

ADMINISTRATIVE - INTERNAL USE ONLY

11 December 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Director of Information Services

SUBJECT: OIS Weekly Report (4 - 10 December 1986)

1. The Director, Information Security Oversight Office (ISOO) reported to the Director of Central Intelligence that ISOO's FY 1986 on-site inspections showed that the Agency is in full compliance with Executive Order 12356.

2. Representatives from the Classification Review Division (CRD) met with representatives from the Systematic Review Group, Department of State, to discuss problems related to the review of foreign government information. During the discussions the State representatives expressed concern about assuming additional review responsibilities in support of the Agency Historical Review Program because of limited resources and other priority requirements. They suggested, however, that in view of the Agency's usual thoroughness a second full Department of State review for coordination might not be necessary.

3. The Information Resources Management Division (IRMD) continues to provide guidance and assistance to the Information Management Staff, Directorate of Operations (DO), in the scheduling of machine-readable records. A draft records control schedule item for [Redacted] was completed on 5 December.

4. An IRMD representative visited [Redacted] with representatives from the Computer Output Microfilm Center, Printing & Photography Division. The purpose was to survey the feasibility of a Computer Output Microfilm (COM) application to reduce the amount of records [Redacted] deposits annually in the Agency Archives and Records Center.

5. The backlog of initial FOIA/PA requests continues to decline and stands at 1198. This compares with 1706 one year ago and 2964 two years ago.

[Redacted]

[Redacted]

Attachment

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10 December 1986

MEMORANDUM FOR: Deputy Director for Administration
FROM:
Chief, Information and Privacy Division, OIS
SUBJECT: IPD/OIS Weekly Report (3-9 December 1986)

	<u>3-9 December 1986</u>	<u>1986 Weekly Average</u>
1. <u>The Week in Review</u>		
a. New cases	48	61.1
b. Cases closed	64	70.2
c. New appeals logged	3	3.1
d. Appeals closed	4	3.4
e. Manpower (man-weeks)	92.5	94.2
2. <u>Current Backlogs</u>		
a. Initial requests - 1198		
b. Requests in administrative appeal - 169		
c. Requests in litigation - 48		
3. <u>Spotlighted Requests</u>		

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STAT HGH/DLF:kas [redacted] (10 December 1986) (FINAL)
Distribution:
Orig - Adse
1 - DCI/DDCI/Executive Director
1 - DCI History Staff
1 - DDI
1 - DDO
1 - DDS&T
5 - OIS
1 - C/PAO
1 - Comptroller
1 - IG
1 - OGC
1 - OCA
1 - OP
1 - OL
STAT 1 - C/IMS [redacted]
STAT 1 - DDO/IRO
25 - DDO/IMS [redacted]
1 - DDI/IRO
1 - DDA/IRO
1 - IC/IRO
1 - OIS/LA
1 - IRG/OS
1 - IPD Subject
1 - IPD Chrono
1 - IPD Reading Board
1 - HGH
1 - LSS

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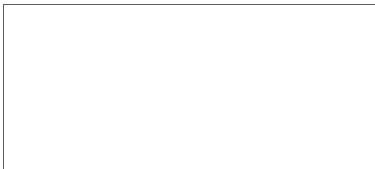
09 December 1986

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 03 December - 09 December 1986

A seminar was held between all CRD reviewers and four systematic review specialists from the Classification Declassification Center, Systematic Review (CDC/SR) group from the Department of State (Dwight Ambach, William Hamilton, Charles Johnson, and Hugh Woodward). The State review specialists were invited to discuss declassification questions that the History Review Branch has identified during pre-review study of numerous issues of the CIA Current Intelligence Bulletin from the period 1945-60. The seminar concentrated on the problems related to foreign government information and foreign relations sensitivities as these are viewed from the perspective of the Department of State. While firm conclusions were not reached the CRD reviewers obtained a better understanding of how State reviewers tend to handle information in these areas. One possible problem was indicated when Dwight Ambach, Chief of CDC/SR, complained that their workload was so great in handling the material destined for the Foreign Relations of the U.S. series that he does not see how they will be able to take on the additional task of coordinating on the review of material from the Agency's Historical Review Program. Mr. Ambach implied that one solution might be to see the results of the Agency review and if they are sufficiently well done CDC/SR may not have to conduct a complete review to coordinate. (U)


C/CRD

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9 December 1986

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Information Resources Management Division

SUBJECT: IRMD Weekly Report (3 - 9 December 1986)

SIGNIFICANT EVENTS

a. Machine-readable Records Activity.

