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26 November 1986

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

[Redacted]

Director of Information Services

SUBJECT: OIS Weekly Report (20 - 25 November 1986)

1. The Chief, Information Resources Management Division (IRMD) and members of his staff visited the Office of Archives and History, National Security Agency (NSA), for briefings by NSA personnel on aspects of that agency's records and information management practices and procedures. The briefings covered FOIA and declassification procedures, archival preservation methods, record center activities, and management of electronic records.

2. OIS representatives met with representatives from the Office of Personnel (OP) to discuss OP's requirements for an on-line data retrieval system for new Agency regulations that are to be published on employee benefits. OIS and OP will collaborate in writing a requirements document to define the need for a VM-based system that can be accessed by users of the new regulations.

3. Steven Garfinkel, Director of the Information Security Oversight Office (ISOO), met with Agency Information Management Officers and other personnel involved in information management to explain the mission and functions of ISOO. A discussion followed on such topics as ISOO's declassification procedures, its collection of classification statistics, and its relationship to the National Security Council.

25X1 4. IRMD, exercising its authority under Headquarters Regulation [Redacted] approved a requisition by the Office of Information Resources, Directorate of Intelligence (DI), for the purchase of five Lektriever power file units. These twelve-foot high, floor-to-ceiling special filing units provide optimum file storage capacity and allow more floor space for work stations.

25X1 All Portions Unclassified
Except Where Marked

[Redacted]

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5. OIS annuitants continue to review retired records of the Office of General Counsel at the Agency Archives and Records Center. Top Secret collateral documents in some 370 cubic feet of records are being matched against data in the Top Secret Control Automated Data System (TSCADS). During this reporting period the annuitants found an additional 726 Top Secret collateral documents that were either not listed or incorrectly recorded.

6. IRMD representatives met with the Chief, New Building Relocation Staff/Projects Management Division, Office of Information Technology (OIT), and members of his staff to discuss Data Access Center requirements for the DI Information Services Center planned for the New Headquarters Building. IRMD will provide OIT with a requirements paper at the next meeting scheduled for 15 December 1986.

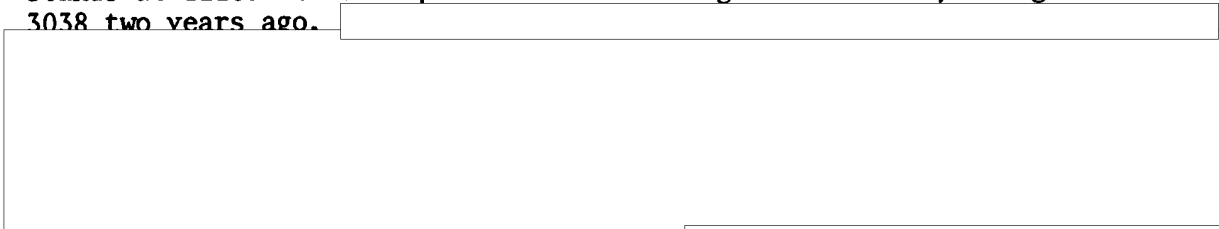
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8. A representative of the National Archives and Records Administration (NARA) told the Chief, Classification Review Division that NARA had received an FOIA request involving military records relating to Operation Paperclip, the use of German scientists by the U.S. and Western allies immediately following WWII. Because the material is contained in some 47 boxes, NARA will send it to the Agency in three or four increments. It will be processed by the Information and Privacy Division (IPD) in the normal manner.

9. The backlog of initial FOIA/PA requests continues to decline and stands at 1226. This compares with a backlog of 1752 one year ago and 3038 two years ago.

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Attachment

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25 November 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (19-25 November 1986)

	<u>19-25 Nov 1986</u>	<u>1986 Weekly Average</u>
1. <u>The Week in Review</u>		
a. New cases	118	61.7
b. Cases closed	122	70.5
c. New appeals logged	3	3.1
d. Appeals closed	4	3.3
e. Manpower (man-weeks)	71.4	94.6
2. <u>Current Backlogs</u>		
a. Initial requests - 1226		
b. Requests in administrative appeal - 174		
c. Requests in litigation - 48		

