

Screened	By:
Joseph Scanlon	Date:
02-02-2011	DOCID:

CREST

(CIA Records Search Tool)

User Training

A tool for searching and viewing
records released by
CIA and NGA under
Executive Order 12958 Section 3.3.



<p>Property of U.S. Government Do Not Remove</p>



August 5, 2008

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CREST
Document Retrieval
Overview

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What is CREST?



- **CIA Records Search Tool**
- Database of U.S. government records released by the CIA and the NGA
- EO 12958 and other directives
- Technical
 - Laserfiche
 - Windows

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What's on CREST?

- ~ 657K docs
- ~10.5 M pages
- Types of docs
 - Memos (internal, external)
 - Reports (finished intel)
 - Letters
 - Cables

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Collections

- Consolidated Translations
- General CIA Records
- Ground Photo Caption Cards
- Joint Publication Research Service
- National Geospatial-Intelligence Agency
- National Intelligence Survey
- Scientific Abstracts
- STARGATE
- Berlin Tunnel

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Sources of Help



- NARA Archivist
- CREST User's Manual
- ON-line CREST Help

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Types of Searches



- Basic Text
- Advanced Text
- Metadata Field
- Combination Text and Field
- Fuzzy
- Advanced Field

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Basic Text Search

- No more than two words or phrases
- Operatives
 - And
 - Or
 - Not
 - Within
- Combination

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Advanced Text Search

- More than two words or phrases
- Operatives
 - & (And) India & Pakistan
 - | (Or) India | Pakistan
 - - (Not) India - Pakistan
 - ^# (Within) ^5 India & Pakistan
 - () (Parentheses) (India & Pakistan) – Central Intelligence Bulletin
- Combination

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Metadata Field Search

- Document Title
- Name (ESDN)
- Document Date
- Orig Classification
- Document Type
- Pages
- Copyright
- Decision
- Exemption Code
- Parent Doc#
- Folder Title
- Job Number
- Box Number
- Folder Number
- Document Number
- Media ID
- Collection
- Year Released

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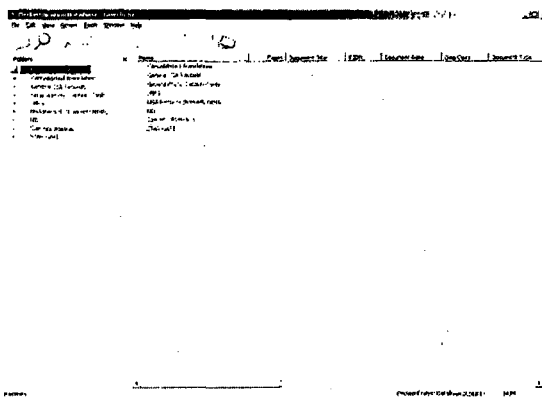
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Main Window



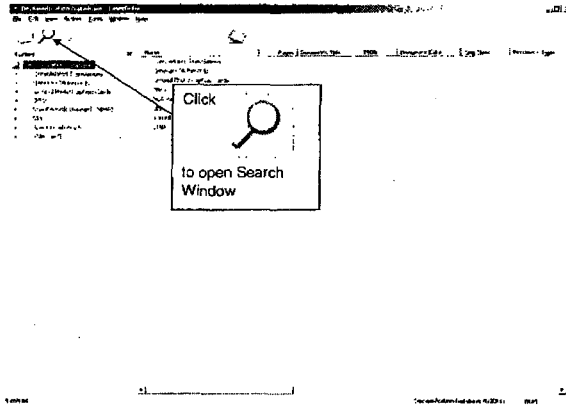
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CIA Declassification Center Getting Started



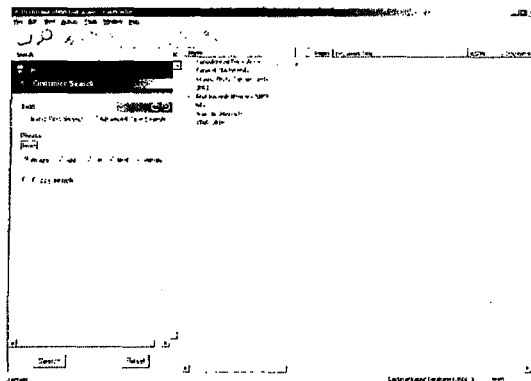
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CIA Declassification Center Search Window




