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
CREST
Document Retrieval Overview

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
What's on CREST?

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

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
Sources of Help

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

Types of Searches

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

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Basic Text Search

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

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
<table>
<thead>
<tr>
<th>Metadata Field Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title</td>
</tr>
<tr>
<td>Name (ESDN)</td>
</tr>
<tr>
<td>Document Date</td>
</tr>
<tr>
<td>Orig Classification</td>
</tr>
<tr>
<td>Document Type</td>
</tr>
<tr>
<td>Pages</td>
</tr>
<tr>
<td>Copyright</td>
</tr>
<tr>
<td>Decision</td>
</tr>
<tr>
<td>Exemption Code</td>
</tr>
</tbody>
</table>
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Getting Started

[Diagram: Magnifier icon with text 'to open Search Window']

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Search Window
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Search Window Tabs

- Basic Text Search Tab
- Fuzzy Search
- Customize Search to Query Metadata Fields
- Advanced Text Search Tab

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One Word Basic Search

Enter Search term and click Search.
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It's Searching

Searching

Searching...

Cancel

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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
### Search Relationship Operators

<table>
<thead>
<tr>
<th>Operator</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>&amp;</td>
<td>(AND) Results contain both criteria</td>
<td>Criteria 1 &amp; Criteria 2</td>
</tr>
<tr>
<td></td>
<td>(OR) Results contain either criteria</td>
<td>Criteria 1</td>
</tr>
<tr>
<td>-</td>
<td>(NOT) Results contain first criteria but not second criteria</td>
<td>Criteria 1 - Criteria 2</td>
</tr>
<tr>
<td>^#</td>
<td>(WITHIN) Results contain first criteria within the distance specified after #</td>
<td>Criteria 1 ^# Criteria 2</td>
</tr>
<tr>
<td>()</td>
<td>(Parentheses) Parentheses are used to group search criteria together</td>
<td>(A &amp; B)</td>
</tr>
</tbody>
</table>

### Wild Cards

<table>
<thead>
<tr>
<th>Character</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>(Asterisk) Zero or more missing characters</td>
<td>assass* finds: &quot;assassin&quot;, &quot;assassins&quot;, or &quot;assassination&quot;.</td>
</tr>
<tr>
<td>?</td>
<td>(Question mark) One character</td>
<td>gr?y finds: &quot;gray&quot;, &quot;grey,&quot; but not &quot;gravy.&quot;</td>
</tr>
<tr>
<td>[]</td>
<td>(Brackets) One character of the several specified</td>
<td>B[a-j] finds: &quot;bat&quot; and &quot;bit&quot; not &quot;bet&quot; and &quot;bip&quot;</td>
</tr>
<tr>
<td>-</td>
<td>(Dash) One character within specified range</td>
<td>B[a-j] finds: &quot;bat&quot;, &quot;bit&quot; and &quot;bet&quot; not &quot;but&quot;</td>
</tr>
</tbody>
</table>
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Search Example

Unclassified

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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Search Results Window

Unclassified
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Metadata Field Search

Use Scroll bar to expose all index fields

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

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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

Unclassified

Unclassified

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Metadata Field Search Example

Search Criteria:

Text contains "India" and "Pakistan"

Title contains "Chinese" and "Communist" in that order

Dates are between 1 Jan 1950 and 31 Dec 1965

Click search

Unclassified
Right click on the document, e.g. CIA-RDP80S01499R000100020019-8

Click Open Containing Folder
Displaying Other Documents in a Folder

All documents in folder
CIA-RDP80S01499R00010002

Begin a New Search

1. Delete old search text from text search box.
2. Delete old search criteria from all fields.
3. Enter new search criteria in text box and fields.
4. Click Search.
Fuzzy Search

- Finds similar words or phrases
- Not recommended
- Time consuming
- Useful because of bad OCR
- Two types
  - Number of letters
  - Percentage of word
1. Enter search term, e.g., India.
2. Specify the number of letters that the word can differ from the search criteria and still be considered a search result, e.g., 2.
3. Click Search.
Search result contains documents in which India is misspelled or was OCR'd incorrectly. Search hits are in bold type, e.g., lada-; mnda; sindi; ini; idi; etc.

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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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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Browsing CREST: Example

- Double Click Consolidated Translations
- Double Click 84-00581R
- Double Click Box 0001
- Double Click Box 0002
- Double Click Box 0003
- Double Click Folder 0045
- Double Click Folder 0047
- Double Click Folder 0049
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

Summary

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