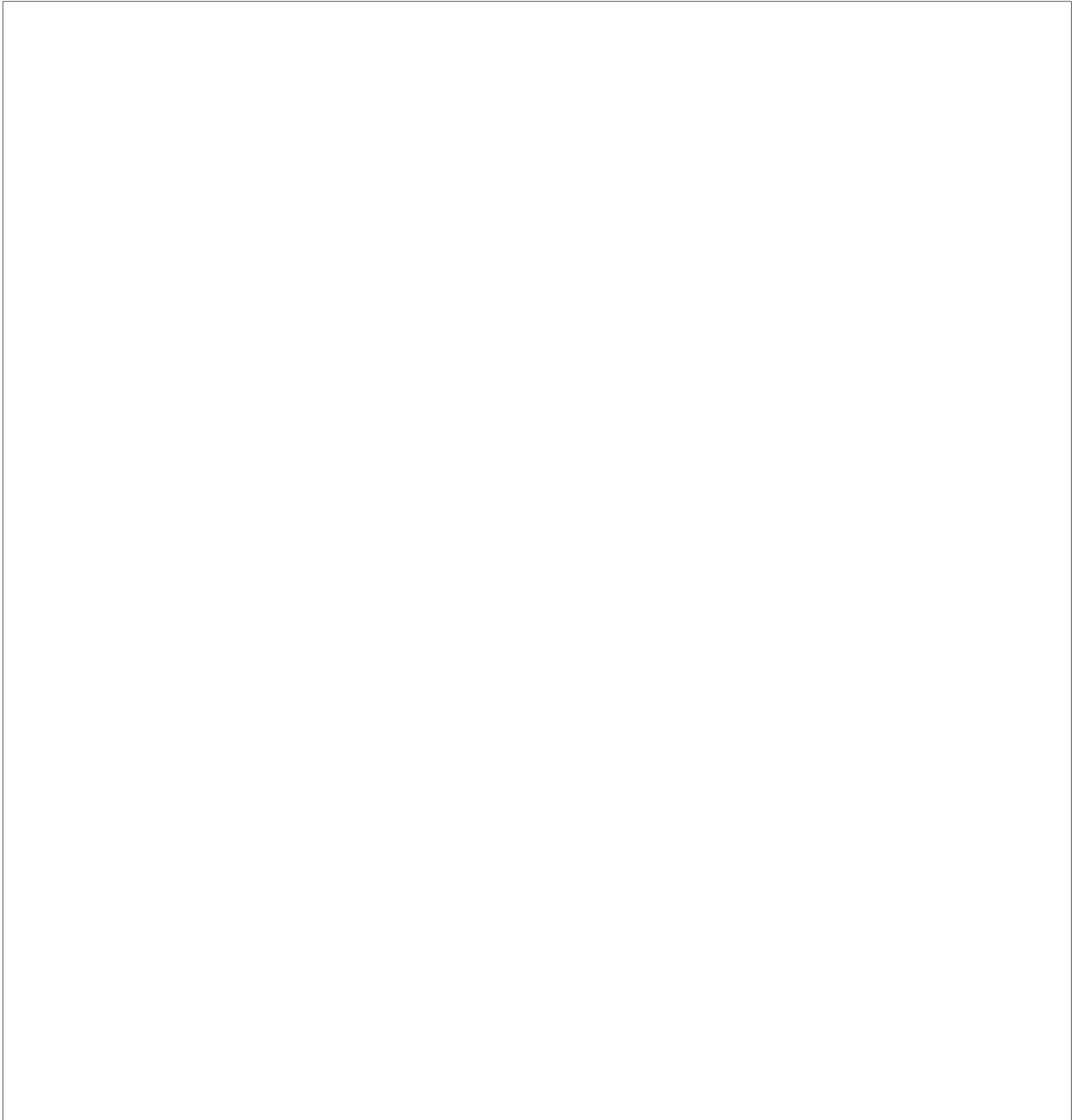
3. Spotlighted Requests

[Redacted]

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5. Item of Special Interest

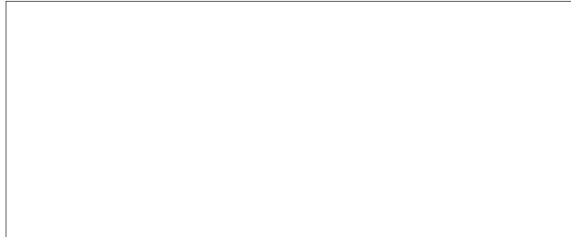
a. The IPD Staff spent considerable effort this week to develop a new procedure for processing FBI referrals in accordance with the Freedom of Information Reform Act of 1986. This should have a very favorable impact on the handling of referrals from all of the law enforcement agencies.

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b. Although the backlog was reduced by only 4 cases, this was the second recent week in which receipt and closing of cases ran nearly 100% over the 1986 weekly average--representing a very substantial effort to stay abreast of the ever-increasing number of incoming cases.

