

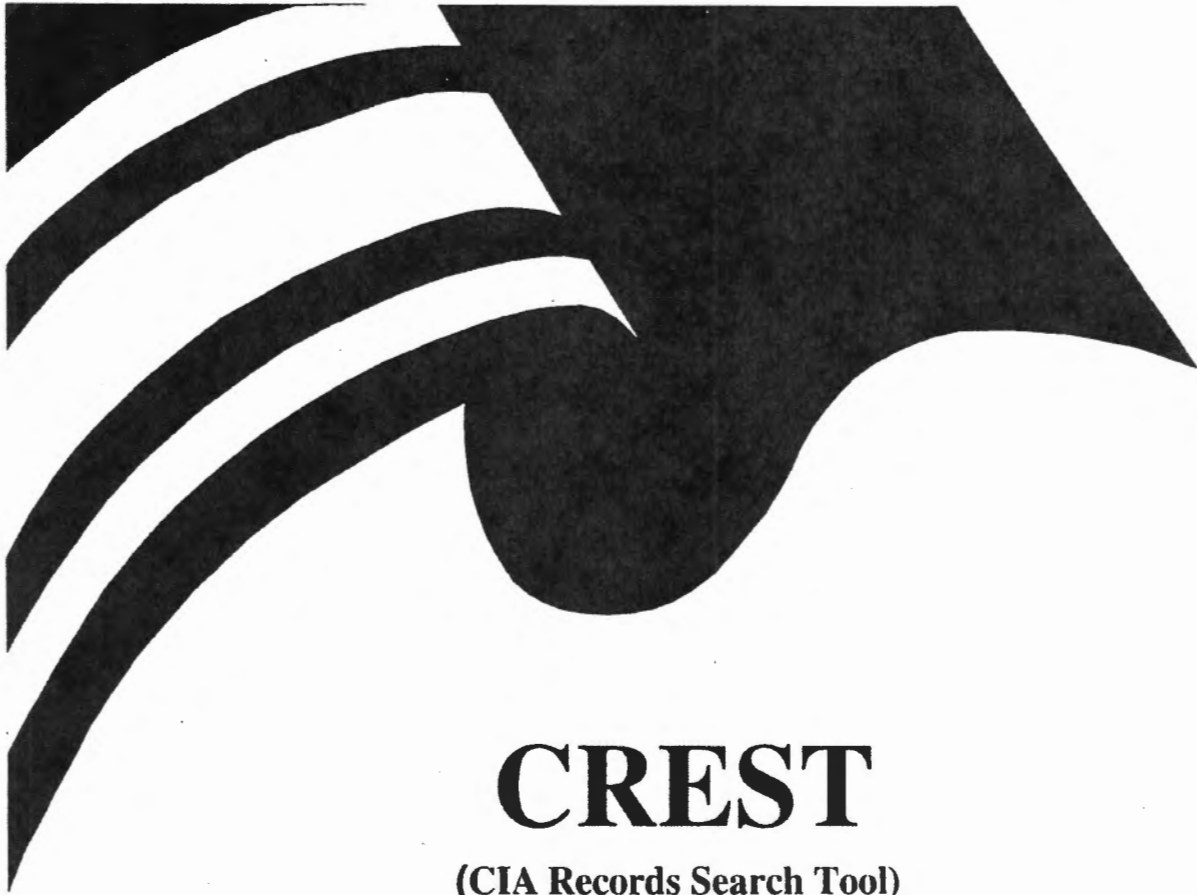
This document is made available through the declassification efforts
and research of John Greenewald, Jr., creator of:

The Black Vault



The Black Vault is the largest online Freedom of Information Act (FOIA) document clearinghouse in the world. The research efforts here are responsible for the declassification of hundreds of thousands of pages released by the U.S. Government & Military.

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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.