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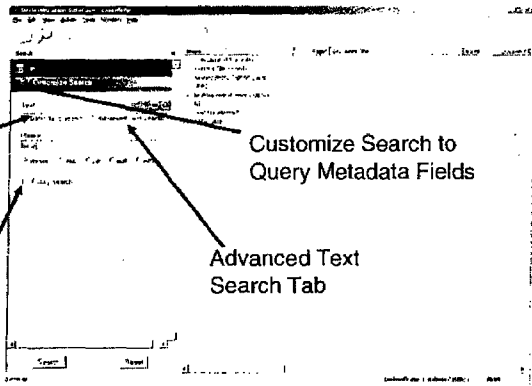
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CIA Declassification Center Search Window Tabs





Basic Text Search Tab

Fuzzy Search


Advanced Text Search Tab

Customize Search to Query Metadata Fields


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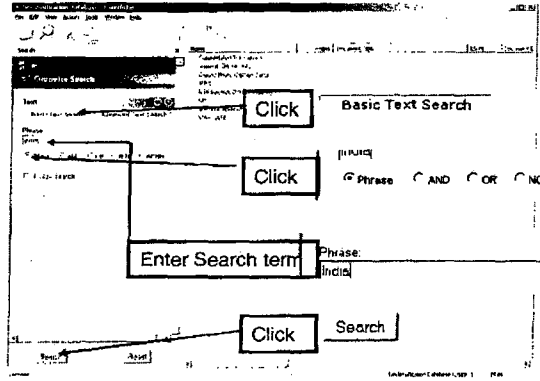
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CIA Declassification Center One Word Basic Search





Click

Basic Text Search

Click

Enter Search term


Click

Search


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It's Searching


Searching

Searching...


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Search Results Window

- Hit List in Windows Explorer View Details
- Sortable Hit List
- Re-sizable Hit List
- Document Metadata Fields
- Number of Hits with Number of Occurrences
- Displays Occurrences within Document

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CIA Declassification Center Search Results Window



Hit List
W/Details
Sortable

Number of Responsive Documents & Number of Occurrences

Hit w/page No. of highlighted doc above

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CIA Declassification Center Open Documents




Double-click on a document

Double-click on a hit

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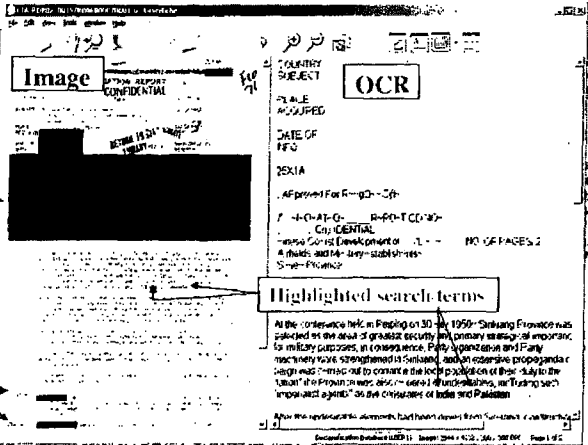
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Viewing Documents





Redaction

Exemption Code


Highlighted search terms

At the conference held in Peking on 30 May 1950, Shihang Fuzhou was selected as the head of general security and primary strategic importance for military purposes, in cooperation with the Chinese People's Liberation Army. He was also designated as the head of the propaganda department and the Ministry of Education in Peking. He was also designated as the head of the Ministry of Education in Peking.

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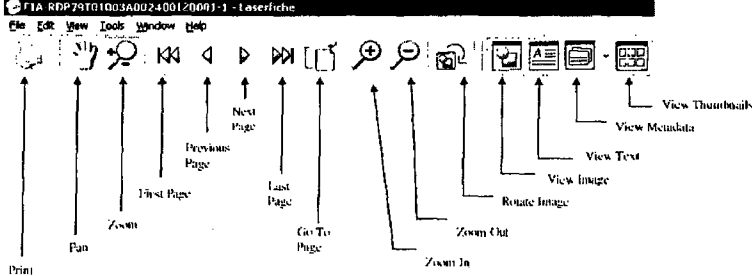
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Toolbar





