

ADMINISTRATIVE - INTERNAL USE ONLY

25 September 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (18 - 24 September 1986)

1. The designated National Archives and Records Administration (NARA) representative to the Agency met with members of the Information Management Branch, Information Resources Management Division (IRMD), to discuss proposed revisions to the Directorate of Science and Technology records control schedule presently under review by NARA. Two items in the schedule were revised to accommodate initial NARA comments.

2. IRMD representatives met with the Records Management Officer, Directorate of Intelligence, and the Records Management Officer, Office of Information Resources (OIR), to review disposition instructions for films acquired from commercial sources presently held in the OIR film library for training and reference purposes. Current OIR disposition instructions require permanent retention although the General Records Schedule published by NARA designates this type of material as temporary. OIR will begin to review its film holdings in accordance with the General Records Schedule.

3. An IRMD representative attended an Integrated Document Management Systems Symposium sponsored by the 3M Company. A representative from the Federal Aviation Administration discussed automating the "FAA Slot Allocation System" through interfacing a mainframe computer with a 3M optical disk storage system. Speakers from the 3M Company then discussed paper, micrographic, and optical disk file systems. Finally, attendees were given a presentation and demonstration of the 3M Docutron 2000 which utilizes digital scanning, laser writing, computer-assisted-retrieval, and optical disk technology.

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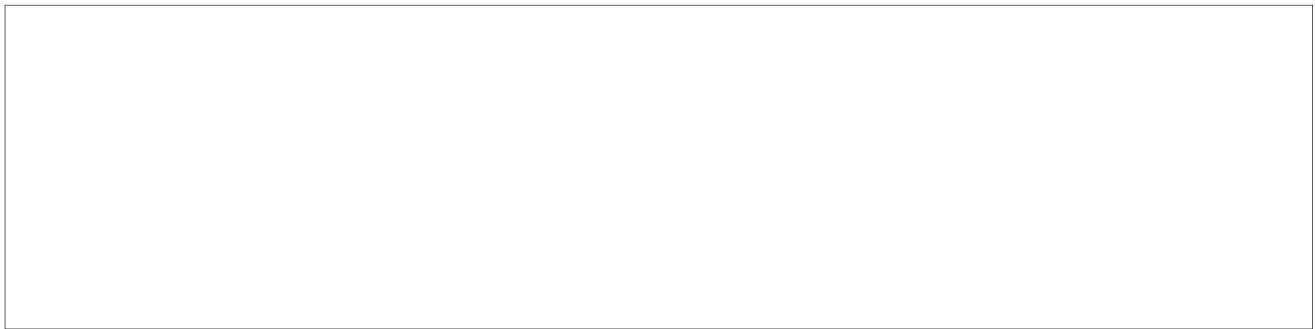
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4. The Director, Information Security Oversight Office (ISOO), accompanied by the Agency Security Classification Officer, paid a courtesy call on the Deputy Director for Administration. The ISOO director wanted to acquaint the DDA with the mission of ISOO and to establish a line of communication between himself and the senior official responsible for the Agency's information security programs.

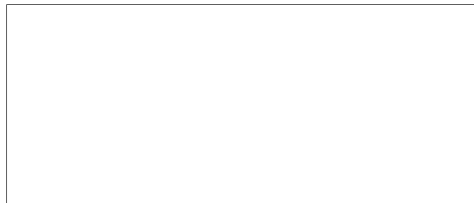
5. The Chief, Classification Management Branch (CMB), IRMD, met with senior secretaries in the Office of Security (OS) to identify specific topics that should be covered when members of CMB brief OS secretarial and clerical personnel next month on Agency classification policies and procedures.

6. The Classification Review Division and the Information and Privacy Division are beginning a joint classification review of the Studies in Intelligence series as the most efficient way to handle these publications which have become very popular with FOIA requesters. Because each volume contains articles on a variety of intelligence subjects, extensive coordination will be required.

