

ADMINISTRATIVE - INTERNAL USE ONLY

23 October 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (16 - 22 October 1986)

1. The Director of Information Services (DIS) hosted a meeting of the Ad Hoc Inter-Directorate FOIA Task Force, an informal group created by the DIS to monitor Agency implementation of the CIA Information Act of 1984. Attending were Chief, Information and Privacy Division (C/IPD), Chief, Classification Review Division (C/CRD), and representatives from the Directorates of Operations, Intelligence, and Science and Technology. The DIS encouraged the attendees to maintain sufficient resources to continue downward pressure on the response time and the size of the FOIA workload. C/IPD briefed the attendees on the status of the FOIA, Privacy Act, and Executive Order 12356 programs and C/CRD briefed the group on the Historical Review Program.

2. The Lyndon B. Johnson Library has requested guidance from the Classification Review Division on the handling of two types of documents submitted for mandatory classification review. These are documents originated by the old United States Intelligence Board (USIB) which presently are under the purview of the DCI in his capacity as head of the Intelligence Community and documents originated mainly by the Department of State and sent through CIA communications channels. CRD was able to make appropriate recommendations in both instances.

3. The Agency Security Classification Officer (ASCO) escorted Steven Garfinkel, Director, Information Security Oversight Office (ISOO), on a visit to the National Photographic Interpretation Center (NPIC). The visit had been arranged following an earlier ISOO inspection of that facility. The Director, NPIC, provided an extensive briefing and tour for which Mr. Garfinkel expressed his appreciation.

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4. The DIS informed the Director, ISOO of the Agency's basic agreement with ISOO's design for standardized non-removable labels for government-wide use on diskettes and other types of ADP storage media containing non-SCI information. ISOO's proposal coincides with the Intelligence Information Handling Committee's development of standardized labels for diskettes and other types of ADP storage media that contain SCI information.

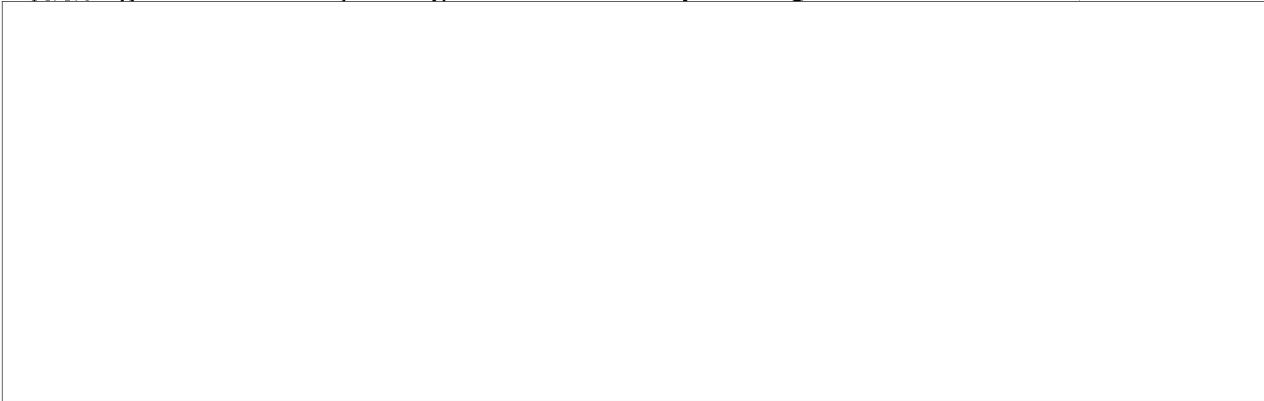
5. The Office of Development and Engineering (OD&E) would like to have listings of the Top Secret collateral documents that are charged to OD&E contractors. The Information Resources Management Division (IRMD) will work with the OD&E Top Secret Control Officer to develop a means of generating such lists from the Top Secret Control Automated Data System (TSCADS).

6. The Agency's Annual Records Inventory for FY 1986 has been initiated. Agency components have been requested to complete their inventories by 5 December 1986.

7. On 17 October the Office of Communications/Office of Logistics Information Services Center transmitted its 40,000th outgoing message over the [] electronic distribution circuit (EDC). The circuit was activated in May 1984.