Property of U.S. Government
Do Not Remove




August 5, 2008

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CIA Declassification Center




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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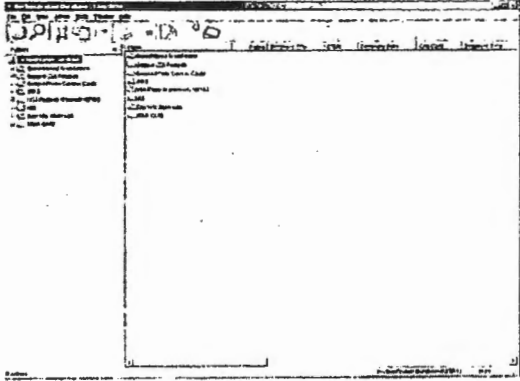
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Main Window






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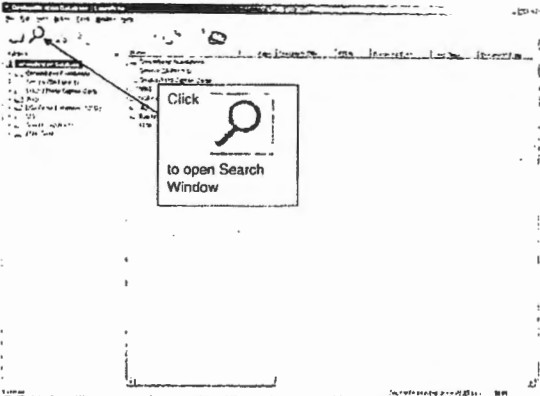
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Getting Started




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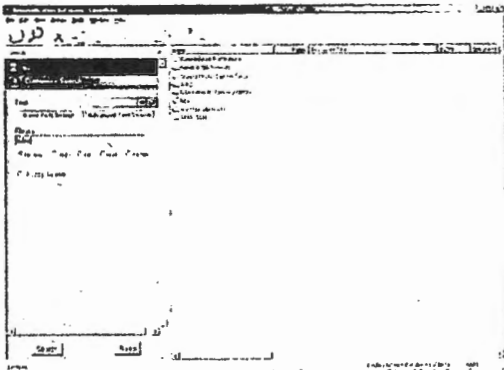
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Search Window




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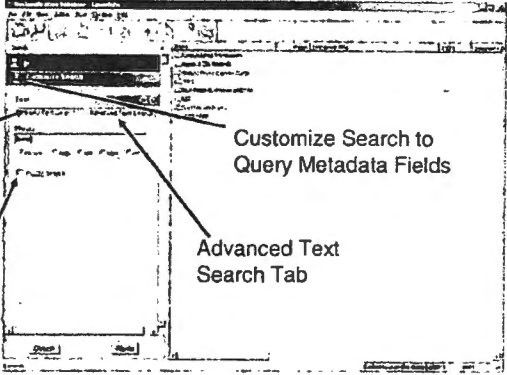
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Search Window Tabs



Basic Text Search Tab

Fuzzy Search


Advanced Text Search Tab

Customize Search to Query Metadata Fields


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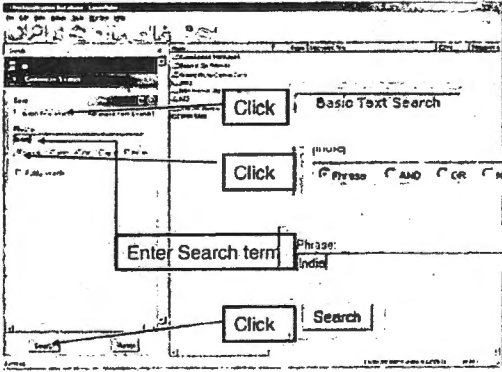
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One Word Basic Search