Print

Fan

Zoom

First Page

Previous Page

Last Page

Go To Page

Zoom Out

Zoom In

View Thumbnails

View Metadata


View Text

View Image

Rotate Image


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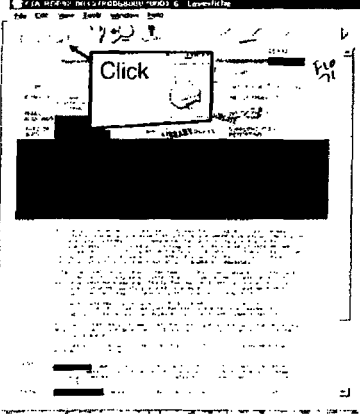
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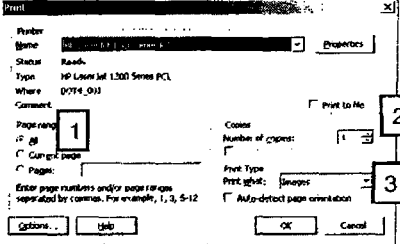
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Printing Documents






1. Select Page Range
2. Select copies to print
3. Select Print Type (Images)




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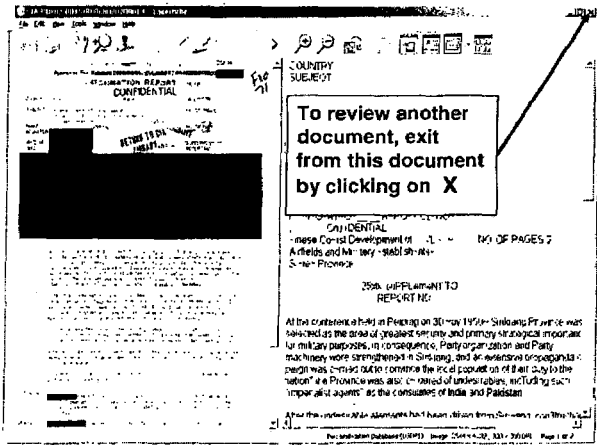
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Viewing More Documents



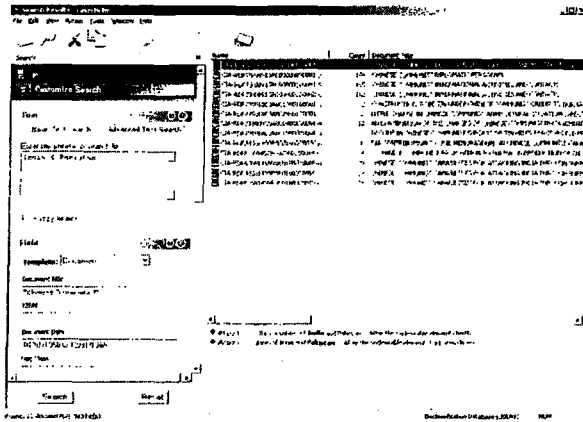


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CIA Declassification Center Search Results Window



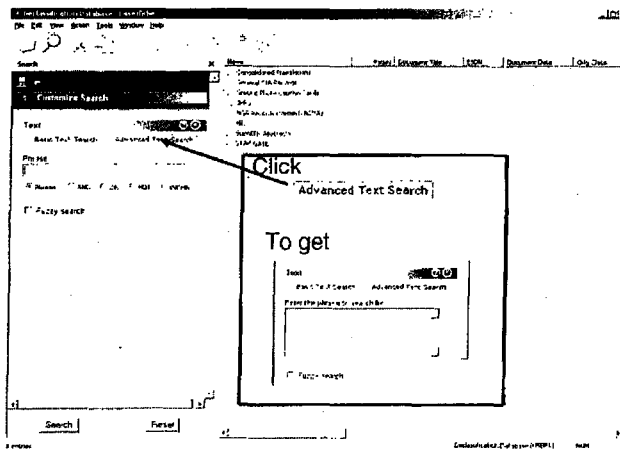
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CIA Declassification Center Advanced Text Search



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CIA Declassification Center Search Relationship Operators



&	(AND) Results contain both criteria	Criteria 1 & Criteria 2
	(OR) Results contain either criteria	Criteria 1 Criteria 2
-	(NOT) Results contain first criteria but not second criteria	Criteria 1 - Criteria 2
^#	(WITHIN) Results contain first criteria within the distance specified after #	Criteria 1 ^5 Criteria 2
()	(Parentheses) Parentheses are used to group search criteria together	(A & B) (C & D) (A & B) - C

