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Reports - ADP Mgmt.

Responses of DDS Offices - Security

9 NOV 1966

MEMORANDUM FOR: Chief Support Services Staff/DDS

SUBJECT : Inauguration of Semi-Annual ADP Management Report to the Bureau of the Budget

1. This is for your information only.

2. Please refer to your correspondence with attachments dated 28 October 1966, requesting appropriate information in respect to five essential elements.

I. Accomplishments in the Use of Computers

A. Name Tracing by Computers

1. The Security Records and Communications Division, after spending two years in converting its personal name index into machine language, has begun to implement name searches using an IBM 7010 computer. This system has been designed in conjunction with the Office of Computer Services who provide computer hardware, program-



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2. The initial system entails batching routine search requests SR&CD will continue to handle expedite searches manually. Subsequently, the Office of Computer Services will provide the capability for random access searches using remote inquiry stations located in the Office of Security. The target date for this system, programmed on the IBM System 360/67, is 1968.

3. The major benefits of the system, once fully implemented are:

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GROUP 1  
Excluded from automatic  
downgrading and  
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- a. Consistent searches.
- b. Elimination of human error (misfiles).
- c. Ultimate savings in space (Index on magnetic tape as opposed to roll-dex files cabinets).
- d. Retrieval capability of general categories of information of a security nature.
- e. Speed of computer handles peak work loads without substantial increase in staff.
- f. More effective maintenance of index.
- g. Permits growth with minimum need for additional space.

Computer hardware rental and personnel costs are absorbed by the Office of Computer Services. Since this system is in the process of being implemented, we are not in a position as yet to comment on personnel changes. Fewer employees eventually will be needed in the index unit. This will be offset to some degree by creating a key punch unit. Other adjustments will be necessary as we approach full implementation.

4. The manual index search system required typing search requests in alphabetical order, searching the index manually for file numbers which lead to dossiers, <sup>mechanically</sup> annually filing additions, changes and handling deletions. Under the new system the search request will go directly to the key punch unit. In addition to searching by matching magnetic tape, the computer will update the master file mechanically, thus saving the considerable effort required to manipulate the index operation manually.

#### B. The Security File Retirement System

1. This system was installed in the summer of 1965. It is basically a listing of some [REDACTED] retired security files. The list is updated once a month by adding additional records and deleting records for files which have been recalled from retirement.

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2. The operation is accomplished by submitting punched cards to the Office of Computer Services on a monthly basis. The Office of Computer Services then processes the punched cards on an IBM 7010 computer and produces a computer printed machine

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