[Redacted] Chief, Electronic Information Control Branch (EICB), continues to provide guidance and assistance in the scheduling of machine-readable records to the Information Management Staff, DDO. A draft records control schedule item for [Redacted] was completed on 5 December.

[Redacted] EICB, met with Office of Training and Education (OTE) officers [Redacted] to review the current version of the OTE machine-readable schedule and discuss the standard language being used in the schedules.

b. CDOCS Users Group. Chief, Information Services Branch, [Redacted] and Chief, Information Technology Branch, [Redacted] chaired the first meeting of the CDOCS Users Group on 8 December. Considering the volume and variety of questions and complaints we've received concerning the system, the number of attendees representing 13 Information Services Centers and Registries was disappointingly low. The consensus of those attending was: that the meeting provided a valuable forum for exchanging CDOCS information and an excellent opportunity for discussing mutual problems and ways to resolve them. It was decided to hold the meetings on a regularly scheduled basis and that meeting minutes will be recorded and provided to each attendee.

c. Micrographics. [Redacted] Information Management Branch, along with [Redacted] of P&PD's Computer Output Microfilm Center (COM), visited [Redacted] to survey the feasibility of a potential COM application on 8 December. The application appears to be made to order for COM and would eliminate 200 cubic feet of records being deposited at the Agency Archives and Records Center (AARC) annually.

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d. Protection of Sensitive Information.

Chief, Classification Management Branch, IRMD, and representatives from the Office of Information Technology (OIT) and the Office of Communications (OC) attended a meeting called by the Office of Security (OS) to plan for the protection of sensitive but unclassified information processed by Agency telecommunications and automated information systems on 8 December. A recent White House directive advised that the NSDD-145 Systems Security Steering Group has determined that sensitive but unclassified information that could adversely affect national security or other Federal Government interests shall have system protection and safeguards. A paper proposing immediate measures to increase Agency awareness of the need to protect certain unclassified but sensitive information and describing some current OS, OIT and OIS initiatives that may provide some long term solutions for safeguarding this information will be prepared for the Deputy Director for Administration.

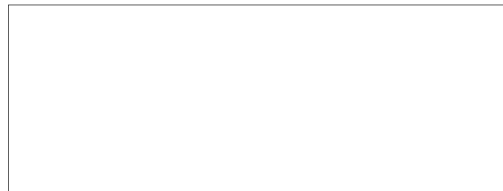
e. Information Security Oversight Office (ISOO). The Director of the Information Security Oversight Office (ISOO) informed the Director of Central Intelligence of the results of ISOO's FY 86 on-site inspections of Agency offices. ISOO found the Agency to be in full compliance with Executive Order 12356 and its implementing ISOO Directive No. 1.

f. Annuitant Activity. OIS annuitants continue reviewing the remaining 370 cubic feet of the Office of General Counsel's records at the Records Center. This week five retirement jobs were searched, identifying another 942 Top Secret collateral documents either not on record or incorrectly recorded in the Top Secret Control Automated Data System (TSCADS). The majority of the 942 documents in question belong to a job identified as containing National Security Council policy papers. Review activity will continue on the remaining 36 retirement jobs.

g. Records Center Activities. Records Center personnel performed the following activities during the week:

RAMS:	Made 25 additions and 33 deletions.
ARCINS:	Jobs received/edited: 13.
	Jobs keyed: 7 consisting of
	2,042 entries.
Accessions:	Received 25 jobs totalling
	462 cubic feet.
References:	Serviced 2,868 requests for
	records.
Dispositions:	Transferred 300 cubic feet of
	material to the hammermill.
Special Runs:	Four to OP, DDO, IPD, AND NCD.

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C-O-N-F-I-D-E-N-T-I-A-L

09 December 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:


Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities
03 December - 09 December 1986

1. RPD is currently processing 130 jobs, a increase of one over last week's total.

2. Priority processing was provided for two issuances concerning military sales to Iran. One was a DCI Memorandum for all employees to announce that he had directed the Inspector General to conduct a fact-finding investigation to document the role of this Agency in, or its knowledge of, the sale of military hardware to Iran and the subsequent diversion of associated funds to the Contra forces in Central America. The other was an employee bulletin advising employees of a court order prohibiting the destruction, concealment, or alteration of any document which relates to the shipment of arms to Iran from the United States or any other country.

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