Click Basic Text Search

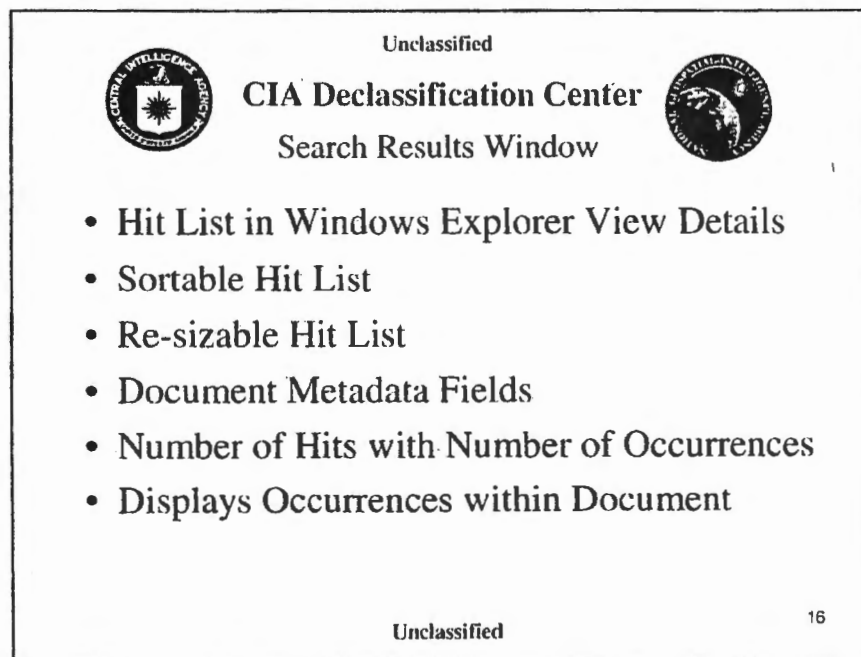
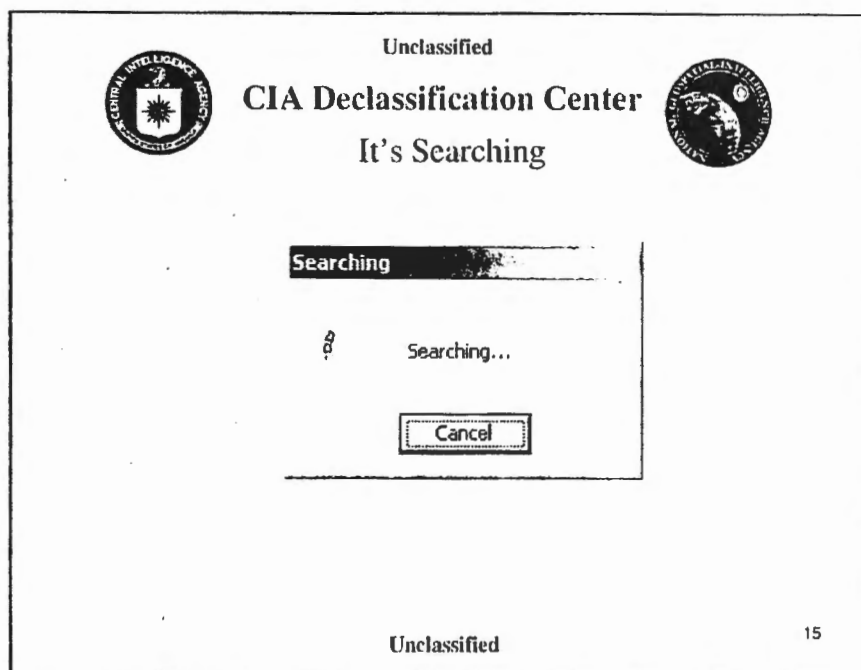
Click

Enter Search term Phrase: India


Click Search

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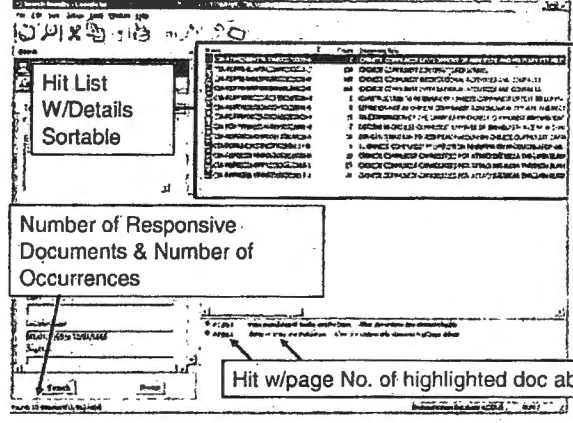
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Search Results Window