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HGH/CAS:kas, [redacted] (25 November 1986) (FINAL)

Distribution:

Orig - Adse

- 1 - DCI/DDCI/Executive Director
- 1 - DCI History Staff
- 1 - DDI
- 1 - DDO
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- 5 - OIS
- 1 - C/PAO
- 1 - Comptroller
- 1 - IG
- 1 - OGC
- 1 - OCA
- 1 - OP
- 1 - OL
- 1 - C/IMS [redacted]
- 1 - DDO/IRO
- 25 - DDO/IMS, [redacted]
- 1 - DDI/IRO
- 1 - DDA/IRO
- 1 - IC/IRO
- 1 - OIS/LA
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- 1 - HGH
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25 November 1986

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 18 November - 25 November 1986

25X1 1. To get a better understanding of codeword material and how to handle
25X1 it CRD invited [redacted] Chief of the Special Security Center of the Office
of Security, for a briefing and question and answer session. [redacted]
provided a list of codewords, some dating to 1945, which will be very helpful
25X1 in our Historical Review Program which deals with older Agency records and
includes codewords that have been inactive for years. [redacted] provided
25X1 many insights into the codeword game and improved CRD's ability to properly
recognize and handle this most sensitive information. [redacted]

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C/CRD

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25 November 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Information Resources Management Division

SUBJECT: IRMD Weekly Report (19-25 November 1986)

SIGNIFICANT EVENTS

a. New IRMD Branch. The Electronic Information Control Branch (EICB) was established effective 17 November 1986.

25X1 b. National Security Agency Visit. [Redacted] Chief, Information Resources Management Division (IRMD), [Redacted] Deputy Chief, IRMD, [Redacted] Chief, EICB, and [Redacted] Chief, Information Management Branch, visited the National Security Agency's (NSA) Office of Archives and History on 20 November 1986. The visit was hosted by [Redacted] the NSA Records Management Officer and Archivist.

25X1 The briefings by NSA personnel included information on NSA's declassification/FOIA, archival processing (including document preservation methods), data center, and record center activities as well as NSA's cryptologic history. The group was also provided the name of the individual at NSA who is leading a task force on electronic records. [Redacted] will contact this individual for information on the scope of their effort and determine if a meeting should be arranged to discuss the NSA's efforts in this area.

25X1 c. Automation of Office of Personnel Regulations. The Information Technology Branch hosted a meeting to discuss the Office of Personnel's requirements for an on-line data retrieval system for their new OP regulations on 19 November. Attending the meeting were [Redacted] from OP/ISD, Chief, IRMD, [Redacted] from OIS/RPD, [Redacted] from ITB. It was agreed by the participants that a requirements document was needed before any implementation of a system was to begin. OP along with the ITB Requirements Officer will share in the responsibility for writing this document which will define the need for a VM-based system whereby users can access these new OP regulations. Tentative completion of this document was set for 5 January.

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d. Briefing by ISOO Director. At the invitation of the Chief, Information Resources Management Division, Steven Garfinkel, Director of the Information Security Oversight Office (ISOO), met with Directorate Information Management Officers and others involved in the management of Agency information. Mr. Garfinkel briefed the IMOs on the mission and objectives of ISOO. A lively discussion ensued covering such topics as declassification procedures and time frames, the Agency's Historical Review Program, ISOO's collection of classification statistics and ISOO's relationship to the National Security Council.

e. Classification Briefing Program. The Litigation Division of the Office of General Counsel was briefed on classification matters and markings' procedures on 19 November. 25X1 [redacted] Chief, Classification Management Branch (CMB), opened with introductory remarks followed by a general presentation by 25X1 [redacted] CMB. The talk was well received--running 25 minutes 25X1 over the scheduled time allotted--with [redacted] fielding numerous questions from an audience of some 35 lawyers, para-professionals, and secretaries from the Litigation staff.

f. Filing Equipment and Supplies. Information Management Branch received a requisition from DI/OIR for five Lektriever power file units. These twelve-foot high floor to ceiling units, which can only be accommodated in certain areas of the Agency, will allow the greatest files storage capacity. The Office of Leadership Analysis (LDA) will use these power files to house the records of the newly acquired Administrative Staff and Systems Branch and to make maximum use of existing space. Because these five power files are replacing ten currently in use, space will be made available to accommodate additional work stations.

