been handled out of front offices; may not have been used. 201 file #

201 #'s: assigned by ISS; were assigned by RIA 10-15 yrs ago. Files were not designated "P&L" but were "restricted" to confined jurisdictions

Cryptonym assignment: part of ISS - Central Top Secret & Cryptic Reference Staff

"Sleeper" would have to have a cryptonym for op. purposes. Would list cryptonym w/ 201 # → ∴ no name, not in STAR system

Bob Bartore - Basis for opening a 201 file:

Some sense of "continuing interest" either as a potential source, agent, K&B official - can be either <sup>for</sup> operational or counter-intell. purposes. Could be either to corroborate central reference in STAR system. Could be opened in response to one reference - Ex.: 1 credible source ref. to some suspected K&B person.

201 could be opened in a matter of hrs., days or weeks if someone recognized info. of significance on part. person.

"Files content listing" - supplemental listing from STAR system

Abstract system of STAR: could find prior references to a part. document.

when did system start?

some time in '60's



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Ask Slegg  
for details

Central Source Register

Interagency Source Register: in effect probably since beg. of CIA  
(of intelligence agencies) - doesn't include regular personnel - only  
assets - would be based on true names - wouldn't contain sensitive sources

201 files would not necessarily contain a photograph. Even if photo  
existed, it may not have been in 201 file but may be x-ref. to a  
specific desk.

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Ask Slegg

Graphics collection in DDT

Indiv. desks will collect photos of persons of interest

may contain photos of terrain, etc. Not particularly interested in group pics, etc.

Listing of assets - would be maintained in a working manner at  
separate desks.

Ref. Slegg

DDO would be only place where there would be access to this type  
of listing.

By & large, no 201 files on employees unless there was an op. interest  
prior to employment

Opening docs. of 201 files would contain refs. to clearance papers (which  
would be maintained in Sec. Office)

Emp. under deep cover → Staff Agent - his files would appear under  
his pseudonym. <sup>be converted & would</sup>

Don't open 201's on pseudonyms, but could open one on cryptonyms.

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Only 1 copy of a 201 file; may be a working field copy

Subject files:

Project files:

Policy & mgmt. files

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Project file: operational mgmt. record of a given project

A. Administration

B. Support

C. Production

201 would have info. on asset involved in project; project file's info. is on operation itself.

See Gregg

Operational Details

Central list of cryptonyms - where they're registered - you can match the cryptonym with the true name. The more sensitive the asset or operation → the more difficult it will be to get to true name.

Hard file: Official information

Soft file: includes working papers - anything of record value in soft file would be included in hard file.

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? Project files: where are approval, decision-making records filed?

Personnel file contains: when worked; supervisor's name; type of work done; evaluations

Does not contain specific operations in which employee was involved.

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Employees

↳ Case officers - intelligence officers

Contract employees

Agents: may or may not be paid, represent assets who are under their control

Asset: someone from whom they can get useful services, including

Source: Source of information

Ask Mugg

PRQ: Basic biog. info.

Way of ordering available info.

Fundamental doc. in an agent's 201 file.

Name check (=trace) process includes check of following:

STAR trace

Travel files

Office of Security

Provisional ~~Spec.~~ Approval

Also do name check for other agencies

Negative AM/LASA name trace -

Green check list:

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George Fratas

Subject Files: countries, projects, misc.

201 Files: individuals

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Would be a matter of routine to maintain files on another operation originating in another agency.

Agent:

201:

Office of Security

" of Finance:

CI Staff. might have info.

Finance: aetys, vouchers, receipts; will have a cryptonym file

Logistics: support - autos, clothing, etc. necessary to run operations

Communications: cables, telegraphs

Maintain a chrono. file on cables - on microfilm

Cables are logged in with a number, date, station

Security: Security files - listed under pseudonym if an agent

" true name if an employee

Started to eliminate dual filing @ mid-'60s

Agents - 2 files - each with the same #

Overt - true name Covert - pseudonym - listed in index

Ask DSO

- Would an agent ever operate under a pseudonym

If it has pseudonym -> he is in file

(Overt)

True name: biog. data, results of background check, security violations & assignments

(Covert)

Pseudonym: contains everything the person did - lists where

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he worked, what he did, etc.

If an agent, it would have a POA for each project the agent was involved in.

If a staff employee it will only have a list of assignments.

Medics: Medical histories on all staffers; on agents if they can get it  
Psychological profiles

Training: Train agents, mgrs., secys., officers  
Run all training centers

Office of Data Processing: Put together programs used by computers.

Personnel: applicants for agency employ.  
all agency employees

(true name index)  
DDO has central index which X-refs. true names, cryptonyms,  
pseudonyms & 201 members.

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