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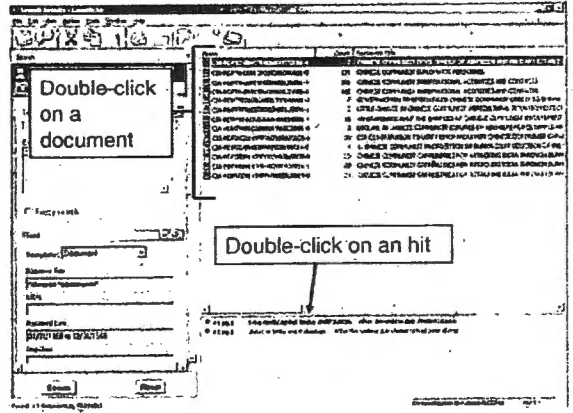
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Open Documents





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Viewing Documents

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Toolbar

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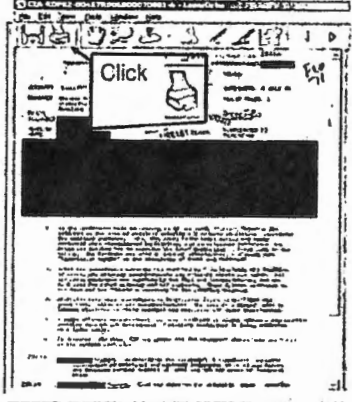
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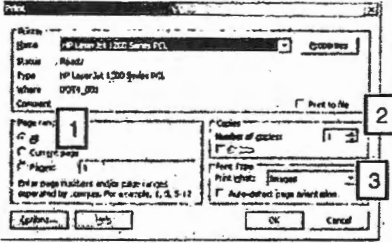
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Printing Documents






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




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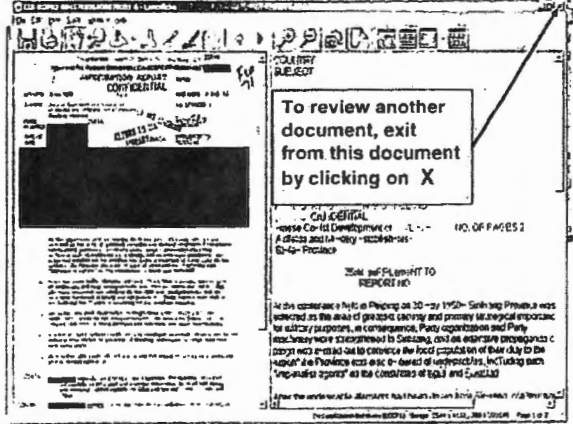
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Viewing More Documents






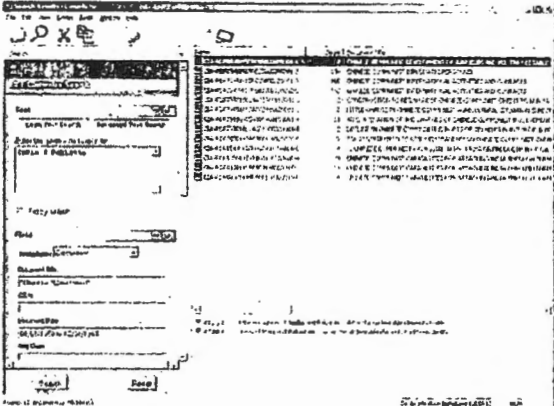
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CIA Declassification Center Search Results Window







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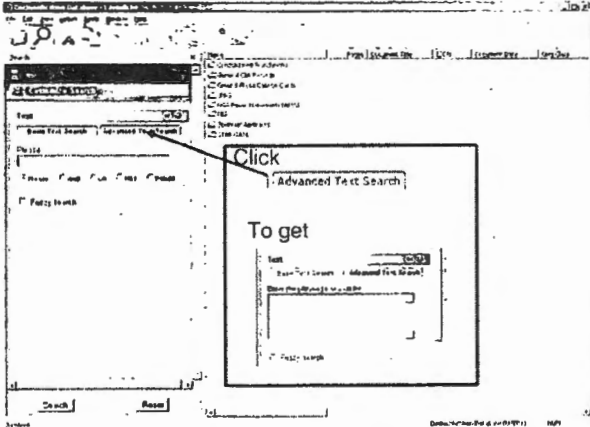
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CIA Declassification Center Advanced Text Search