Because of the compatibility of the card trays currently in use, there is a savings of \$3,313 per unit for a total savings of \$16,595. The interchangeability of the card trays will also reduce the manhours required in refiling efforts. The Facilities Management Division, OL, completed a floor load study and determined that the area structurally will support the filing units. Based on the information justifying the request, IMB approved it.

g. OIS Annuitant Activity. OIS annuitants have been active in reviewing Office of General Counsel (OGC) records at the Records Center. The collateral TS documents in some 370 cubic feet of records are being matched against data contained in the Top Secret Control Automated Data System (TSCADS). Progress this week accounted for the search of another 25 jobs which disclosed that 726 documents were either not listed or incorrectly reported in TSCADS. Review activity is progressing on the remaining 50 retirement jobs.

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25X1 h. DDI Information Services Center/DAC (Data Access
 25X1 Center). [redacted] Chief, Information Services Branch, and
 25X1 [redacted] DI/Information Management Officer, met with
 [redacted] Chief, New Building Relocation Staff/Projects
 Management Division/OIT, and members of his staff to discuss DAC
 requirements for the DI ISC in the New Headquarters Building. All
 present agreed that current plans needed to be reviewed and
 25X1 updated. Messrs. [redacted] agreed to provide OIT with a
 requirements paper at the next meeting scheduled for 15 December.

25X1 j. Branch Personnel. [redacted] was invited to a
 luncheon meeting on 20 November, along with four other individuals
 from various DDA offices, with Mr. William Donnelly, to discuss
 CIA-related matters that were of concern to them. Mr. Donnelly
 gave each person the opportunity to ask him questions about various
 topics of their own choosing and also the chance to voice their
 opinions on various existing Agency policies.

25X1 k. Records Center Activities. [redacted]
 reported for duty on 17 November at the Records Center. She will
 be training in each section for a period of two months. (C)

25X1 [redacted] (NPIC) was at the Center with four new
 employees for a briefing and tour. While there, Ray and Chief of
 the Archives and Records Center, discussed retiring 70-mm negatives
 (permanent records). The sleeves for these negatives must be
 acid-free, just as the boxes are acid-free. It was suggested that
 NPIC acquire acid-free sleeves instead of the sleeves they are now
 25X1 using to which [redacted] agreed to this suggestion. Discussion also
 included NPIC's retiring jobs which are to be serviced by box
 only. A number of jobs have been retired with the instruction,
 "Service by Box Only". NPIC then tries to recall these jobs by
 folder, which requires the A&RC to make computer changes to the
 25X1 request. [redacted] was informed that the RAMS system when updated
 would not accept this type of request. (C)

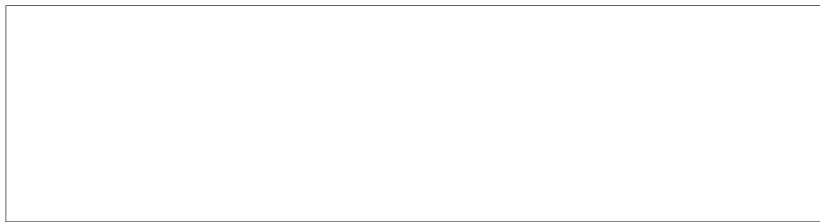
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Records Center personnel performed the following activities during the week:

RAMS:	Made 32 additions, 3 changes, and 327 deletions.
ARCINS:	Jobs received/edited: 10. Jobs keyed: 8 consisting of 449 entries.
Accessions:	Received 32 jobs totalling 200 cubic feet.
References:	Serviced 2,436 requests for records (161 were for annuitants).

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25 November 1986

MEMORANDUM FOR: Director of Information Services

25X1
FROM:

[Redacted]
Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities
19 November - 25 November 1986

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1. RPD is currently processing 124 jobs, a increase of four over last week's total.

2. The Office of Medical Services has initiated an Employee Bulletin to announce that a presentation on "Phobias and Panic Disorders" will be given by [Redacted] in the Headquarters Auditorium on 11 December. [Redacted] will discuss the phenomenology and differential diagnosis of anxiety and will also focus on agoraphobia and panic disorders.

3. The Office of Training and Education has initiated two issuances entitled "The Officer-In-Residence Program" and "Full-Time Academic Sponsorship" which offer employees an opportunity to receive Agency sponsorship at an accredited college or university for 1 or 2 years. The issuances advise that the DCI recently approved the goal of tripling the number of individuals supported in full-time training each year and strongly encourages employees to consider participating in this expanding program.

4. An Employee Bulletin entitled Annual Christmas Charity Program - Operation Santa Claus was prepared and forwarded for approval. This is the first of several bulletins on holiday activities and announces that the Agency's Annual Christmas Charity Program will begin on 8 December and run through 16 December.

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