

ADMINISTRATIVE - INTERNAL USE ONLY

16 October 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]  
Director of Information Services

SUBJECT: OIS Weekly Report (9 - 15 October 1986)

1. The Regulatory Policy Division on 10 October processed three Employee Bulletins with an IMMEDIATE precedence. Two were initiated by the Office of Personnel to announce the annual Educational Aid Fund campaign and to give the latest status on legislation affecting federal retirement benefits. The other bulletin was initiated by the Office of Logistics to alert employees who park at the Headquarters Building concerning the third phase of the North Lot parking renovations and to provide guidance regarding temporary parking.

2. The Information Services Center [REDACTED] is now providing services to five additional components that recently moved to that facility. Three of the components are part of the Office of Technical Services, the fourth is part of the Information Management Staff, Directorate of Operations, and the fifth is part of the Office of Training and Education.

3. Representatives from the Information Resources Management Division (IRMD) attended the Association of Records Managers and Administrators (ARMA) Conference in Kansas City, Missouri. The conference program reflected the important role of the information manager and the growing importance of records and information management in the decision making process. Topics included electronic record keeping, microprocessors, bar code technology, and optical disk technology. The conference offered an opportunity to meet professionals from throughout the United States and Canada and to discuss subjects of mutual interest. IRMD personnel also visited the Truman Library in Independence, Missouri where they were provided a records-oriented tour of the library's facilities.

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4. The Agency Security Classification Officer and another representative from IRMD met with representatives from the Office of Training and Education (OT&E) to discuss the feasibility of incorporating a short security classification training segment into a special course being prepared by OT&E for the Office of General Counsel.

5. Two members of the Information Services Branch (ISB), IRMD, briefed Office of Logistics managers on the preliminary results of an information management survey they conducted in the Real Estate and Construction Division. The ISB survey team will begin a survey of the Facilities Management Division, OL, within a few days.

6. The backlog of initial FOIA cases is 1240. This compares with a backlog of 1927 one year ago and 3034 two years ago. \*An interesting

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Attachment

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15 October 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (8-14 October 1986)

1. <u>The Week in Review</u>	<u>8-14 Oct 1986</u>	<u>1986 Weekly Average</u>
a. New cases	51	59.5
b. Cases closed	52	69.3
c. New appeals logged	2	3.3
d. Appeals closed	4	3.5
e. Manpower (man-weeks)	84.2	96.0
2. <u>Current Backlogs</u>		
a. Initial requests - 1240		
b. Requests in administrative appeal - 179		
c. Requests in litigation - 49		
3. <u>Spotlighted Requests</u>		

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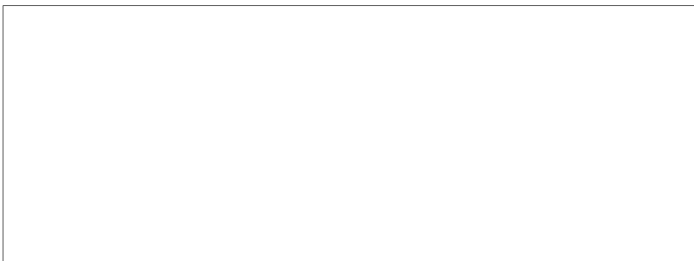
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5. Item of Special Interest

Two more of our pre-1980 cases were closed out this week, a 1979 Freedom and our oldest Privacy, a 1976 case.

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STAT HGH/JAE:kas [redacted] (15 October 1986) (FINAL)

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- 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
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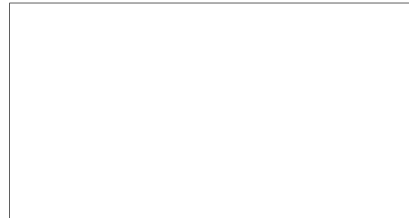
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14 October 1986

MEMORANDUM FOR: Director of Information Services  
FROM: Chief, Classification Review Division  
SUBJECT: CRD Weekly Report, 7 October - 14 October 1986

1. Recent concern for the collateral release of the titles and numbers of finished intelligence publications such as the NIEs, SNIEs, and SEs, prompted a CRD contact with the Johnson Presidential Library to confirm how they handled these items. According to David Humphrey of the Johnson Library, when they withdraw classified documents from the boxes of records they prepare an index of the withdrawn documents so they can be returned to their appropriate place when and if they are declassified. When finished intelligence publications are withdrawn, the titles are not given on the index, only the number and other identifying data such as the date, subject country, and type of document. This procedure complies with the latest guidance received from the DDCI calling for the need to classify such title, when used in conjunction with the numbers.