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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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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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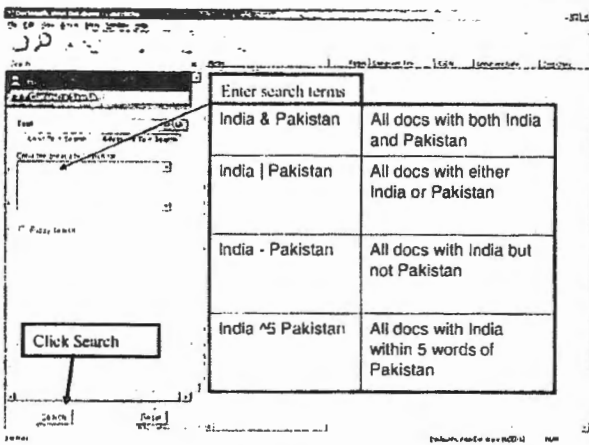
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Search Example






| 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 |

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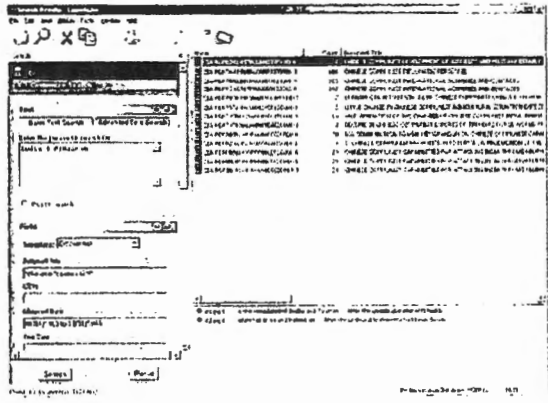
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Search Results Window






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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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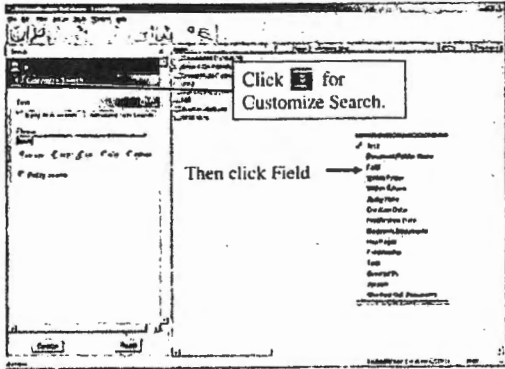
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Search Window






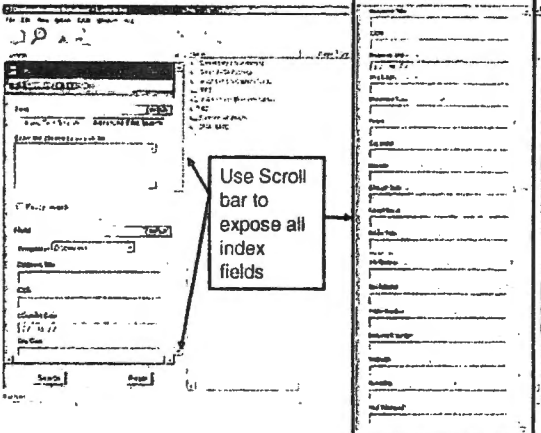
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CIA Declassification Center Metadata Field Search







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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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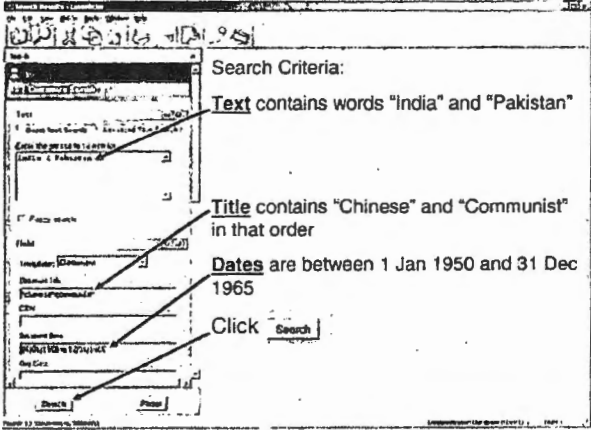
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Metadata Field Search Example