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Attachment  
As Stated

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24 September 1986

MEMORANDUM FOR: Deputy Director for Administration

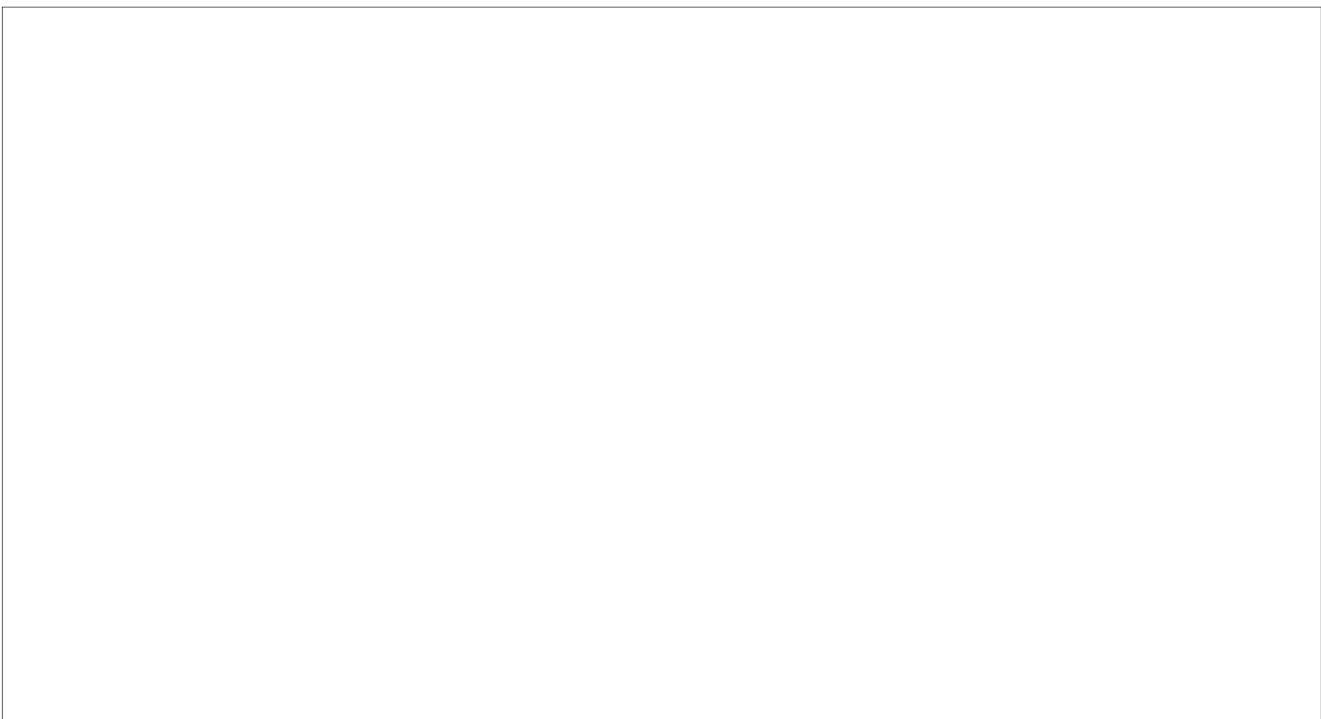
FROM:



Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (17-23 September 1986)

1. <u>The Week in Review</u>	<u>17-23 Sept 1986</u>	<u>1986 Weekly Average</u>
a. New cases	66	59.9
b. Cases closed	68	70.3
c. New appeals logged	4	3.3
d. Appeals closed	7	3.3
e. Manpower (man-weeks)	73.8	96.3
2. <u>Current Backlogs</u>		
a. Initial requests - 1245		
b. Requests in administrative appeal - 187		
c. Requests in litigation - 50		
3. <u>Spotlighted Requests</u>		



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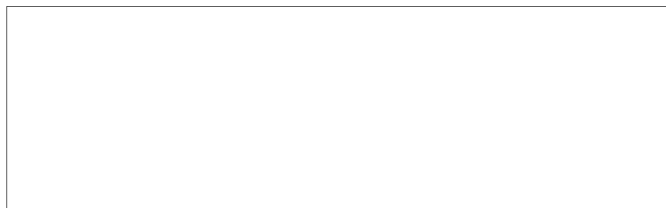
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5. Special Item of Interest

Throughout the Agency, we have been making a concerted effort to close as many old cases as possible. Concentration has been on open cases received prior to 1980, of which there were 96 at the beginning of this year (67 FOIA, 28 PA, and 1 EO). Our one Executive Order Mandatory Review request has been closed out, along with 48 other requests. We now have only 47 open pre-1980 cases (37 FOIA and 10 PA), and several of these are close to completion. We have begun an in-depth review of the 33 open 1980 cases, and will continue this type of review on a year-by-year basis.