8. A preconstruction conference for the movable shelving project at the Agency Archives and Records Center will be held on 29 October. The purpose is to establish the ground rules for actual construction which is expected to begin in mid-November and take five to six months to complete.

9. The backlog of initial FOIA cases is 1238. This compares with a backlog of 1909 one year ago and 2994 two years ago. An interesting



Attachment

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22 October 1986

MEMORANDUM FOR: Deputy Director for Administration

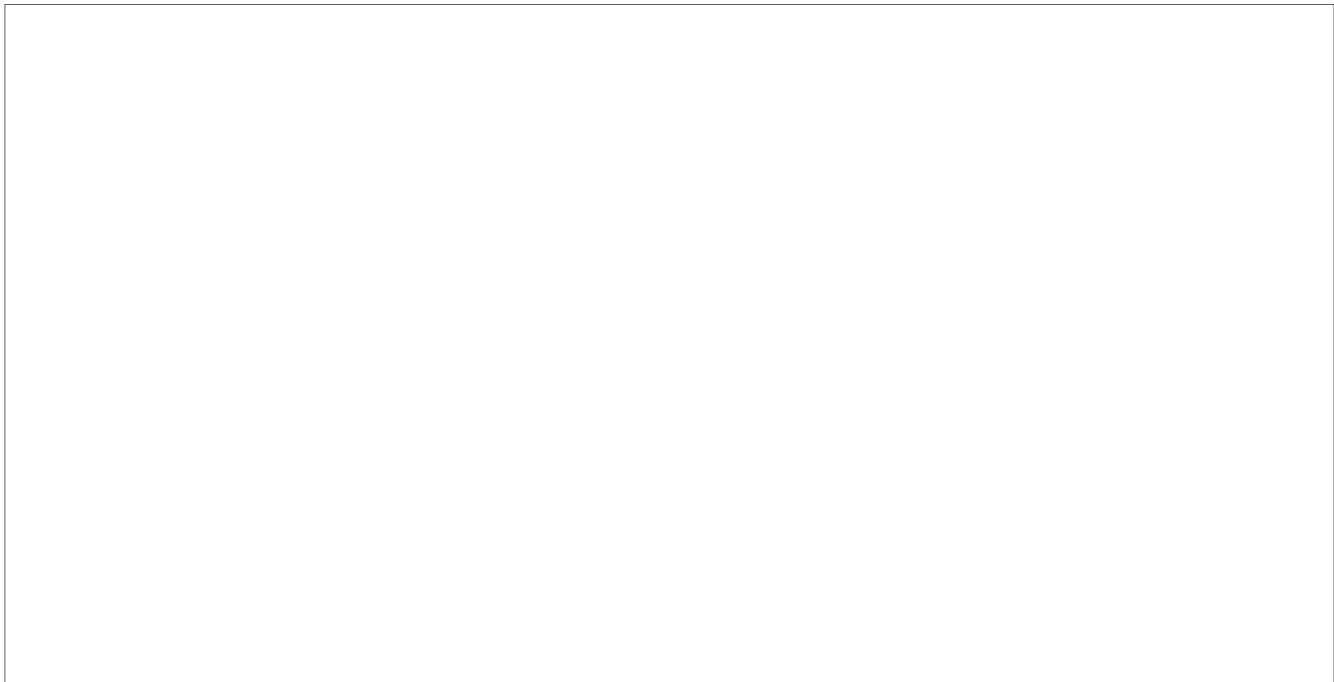
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FROM:

[Redacted]
Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (15-21 October 1986)

	<u>15-21 Oct 1986</u>	<u>1986 Weekly Average</u>
1. <u>The Week in Review</u>		
a. New cases	74	59.9
b. Cases closed	76	65.5
c. New appeals logged	3	3.3
d. Appeals closed	2	3.4
e. Manpower (man-weeks)	89.9	95.8
2. <u>Current Backlogs</u>		
a. Initial requests - 1238		
b. Requests in administrative appeal - 180		
c. Requests in litigation - 49		

3. Spotlighted Requests



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5. Item of Special Interest

Over the last 18 months, OIS/IPD and OGC have assisted the FOIA staff of the Joint Chiefs of Staff (JCS) in processing a Washington Post FOIA request for all information on the Iranian hostage rescue mission. Searches found some 30 linear feet of records of which approximately 70% had direct CIA or Intelligence