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CIA Declassification Center Wild Cards



*	(Asterisk) <u>Zero or more</u> missing characters	assass* finds: "assassin", "assassins", or "assassination".
?	(Question mark) <u>One</u> character	gr?y finds: "gray", "grey," but not "gravy."
[]	(Brackets) One character of the several specified	B[ai]t finds: "bat" and "bit" <u>not</u> "bet" and "but"
-	(Dash) One character within specified range	B[a-i]t finds: "bat", "bit" and "bet" <u>not</u> "but"

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CIA Declassification Center Search Example



Enter search terms	
India & Pakistan	All docs with both India and Pakistan
India Pakistan	All docs with either India or Pakistan
India - Pakistan	All docs with India but not Pakistan
India ^5 Pakistan	All docs with India within 5 words of Pakistan

Click Search

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CIA Declassification Center Search Results Window



Search Results

1. [Document Title]

2. [Document Title]

3. [Document Title]

4. [Document Title]

5. [Document Title]

6. [Document Title]

7. [Document Title]

8. [Document Title]

9. [Document Title]

10. [Document Title]

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Metadata Field Search

- Document Title
- Name (ESDN)
- Document Date
- Orig Classification
- Document Type
- Pages
- Copyright
- Decision
- Exemption Code
- Parent Doc#
- Folder Title
- Job Number
- Box Number
- Folder Number
- Document Number
- Media ID
- Collection
- Year Released

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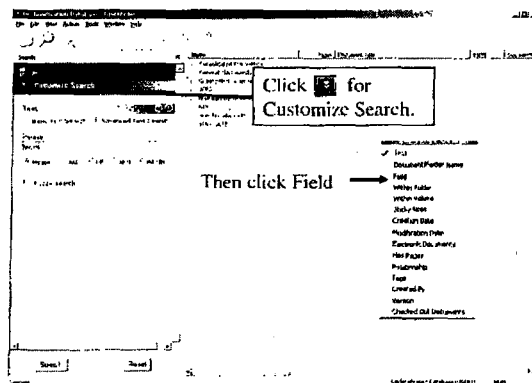
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Search Window



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CIA Declassification Center Metadata Field Search



Use Scroll bar to expose all index fields

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CIA Declassification Center Document & Folder Title




- Anomaly
- Not recommended
- Use * for best results
- One word
- Example *India*
- Two or more words

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Document Date




Search for:	Enter:
Specific date	Date in ending and starting dates
On or after a specific date	Date in starting date, leave ending date blank
All dates on or before a specific date	Date in ending date, leave starting date blank
Dates between two dates	Dates in starting and ending dates

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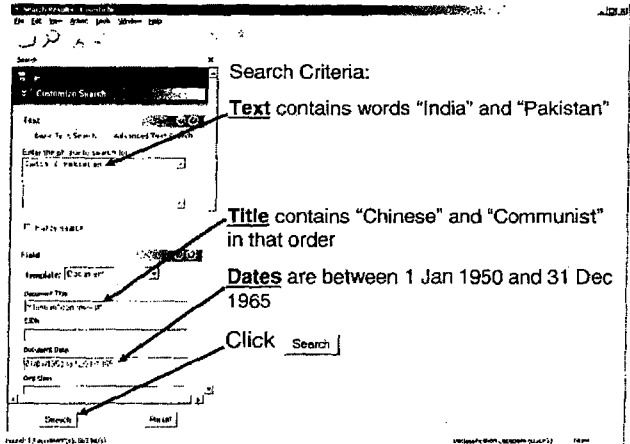
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Metadata Field Search Example





Search Criteria:

- Text** contains words "India" and "Pakistan"
- Title** contains "Chinese" and "Communist" in that order
- Dates** are between 1 Jan 1950 and 31 Dec 1965
- Click **Search**

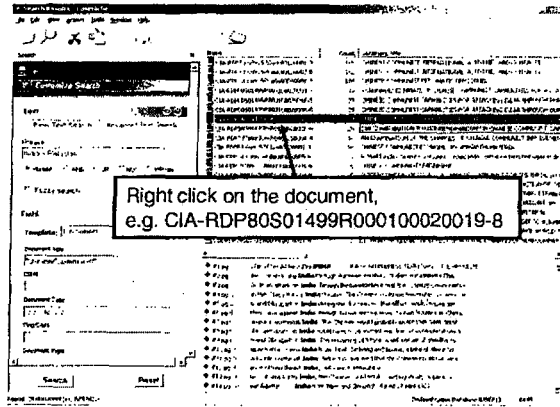
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CIA Declassification Center Displaying Other Documents in a Folder