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STAT HGH/AEF:kas [redacted] (24 September 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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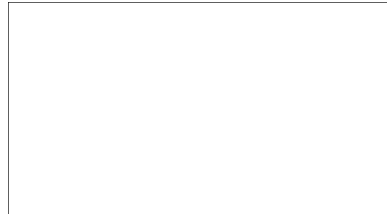
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23 September 1986

MEMORANDUM FOR: Director of Information Services  
FROM: Chief, Classification Review Division  
SUBJECT: CRD Weekly Report, 16 September - 23 September 1986

CRD and IPD are collaborating on the initial declassification review of all the Studies in Intelligence that have been published. This project was decided upon as the most efficient way to handle these CIA publications which have become very popular with requestors. Since each edition of the publication contains a variety of articles on different subjects considerable coordination will be required. In some of the later editions we will probably be able to coordinate with the actual authors because many are still current Agency employees. (U)

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23 September 1986

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Information Resources  
Management Division

SUBJECT: IRMD Weekly Report (17-23 September 1986)

1. WORK IN PROGRESS

a. Document Accountability Section. [REDACTED]

Chief, Document Accountability Section, held preliminary discussions with the Office of General Counsel (OGC) Top Secret Control Officer (TSCO) to schedule a search of OGC files at the Records Center by OIS annuitants during October 1986. The purposes of the search will be to locate unaccounted for collateral Top Secret documents and to verify the shelf list information against the actual contents of the boxes. OGC has indicated they are willing for the search to be conducted.

2. SIGNIFICANT EVENTS/ACTIVITIES

a. Records Control Schedules. Colonel Ray Tagge of the National Archives and Records Administration (NARA) met with [REDACTED] Chief, Records Management Section, Information Management Branch (RMS/IMB), and [REDACTED] IMB, to discuss the DS&T Records Control Schedule being reviewed by NARA. Colonel Tagge had numerous comments from NARA components regarding the schedule. After discussion, two items were revised and given to Colonel Tagge to insert in the schedule for review by NARA.

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b. Records Disposition. [redacted] Chief/RMS/IMB, and [redacted] IMB, met with [redacted] DI/RMO, and [redacted] OIR/RMO, to discuss disposition instructions for films acquired from commercial sources and held in the OIR film library for training and reference purposes. Current disposition instructions in the OCR records control schedule for this item require permanent retention. However, based on General Records Schedule (GRS) 21, Items 15 & 16, these films are viewed as temporary by NARA.

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[redacted] confirmed with Ray Tagge, NARA, that the films are temporary and may be destroyed in accordance with disposition instructions in the GRS. OIR will begin reviewing their film holdings in accordance with the GRS disposition instructions.

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c. Machine-Readable Records. [redacted] Chief, Machine-Readable Section (MRS), met with Office of Logistics (OL) personnel to discuss the eleven draft machine-readable records control schedule items that were prepared and forwarded to OL for review, on 17 September 1986. The meeting was attended by

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[redacted] Data Base Administrator, [redacted] Records Management Officer, OL, and [redacted] Information & Management Support Staff, OL. Among the topics discussed were the file descriptions, source of inputs, types of output and their retention and disposition. All of the information necessary to produce the final draft of the items was obtained at the meeting. The next meeting with OL personnel will be held during the week of 6 October.