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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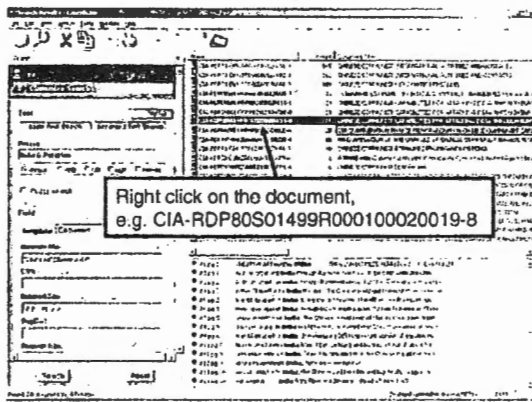
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Displaying Other Documents in a Folder






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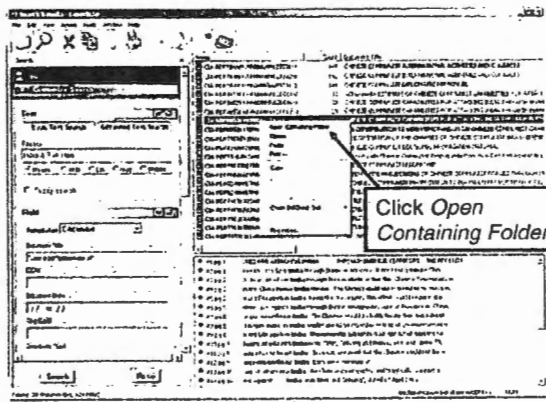
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Displaying Other Documents in a Folder






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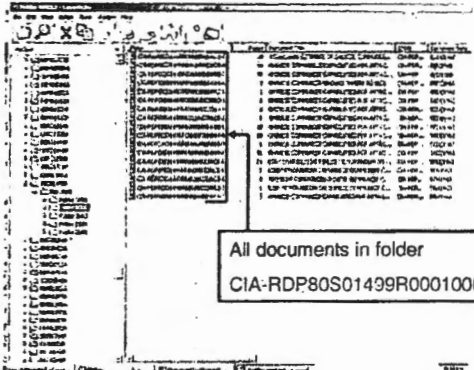
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Displaying Other Documents in a Folder






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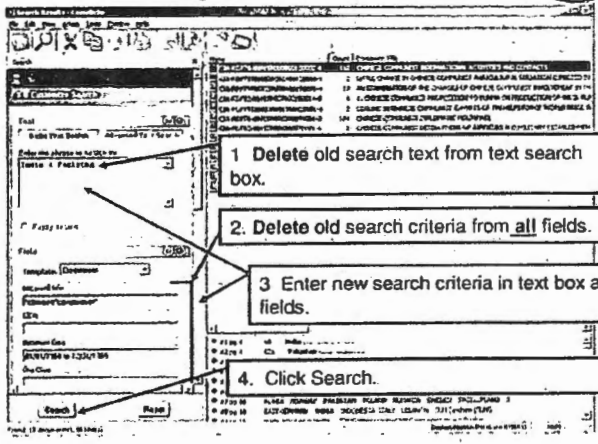
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Begin a New Search






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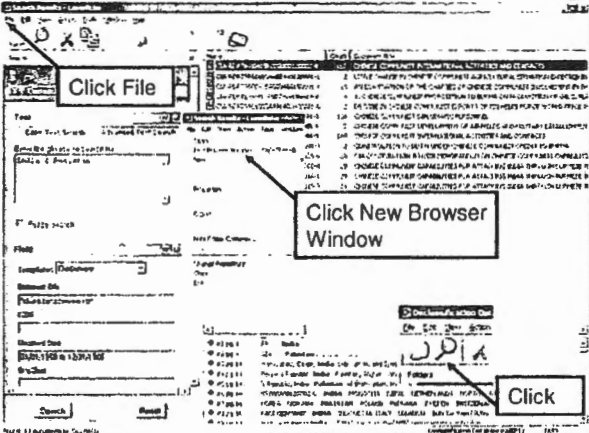
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Keep Old Search - Begin a New Search






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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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Fuzzy Search