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14 October 1986

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Information Resources  
Management Division

SUBJECT: IRMD Weekly Report (8 - 14 October 1986)

1. WORK IN PROGRESS

Office of Logistics Information Management Survey.

[REDACTED] Information Services Branch (ISB),  
briefed OL managers on their preliminary information management  
survey findings in the Real Estate and Construction Division on  
10 October. The ISB survey team will begin reviewing the  
Facilities Management Division, OL, on 15 October.

2. SIGNIFICANT EVENTS

a. Information Services Centers. [REDACTED]

[REDACTED] ISC is now providing services to five additional  
components which recently relocated [REDACTED] Three of the  
components belong to Office of Technical Services and one each to  
Information Management Staff, DO, and Office of Training and  
Education.

b. Association of Records Managers and Administrators  
(ARMA) Conference. Members of the Information Resources Management  
Division (IRMD) attended the Association of Records Managers and  
Administrators (ARMA) Conference held in Kansas City, Missouri,  
during the week of 6-9 October. The Conference program reflected  
the increasing role of the information manager and the growing  
importance of records and information management in the decision  
making process. The Conference not only gave IRMD personnel the  
opportunity to attend sessions on topics such as electronic record  
keeping, microprocessors, bar code technology, and optical disk  
technology, but it also offered them the opportunity to meet  
records management professionals from throughout the United States  
and Canada and to discuss topics of mutual interest. IRMD  
personnel also visited the Truman Library in Independence,  
Missouri, and were provided a preplanned records-  
oriented tour of the Library's facilities.

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c. Security Classification Briefings. [redacted] Chief, Classification Management Branch (CMB), and [redacted] (CMB) visited [redacted] to discuss with the Office of Training and Education (OTE) the feasibility of incorporating a short security classification training segment into a course contracted for by the Office of General Counsel (OGC). The course is provided as a stepping stone for OGC's professional secretarial cadre. CMB has agreed to provide all assistance possible.

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The subject of classification is gaining increasingly more attention as "word" spreads that classification briefings are available. [redacted] met with the senior secretaries of the Office of Communications (OC) on 10 October. An overview of the topics that CMB addresses was provided and it was tentatively agreed that OC would catalog their areas of interest to be discussed at later meetings. It was estimated that 50 to 60 OC employees would attend November briefings. The OC secretaries suggested that the secretaries from the Office of Logistics attend such briefings, given their proximity. Preliminary meetings are to be scheduled with the Offices of Comptroller and Public Affairs, both having expressed interest this past week in briefings on classification.

d. Transfer of OSS Records to National Archives and Records Administration (NARA). The sixteenth incremental shipment of Office of Strategic Services' (OSS) records is being prepared for transfer to NARA. This shipment consists of approximately 348 cubic feet. The Standard Form 258, Request to Transfer Records to NARA, has been prepared and coordinated with the DO/Information Management Staff and is being forwarded to NARA for approval. This shipment will bring the total OSS records transferred to NARA to 2,585 cubic feet.

e. Records Center personnel performed the following activities during the week:

RAMS:	Made 26 additions and 5 changes.
ARCINS:	Jobs received/edited: 15.
	Jobs keyed: 20 consisting of
	1,428 entries.
Accessions:	Received 22 jobs totaling
	142 cubic feet.
References:	Serviced 1,237 requests for
	records.
Special Run:	One to NCD.

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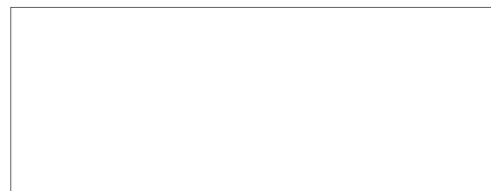


ADMINISTRATIVE - INTERNAL USE ONLY

14 October 1986

MEMORANDUM FOR: Director of Information Services  
FROM:   
Chief, Regulatory Policy Division, OIS  
SUBJECT: Regulatory Policy Division Activities  
8 - 14 October 1986

1. RPD is currently processing 121 jobs, down one from last week's total.
2. Immediate processing was provided for three Employee Bulletins on Friday. Two were initiated by the Office of Personnel to announce the annual Educational Aid Fund campaign and the latest status of legislation affecting federal retirement benefits. The other, initiated by the Office of Logistics, was to alert employees who park at Headquarters that the third phase of North Lot construction was scheduled to begin 14 October 1986.
3.  responded to numerous research requests including one from the Office of the Executive Director (EXDIR) asking for the number of the Headquarters Notice that stated the new day care center would be named the Harry E. Fitzwater Day Care Center. The EXDIR's office was informed that RPD has never published a notice on the day care center and that the 2 employee bulletins on this subject do not mention any name for the center.



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