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d. Micrographics. [redacted] Chief, Machine-Readable Records Section, attended the 3M Company's Integrated Document Management Systems Symposium at the Hyatt Renaissance Hotel in Washington, D.C., on 18 September 1986. Mr. Bert LaCroix, Federal Aviation Administration (FAA), described the automation of the "FAA Slot Allocation System". The implementation of this computer-assisted-retrieval (CAR) system involves interfacing a mainframe computer with a 3M optical disk storage system. Mr. LaCroix was followed by several 3M Company speakers who discussed paper, micrographic, and optical disk file management systems. After optical disk technology, the discussion focused on the 3M Docutron 2000, which utilizes digital scanning, laser writing, computer-assisted-retrieval, and optical disk. A demonstration of the Docutron 2000 followed the presentations.

e. Director, ISOO, Meeting with Deputy Director for Administration. Steven Garfinkel, the Director, Information Security Oversight Office (ISOO), accompanied by Eunice Evans, Chief, Classification Management Branch (CMB), made a courtesy call on the Deputy Director for Administration (DDA) on 18 September. The meeting was requested by the Director, ISOO for the purpose of acquainting the DDA with the mission of ISOO and to establish a line of communication between the Director, ISOO and the senior Agency official responsible for the Agency's information security and security education programs.

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f. Classification Security Briefings. [redacted] Chief, Classification Management Branch (CMB), and [redacted] CMB, met with senior secretaries in the Office of Security (OS) to identify specific topics OS wishes to have covered by CMB when briefing OS secretarial and clerical personnel on Agency classification security procedures and policies on 17 September. The briefings are tentatively scheduled to begin in October 1986.

g. ITB's Enhancement to IPD Statistical Reporting. To minimize the reporting effort for the weekly IPD statistics, ITB has made several changes to the IPS data base. The IPS-LOG and IPS-HIST data lists on the IPS data base were modified to add an attribute to each data list. The attribute name for IPS-LOG is REOPEN/D and the attribute name for IPS-HIST is HREOPEN/D. These changes were made so that the count for reopened cases could be included with the count of open cases for the current week without having to keep a manual count of the reopened cases. ITB will continue to make additional changes to the current procedures in order to simplify and streamline the process IPD uses to generate their weekly statistics.

h. OIS Assistance to Office of Research and Development. Frank Spagnola, ORD, has requested the use of the OIS PC, which is temporarily located in ITB. ORD plans to use this PC at an Agency location from 1-3 October. The DD/OIS approval to honor this request, has saved ORD time and money in meeting their requirement.

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i. Arlington Hall ISC. [redacted] reported for duty 17 September. [redacted] represents the OTS personnel contribution to the ISC and, with her arrival, the ISC is now at full strength. Also, new workstations have been received, giving the ISC its full complement of furniture.

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

- RAMS: Made 19 additions, 31 changes, and 5 deletions.
- ARCINS: Jobs received/edited: 14.  
Jobs keyed: 12 consisting of 673 entries.
- Accessions: Received 17 jobs totaling 154 cubic feet.
- References: Serviced 3,019 requests for records (46 were for annuitants).

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ADMINISTRATIVE - INTERNAL USE ONLY

23 September 1986

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Regulatory Policy Division, OIS

SUBJECT:

Regulatory Policy Division Activities  
17 - 23 September 1986

1. RPD is currently processing 119 jobs, an increase of two over last week's total of 117.

2. A Headquarters Notice is being processed to announce the 1987 "Summer-Only" Employment of Dependents of Agency Personnel program. Of particular interest in the 1987 program is a provision that will allow dependents of covert employees to participate in the "Summer-Only" program. The results of this program will be used to determine the impact and feasibility of including dependents of covert employees in future "Summer-Only" programs.

3. Draft B of [Redacted]

[Redacted] has been forwarded to coordinators for information and final coordination. This draft notice is being processed on a priority basis in order to meet the 1 October 1986 effective date of the proposal. [Redacted]

[Redacted] have not been returned to RPD for further processing and are also due to become effective on 1 October 1986. In addition, RPD has just received a proposed Headquarters Notice dealing with the reorganization of Position Management and Compensation Division/OP which will deal with secretarial job enrichment activities and is also expected to be effective 1 October 1986.

[Redacted]

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