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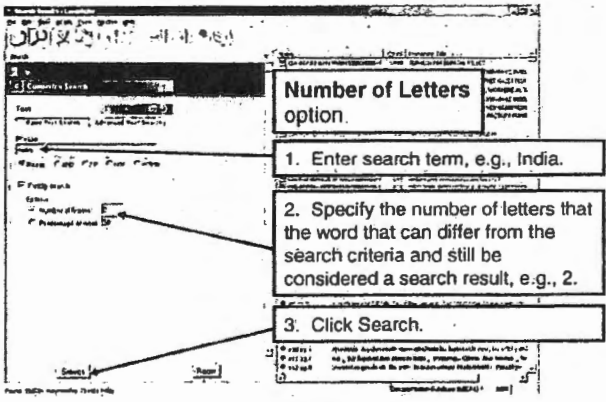
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Fuzzy Search





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Fuzzy Search






Search result contains documents in which India is misspelled or was OCRed incorrectly. Search hits are in bold type, e.g., **ida-**; **mda;**; **sindi;**; **ini;**; **ldi;** etc.

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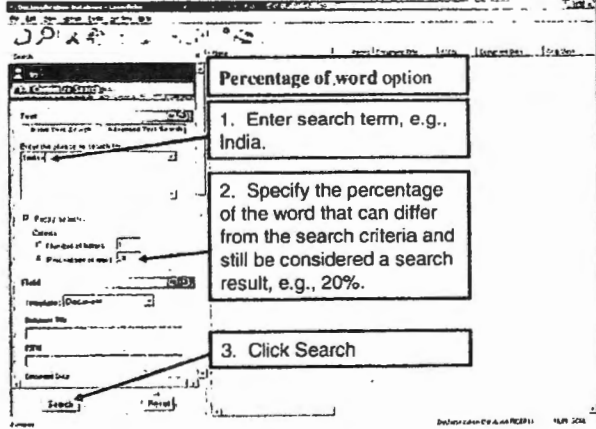
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Fuzzy Search






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

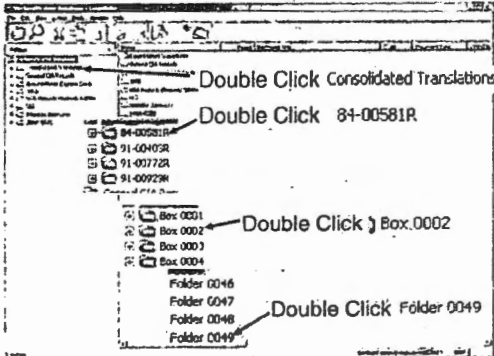
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CIA Declassification Center Browsing CREST: Example






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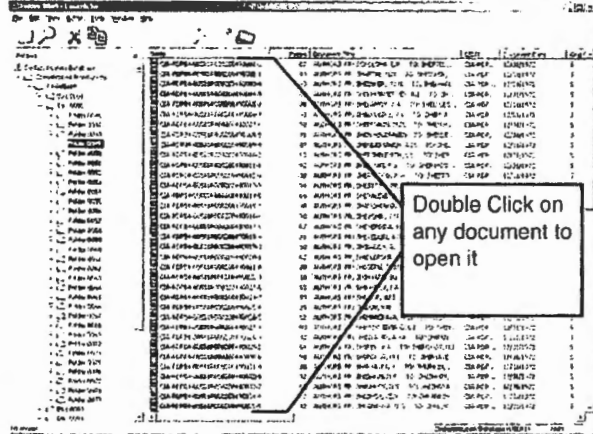
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Browsing CREST: Example






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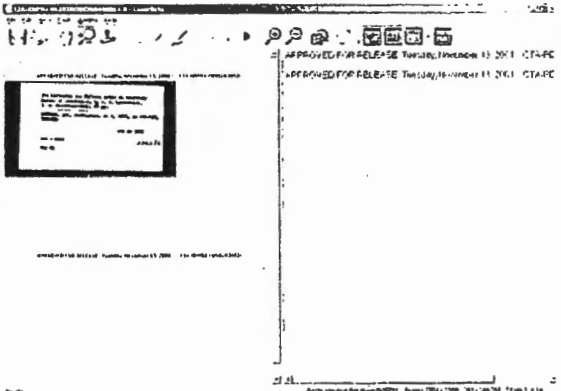
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Browsing CREST: Example







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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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Summary

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

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