

OTR STAFF MEETING

Thursday, 2 October 1975

AGENDA

1. Minutes of the 18 September Meeting.
2. Discussion of the OTR Registry and the kinds of materials to be included.
3. Annual Review of Soft Files.
4. Briefing of OTR Unit Chiefs for PMCD Evaluation.

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MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the 18 September 1975 OTR Staff Meeting

1. The OTR Staff Meeting of 18 September 1975 began at 1405 hours and concluded at 1540 hours. The meeting was chaired by the Deputy Director of Training in the absence of the Director of Training.

STATINTL

2. The DDTR introduced [REDACTED] Assistant to the DDA for Information, noting that he had addressed a previous Staff meeting on the Freedom of Information Act. His subject at the present meeting was the Privacy Act of 1974. Mr. [REDACTED] began by likening the Privacy Act to the "other shoe" which people had been waiting to drop since FOIA became effective in February. He noted that some 7,000 FOIA requests had been received in the Agency thus far, the vast majority of which fall in the "do you have a file on me" category. These types of requests will fall under the Privacy Act as of 27 September, possibly exclusively under this Act according to a Justice Department opinion rendered this summer. He pointed out three basic differences between FOIA and this Act: the Privacy Act specifies no deadlines for replies, there are exemptions from some judicial review, and the Privacy Act permits much deeper access to files than does FOIA.

STATINTL

3. [REDACTED] outlined the mandatory and non-mandatory (exemptible) provisions of the Act. He explained the general exemptions which are spelled out in the Act and the specific exemptions which the Director has taken via publication in the Federal Register. He noted that some 8,000 individual records systems have been published in the Register to date and there are still more to be printed. There are about 100 FOIA requests coming into the Agency per day--most of these will probably come in through the Privacy Act after 27 September. The Information Review Staff, to be redesignated the Information and Privacy Staff effective 27 September, will handle requests under both Acts. This Staff will be conducting a series of half-day seminars on the Privacy Act for people who handle records systems effected by the Act.

STATINTL

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4. [REDACTED] noted that such things as interview reports and soft personnel files will be available to an individual upon request under the Act. One of the major effects of this Act will be to force components to take a new look at their Records Management Program. The DDA Records Administration Branch will be spearheading this movement. [REDACTED] and the group concluded by discussing possible methods of purging material from existing files and the kinds of things which can be removed.

STATINTL

5. The discussion of the Minutes of the 4 September 1975 Staff Meeting centered around the following points.

a. Item 2a. The DTR has signed the new instruction for the Career Panel. The DDTR met with the committee on computer technology as scheduled. The [REDACTED] survey of [REDACTED] capability to handle more courses will be completed the week of 22 September. STATINTL

STATINTL

b. Item 4. Chief, PRS, reported that the DTR had approved the concept of an OTR house organ on a trial basis. PRS has asked the Unit chiefs to nominate individuals to work on a group to implement this.

c. Item 6. Chief, PRS, reported that a branch of the Office of Personnel is responsible for putting material on the classified bulletin board at Headquarters. The OTR channel will be through Chief, PRS, or Chief, OTR Personnel Branch.

The Minutes were approved.

6. The DDTR urged the members present to give Agenda items to the Secretary for the Staff Meetings.

STATINTL

[REDACTED]  
Plans and Resources Staff

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