

**INTELLIGENCE COMMUNITY POLICY MEMORANDUM 200 (01)**

MEMORANDUM FOR: Distribution

SUBJECT: (U [REDACTED]) Intelligence Community Standards and Procedures for Revised or Recalled Intelligence Products

REFERENCES: A. (U [REDACTED]) ODNI Memorandum ES 2005-01963, Intelligence Community Standards and Procedures for Revised or Recalled Intelligence Products, 5 August 2005
B. (U) National Security Act of 1947, as amended
C. (U) Executive Order 12333, as amended
D. (U) Foreign Intelligence and Surveillance Act (FISA) of 1978, as amended

A. (U [REDACTED]) **Purpose:** It is incumbent upon the Intelligence Community (IC) to adopt the necessary standards and procedures for preventing the further use or dissemination of intelligence products found to contain incomplete, misleading, false information, or information that is being recalled for a FISA-compliance reason. The Office of the Director of National Intelligence (ODNI) directs all IC elements to revise their internal regulations to implement and adhere to the following procedures for issuing and responding to notices of revised or recalled intelligence products. This Intelligence Community Policy Memorandum incorporates the provisions of and supersedes Reference A.

B. (U) **Policy:**

1. (U [REDACTED]) IC elements shall use exclusively the terms *administrative revision*, *substantive revision*, *administrative recall*, *substantive recall*, and *FISA-compliance recall* when issuing notices that previously disseminated intelligence products that have been modified or withdrawn because they subsequently have been found to contain false, misleading, incomplete information, or information that is being recalled for a FISA-compliance reason. IC elements shall no longer use "cancellation," "correction," "burn notice," "reissue," "fabrication notice," or other terms in the subject or title line of such notices.
 - a. (U [REDACTED]) *Administrative revision* is used to notify recipients that a modification has been made that does not affect the substance of the original product; e.g., misspellings, typographical errors, additional recipients.
 - b. (U [REDACTED]) *Substantive revision* is used to notify recipients that a change has been made that does affect the substance of the original product but does not

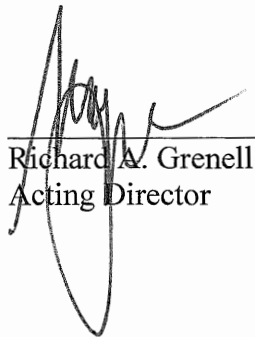
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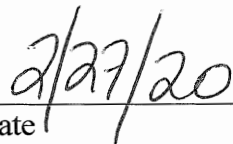
invalidate it; e.g., dropped words or sentences, inaccurate paragraphs or comments, minor analytic judgments.

- c. (U [REDACTED]) *Administrative recall* is used to notify recipients that a product has been withdrawn due to significant but non-substantive technical, legal, or policy issues (but is not used for a FISA-compliance recall); e.g., compromise of sources and methods, identification of US person, improper classification.
 - d. (U [REDACTED]) *Substantive recall* is used to notify recipients that a product has been withdrawn due to significant concerns about the accuracy of the information, the integrity of the source, or the soundness of the analytic judgments.
 - e. (U [REDACTED]) *FISA-compliance recall* is used to notify recipients that a product has been recalled specifically for a FISA-compliance reason.
2. (U [REDACTED]) The above terms shall appear as the first two words in the subject or title line of all revision or recall notices, followed by as much of the original product's subject or title line as possible or appropriate. A revision or recall notice shall be issued to all recipients of the original product; a separate notice shall be issued for each revised or recalled product. The ODNI shall issue supplemental guidance as required on message and cable formatting standards to clearly distinguish revision and recall notices from other message or cable traffic.
 3. (U [REDACTED]) Each revision or recall notice shall reuse the serial or product number of the original product when possible and appropriate. The text of each revision or recall notice shall reference the original date/time group or date of issue, as well as the full subject or title line of the original product. Each revision or recall notice shall state why the product is being revised or recalled and what action is expected or required of the recipients of the notice. A *FISA-compliance recall* notice shall explicitly state the product is being recalled for a FISA-compliance reason and must be removed with steps taken to prevent its further use or disclosure. Each revision or recall notice shall specify a point-of-contact who can provide additional details on why the notice was issued.
 4. (U [REDACTED]) To prevent the inadvertent further use or dissemination of false, misleading, or incomplete information, or information that is being recalled for a FISA-compliance reason, each IC element shall revise its internal regulations and procedures to enable it to quickly identify any of its own products that incorporate, repeat, or are based on intelligence products that subsequently have been revised or recalled. Whenever possible, administrative and substantive revision and recall notices should be electronically linked to the original product to facilitate an assessment of the impact of the revision or recall.

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5. (U [REDACTED]) Each IC element shall promptly notify recipients of its products as soon as it has determined that a previously issued product contains, cites, or is based on an intelligence product that was subsequently revised or recalled, especially when the revision or recall significantly changes or invalidates the original information or analysis, or contains information recalled for a FISA-compliance reason.
6. (U [REDACTED]) Each IC element shall support and contribute to efforts by the ODNI to implement, populate, and keep up-to-date a database that shall serve as the Community's definitive, comprehensive repository of information on revised or recalled intelligence products. Intelligence users and recipients will be able to consult this database to check if a specific intelligence product has been revised or recalled. The ODNI shall issue supplemental guidance as required to support the development and implementation of this Community capability.
7. (U [REDACTED]) Each IC element shall designate an individual or entity to be responsible for ensuring that these guidelines are implemented expeditiously and that revision or recall notices are appropriately and promptly issued and acted on.
8. (U [REDACTED]) The Deputy Director for Mission Integration (DD/MI) is the accountable official for this policy and shall monitor the IC-wide implementation of these standards and any additional measures deemed necessary to ensure that revised or recalled intelligence products are not further disseminated.


Richard A. Grenell
Acting Director


Date