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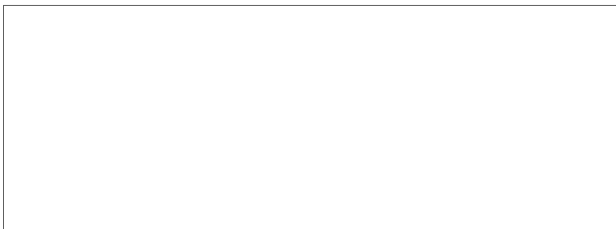
Community equities. In addition to extensive procedural advise, CIA officers conducted a declassification review of all material and prepared for the DCI a TS CODEWORD affidavit to justify all withholdings (CIA, NSA, and DOD) relating to intelligence, CI, and CT sources and methods.

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The U.S. District Court for DC recently held that, as a matter of law, the information at issue does not lose any exemption otherwise applicable solely because documents with such information (1) fell into unfriendly hands, (2) was published after the mission aborted, (3) was used as evidence in the presentation of an espionage case, (4) was published in a book by a former CIA Director, or (5) was generally similar to information published in military manuals." This holding constitutes a significant restatement and, in fact, expansion of our right to protect sensitive information.

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HGHCAS:kas [redacted] (22 October 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
25X1 1 - C/IMS [redacted]
25X1 1 - DDO/IRO
25 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 - HGHCAS
1 - LSS

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21 October 1986

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 14 October - 21 October 1986

1. The Lyndon B. Johnson Library requested CRD's guidance on how to handle two types of documents currently being submitted for mandatory classification review. One type, sub-committee and other reporting from the old United States Intelligence Board (USIB), rests under the purview of the DCI in his capacity as head of the Community. The specific document being reviewed was from the NIC (National Indications Center), a Pentagon-based watch office, which had representation from a number of agencies including CIA. We recommended that the Library send this type reporting to IPD in order to begin the review process. The second type of document concerned other government officials, mostly from the Department of State, who would use CIA communications channels in lieu of their own at various embassies. We recommended that the documents be referred to the originating agency with the proviso that coordination would have to be effected with this agency in order to protect CIA presence abroad. [redacted]

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2. The Historical Review Program made its first inputs with the ORIS data base during this past week. More than 400 SSU documents that have been fully coordinated and ready to be put into line for records to be transferred to the National Archives and Records Administration were logged into ORIS. Also, copies of these documents have been turned over to IPD for reproduction and retention on microfiche as part of ORIS system. [redacted]

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3. The Director of Information Services, accompanied by C/IPD and C/CRD, hosted the Ad Hoc FOIA Task Force meeting as part of the procedure of following up on Agency responses to the requirements of the CIA Information Act. The Act required that we maintain the level of resources devoted to responding to the FOI Act for two years which expired on 1 October 1986. C/IPD briefed the representatives of the DO, DI, and DDS&T on the status of the EO/FOIA/PA programs; C/CRD briefed the group on what has been done in creating the Historical Review Program; and the DIS encouraged the group to maintain sufficient resources in this field to at least maintain the favorable position we have achieved. [redacted]

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21 October 1986

MEMORANDUM FOR: Director of Information Services

FROM: [redacted] Chief, Information Resources Management Division

SUBJECT: IRMD Weekly Report (15 - 21 October 1986)

SIGNIFICANT EVENTS

a. "White Paper" - PC Media. [redacted] Chief, Information Technology Branch (ITB), attended a meeting to discuss a "White Paper" prepared by OS/ISSG entitled "Proposal for an Agency PC Media Accountability and Control System" on 17 October. The paper was prepared to alert management of the growing security problem with respect to the accountability and control of PC magnetic media. The paper described the problem and activities currently under way to reduce the problem, and proposed the development and implementation of a PC Media Accountability and Control System (PCMACS). The meeting was well received by the attendees and it was mutually agreed that something should be done to control PC media, specifically, classified PC media. A follow-up meeting discussing this issue will be convened in the near future.

b. Information Security Oversight Office Activities. Eunice Evans, Agency Security Classification Officer (ASCO) and Steven Garfinkel, Director, Information Security Oversight Office (ISOO) visited the National Photographic Interpretation Center (NPIC) on 17 September. The Director, NPIC, provided Mr. Garfinkel with an overview of NPIC's mission, followed by an extensive tour of NPIC facilities and briefings on NPIC operations and capabilities. Mr. Garfinkel was sincerely appreciative and remarked that the caliber of both the briefings and tour was outstanding.

