25-1950

15 AUG 1975

MEMORANDUM FOR: DD/Pers/SP
                  DD/Pers/R&P
                  DD/Pers/P&C
                  Chief, SAS

SUBJECT   : Sanitizing Documents

    1.   As a follow-up to my comments at a recent Deputies'
Meeting, attached is the "workers' kit" for sanitizing docu-
ments.

    2.   In short, when you receive a request through
channels for a document for a House or Senate committee,
you first retrieve the document and make two Xerox copies.
On copy 1 you line through with a red pen or pencil true
names or other words or statements that should be changed.
Above the crossed-out word or words, you write in the
suggested change.

    3.   On copy 2 the clerk places correction tape over
the word or words previously lined out on copy 1. He or
she then types in over the correction tape the new word or
words. If, in deleting one or two words, it is necessary to
use seven or eight words for a change, you may have to
asterisk or footnote in the area where the correction tape
is and type in the change at the bottom of the page. Then
you take the taped copy and run it through the Xerox again
to ensure that the material covered by the correction tape
cannot be read. Three copies should be forwarded to the
Review Staff from D/Pers and I suggest you keep copy 1 for
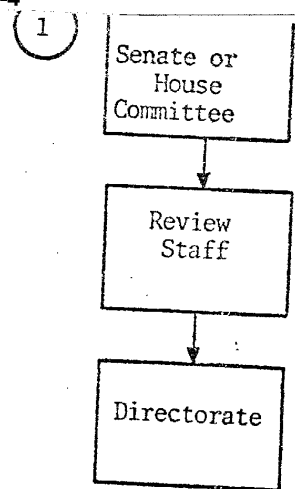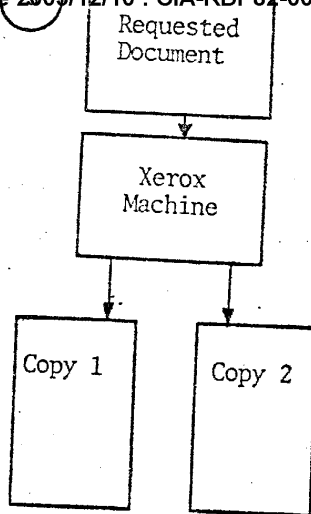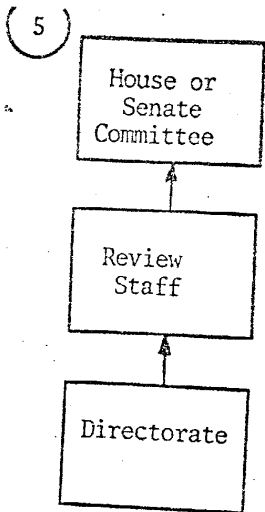your records.

    4.   If and when we receive requirements to sanitize
documents, we will all get together to review the bidding.

STATINTL

Executive Assistant to the
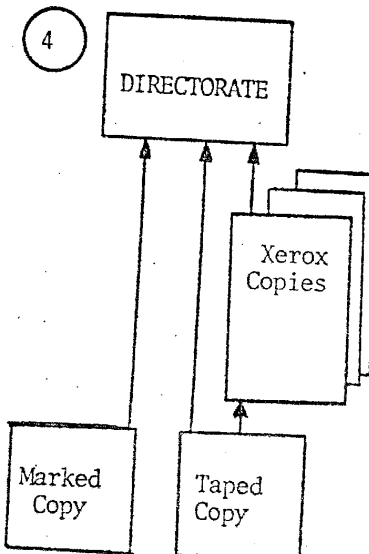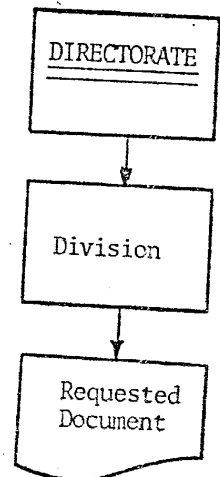Director of Personnel

Att

⑤

House or
Senate
Committee

Review
Staff

Directorate

Requested
Document

Xerox
Machine

Copy 1

Copy 2

①

Senate or
House
Committee

Review
Staff

Directorate

STATINTL

⑥

SANITIZE

A CIA OFFICER

discussed with

An Informant

the new information requirement.

④

DIRECTORATE

Xerox
Copies

Marked
Copy

Taped
Copy

②

DIRECTORATE

Division

Requested
Document

STATINTL

7 SANITIZE

A CIA officer discussed with an infor-

mant the new information requirement.

8 WHAT IS NEEDED TO SANITIZE?

1. Two copies of original document
2. Sanitization guidelines.
3. Tape and typewriter.
4. Red pencil or red pen.
5. Copy of I-IV Guide.
6. Phone numbers (three).

9 SOME POINTS TO REMEMBER:

1. Sanitize is not declassify.

2. Use E2 IMPDET Stamp.

3. Ensure classification stamps and indicators are retained.

10

WHAT SANITIZATION GUIDELINE

SHOULD BE USED?

11

WHAT DOES I TO IV MEAN?

12

WHAT DOES THE GUIDELINE SAY?

WHAT ARE EXAMPLES?