


11 November 1975

Bob,

There are, in my mind, two distinct problems which have to be addressed by the Task Force. These are (a) a final proofing of the sterile copy of the file, and (b) ensuring that the machine run accurately reflects what actions were taken with regard to full and partial declassification.

In the case of the final proofing only one person review the entire sanitized file to ensure consistency in the released product, eliminate duplicate materials and pick up any errors which may have slipped past, i.e. crypts etc. This should not take long, perhaps a day and should probably done by a person with a fresh view, i.e. not having done the declassification.

The second problem may take more time. It would be the reviewing of each of the documents indicating what declassification, if any was done and accurately reflecting the action on the machine run. This would be a two man job. An attendant problem would be indicating on the machine run whenever duplicates bearing other numbers appear in the file. (In some cases we have found two, three or more copies of the same document, bearing a different number, larded throughout the files.) A tertiary problem is the marking on the machine run cases of drafts, research notes etc. My recommendation for this phase would be for a person from the Task Force, familiar with files and the entire exercise work jointly with a person from C/CI/ERO's office.



22 Oct thru 20 Nov 75

Inter Service: 1,939.5 hours

Regular: 1,324.5 + 8.30

O.T.: 615.0
1,939.5

10-11 and 12-15
7-12-4015
6580.50

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	C/C	24	4
2			
3	Bob Wall		
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks: <p style="text-align: center; font-size: 2em;">File</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
EXO			24
UNCLASSIFIED	CONFIDENTIAL	SECRET	

TO: Chief, CI

Re your remarks on a report to DDO for DCI and other DD's on the declassification exercise, it will include the following: -

Number of documents ~~XX~~ reviewed.

✓ Number of documents declassified entirely (including those with minor sanitization, such as removal of crypts, slugs, true names, etc.).

✓ Number of documents partially declassified (portions of text removed which cannot be released because of substantive content).

Number of documents remaining classified.

Number of documents referred to other agencies.

Number of manhours spent on the exercise, with professional and clerical breakdown (for possible cost estimates in future).

Number of pages of documents copied.

Are there any additional items you wish included?

JOR

Plans for 12 Nov.

Start Betty + George on final proof
include computer check for DC or NR.

~~Finish up edit + paste up~~

Have first proofing conference. (Jan)

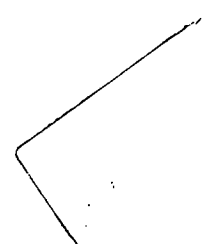
1/2 Day Sat

- ✓ Betty -
- Ken -
- ✓ George -
- ✓ Dan - Rocca.
- ✓ Judy -
- ✗ Ann -
- Jean -
- ✓ John -
- ✓ Martha
- ✓ Bob S.
- ✓ Jan. 0900 on
- Tony

(Betty
Ken
Bill
George)

Jean
John

Martha
Judy



Points for final review

1. [Helsinki penetration]
2. Echevarria²⁴
3. Things which could be embarrassing

Make 2 jobs of final processing

M/10

THE HARVEY CONRAD DECEASED ESTATE

No.	NAMES	22 Oct	23 Oct		24 Oct		25 Oct		26 Oct		27 Oct		28 Oct		29 Oct		30 Oct		31 Oct		1 NOV	2 NOV	
		R	R	O	R	O	R	O	R	O	R	O	R	O	R	O	R	O	R	O	R	O	
1	(Bill Wallaver) ⁰⁵		0	2	1	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2																							
3	✓ John Carroll	8	8	8	3	0	8 1/2	0	7	0	8	8	2 1/2	8	1	8	1 1/2	8	1	0	87 1/2	6	
4																							
5	✓ (Dan Niesciur) ⁰³		8	8	0	0	4	0	8	0	8	8	0	8	0	8	0	8	0	0	0	0	
6																							
7	✓ Bill Perkins		4	2.5	8	.5	0	0	7.5	0	8	8	2 1/4	8	2	8	2	8	1	0	0	8	
8																							
9	(Ann Ward) ⁰³		6.5	2.5	4	3.5	0	7.5	0	0	0	0	2 1/2	8	1/2		0	0	0	0	0	8 1/2	
10																							
11	(Ken Jasper) ⁰³		4	2 1/2	8	2 1/2	0	0	0	8.5	0	8	8	0	8	1	8	2	8	1	0	0	8 1/2
12																							
13	(Bob Litviak) ⁰³		1.5	8	0	8	0	0	0	8 1/2	0	8	8	3 1/2	8	0	8	1	8	0	0	2	
14																							
15	(Len Breijo) ⁰³		1.5	2	8	3	0	0	0	0	8	8	2 3/4	8	2	8	2	8	1	0	8	8	
16																							
17	(Martha Tribby) ⁰³			8	0	0	0	0	0	0	8	8	0	8	0	8	0	0	0	0	0	0	8 1/2
18																							
19	✓ Tony Sileo		4	2 1/2	8	2 1/2	0	0	5 1/2	0	8	8	0	8	1/2	8	2	8	1	0	0	8	
20																							
21	✓ (E. J. McElfresh) ⁰³		6.5	2.5	8	3.5	0	4	0	7.5	0	6 3/4	8	3 1/2	2	0	8	1 1/2	8	2	0	8	8 1/2
22																							
23	Jean Mansuri	8	8	8	0	0	0	0	0	0	8	8	0	8	0	8	0	8	1/2	0	4 1/2	4 1/2	
24																							
25	(Judy Cline) ⁰³		8	2	8	-	0	8 1/2	0	8 1/2	0	8	8	2 1/2	8	1/2	8	2	8	1	0	7 1/2	3 1/2
26																							
27	✓ Robert Wall		3	2	8	3	0	0	0	0	8	8	2 1/2	8	2	8	2	8	1	0	4	4	
28																							
29	(E. Assumae) ⁰³														5	0	8	0	8	0	0	0	87
30																							
31	✓ G. Bradley														5	0	8	0	8	1	0	8 1/2	4 1/2
		16	4.0	20.5	101	21.5		36.5		51.5		45	46	25 3/4	108	8 1/2	111	16	104	10 1/2		71 1/2	6 1/2