The Director of Information Services (OIS) advised the Director, ISOO, of the Agency's general agreement with ISOO's proposed designs for standardized non-removable labels for government-wide use on diskettes and other types of ADP storage media. ISOO's development of standardized labels for non-Sensitive Compartmented Information (SCI) coincides with the DCI's Intelligence Information Handling Committee's (IHC) development of standardized SCI labels for diskettes and other types of ADP storage media.

[redacted]

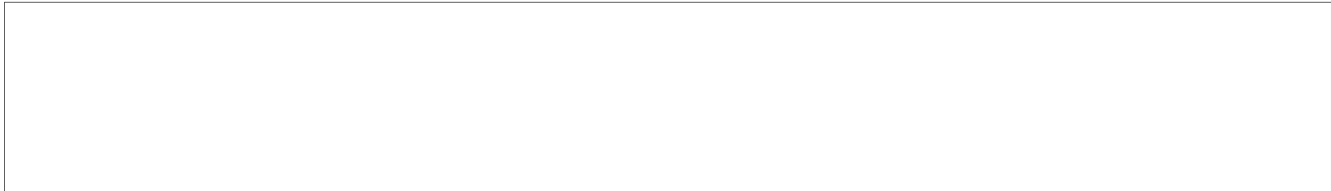
[redacted]

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c. Control of Top Secret Collateral Material at Contractors' Facilities. The Office of Development and Engineering (OD&E) has agreed that it would be beneficial to OD&E to have listings of Top Secret collateral documents charged to OD&E contractors. The Deputy Chief, IRMD; the Chief, CMB/IRMD; and the Chief, DAS/IMB/IRMD, met with representatives of OD&E to explore ways OIS might be of assistance to OD&E in monitoring OD&E contractor handling of Top Secret collateral documents. As a result of this meeting, OIS will work with the OD&E Top Secret Control Officer (TSCO) to develop procedures for providing OD&E with computer generated listings from the Top Secret Control Automated Data System (TSCADS).

d. Annual Records Inventory. The Agency Annual Records Inventory for FY 1986 has been initiated. A memorandum was sent to each Directorate Records Management Officer (RMO) requesting them to instruct their respective component RMOs to return completed inventories to the Information Resources Management Division, Information Management Branch (IRMD/IMB) by 5 December 1986.



f. Records Center Preconstruction Conference. [Redacted] Chief, Archives and Records Center Branch (ARCB), reports there will be a preconstruction conference for the movable shelving project on 29 October. This meeting will lay the ground rules for the actual construction of the shelving. [Redacted] engineers are predicting a November start date for construction. (C)

Records Center personnel performed the following activities during the week:

- RAMS: Made 39 additions, 21 deletions and 1 change.
- ARCINS: Jobs received/edited: 10.
Jobs keyed: 10 consisting of 2,158 entries.
- Accessions: Received 20 jobs totaling 139 cubic feet.
- References: Serviced 1,492 requests for records.
- Special Runs: One to OP.



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

21 October 1986

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Regulatory Policy Division, OIS

SUBJECT:

Regulatory Policy Division Activities
15 - 21 October 1986

1. RPD is currently processing 122 jobs, up one from last week's total.

2. Immediate processing was provided for a Headquarters Notice on the Domestic Relocation Program Workshops. The notice was initiated by the Office of Personnel to announce additional runnings of the Home Seller and Home Buyer workshops. The first workshop is scheduled for 29 October 1986. (C)

3. [Redacted] responded to a request from the Office of General Counsel for research assistance [Redacted]. [Redacted] Of specific interest to OGC was that portion of the regulation dealing with "Agency Indemnification". Apparently, the Department of Justice policy on this matter, which is similar to the Agency's policy, has been severely criticized and OGC wanted to review the background information on this regulation to see what policy matters were considered during the initial approval and any subsequent revalidation.

[Redacted]

[Redacted]

[Redacted]

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