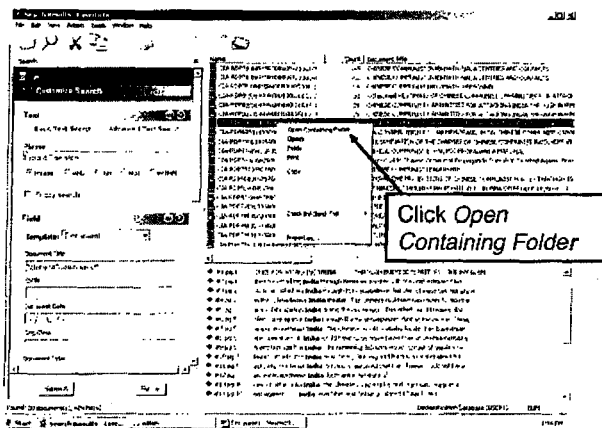
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CIA Declassification Center Displaying Other Documents in a Folder



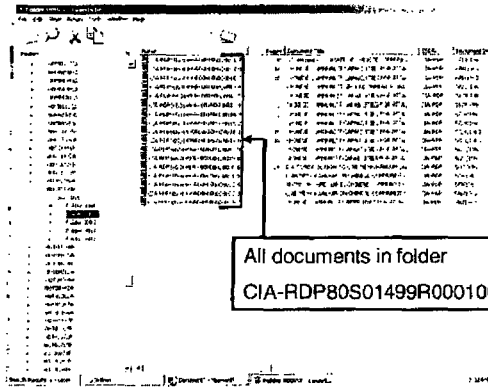
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CIA Declassification Center Displaying Other Documents in a Folder



All documents in folder
CIA-RDP80S01499R00010002

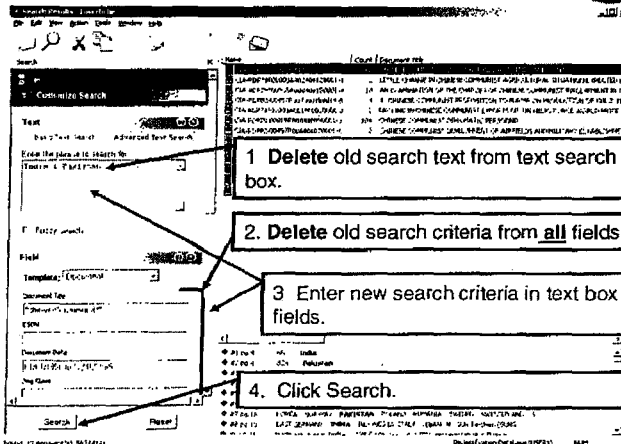
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CIA Declassification Center Begin a New Search



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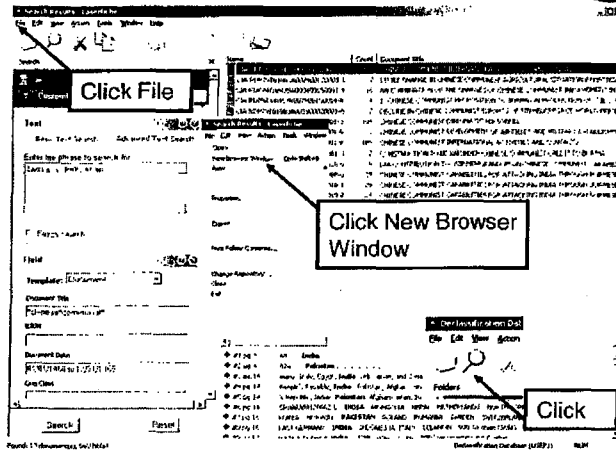
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Keep Old Search - Begin a New Search



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Fuzzy Search



- Finds similar words or phrases
- Not recommended
- Time consuming
- Useful because of bad OCR
- Two types
 - Number of letters
 - Percentage of word

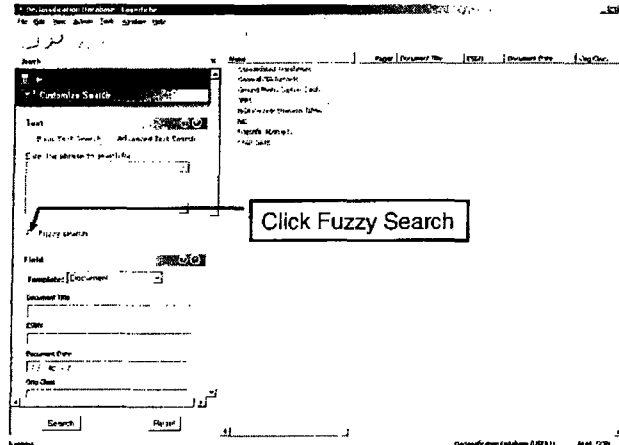
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CIA Declassification Center Fuzzy Search



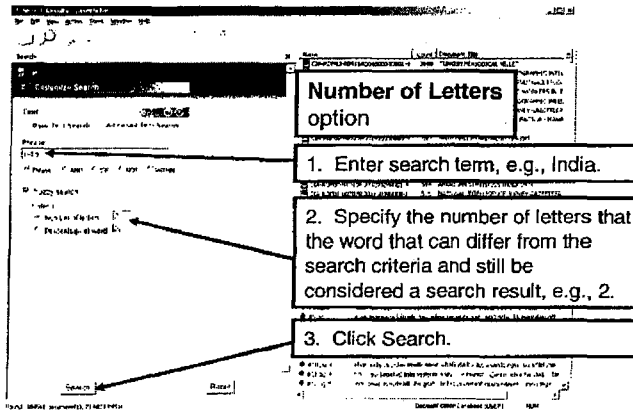
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CIA Declassification Center Fuzzy Search



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CIA Declassification Center Fuzzy Search



Search result contains documents in which India is misspelled or was OCR'd incorrectly. Search hits are in bold type, e.g., **lda-**; **mnda**; **sindi**; **ini**; **idi**; etc.

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CIA Declassification Center Fuzzy Search



Percentage of word option

1. Enter search term, e.g., India.
2. Specify the percentage of the word that can differ from the search criteria and still be considered a search result, e.g., 20%.
3. Click Search

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CIA Declassification Center Browsing CREST



- Time consuming
- Combine with other search strategy
- Useful in some situations
 - OCR bad
 - Finds documents as organized in CREST
- Like Windows Explorer
- Expand hierarchy

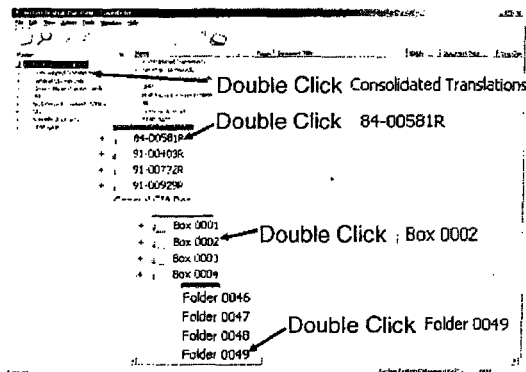
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CIA Declassification Center Browsing CREST: Example



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CIA Declassification Center Browsing CREST: Example



The screenshot displays a web browser window with a list of document entries. A callout box with a white background and black border is overlaid on the list, containing the text: "Double Click on any document to open it". The list includes columns for document ID, title, and date. The interface also shows a search bar and navigation icons at the top.

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CIA Declassification Center Browsing CREST: Example



The screenshot shows a document preview page. At the top, there are two "APPROVED FOR RELEASE" stamps, one dated "Thursday, November 13 2003 12:46:06 PM" and another dated "Thursday, November 13 2003 12:46:06 PM". The main content area is mostly blank, suggesting the document content is either redacted or not fully rendered. The interface includes a search bar and navigation icons at the top.

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CIA Declassification Center Browsing CREST: Example



- Double click in reverse order to go back up the hierarchy
- Stop at any level in the hierarchy and go down a different path

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CIA Declassification Center Summary



- What is CREST
- Types of searches
 - Basic text
 - Advanced text
 - Metadata (Field)
 - Fuzzy
 - Browsing

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