

ADMINISTRATIVE - INTERNAL USE ONLY

18 September 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (11 - 17 September 1986)

1. The Chief of the Information Resources Management Division (IRMD), other IRMD representatives, the Legal Advisor to the Office of Information Services (OIS), and a representative from the Office of Congressional Affairs (OCA) met with a staff member of the House of Representatives Government Operations Sub-Committee to discuss an OIS proposal for amending the FY 1987 Intelligence Authorization Bill. The proposed amendment would exclude CIA from the current procedure of notifying the public in the Federal Register when the National Archives and Records Administration (NARA) is reviewing an agency's proposed records control schedule. Records schedules of all agencies presently are open for public review for 60 days from the date of notification in the Federal Register pending NARA approval. CIA schedules are classified and are not open for review by the public. They, nevertheless, are held 60 days before being approved by the Archivist. The House staff member seemed receptive to the proposal.

2. The Office of Information Services comments on the most recent draft of the Stilwell Working Group report on counterintelligence and security countermeasures plans, programs, and capabilities were forwarded to the Office of Security. OIS comments focus on information security and matters related to the Information Security Oversight Office.

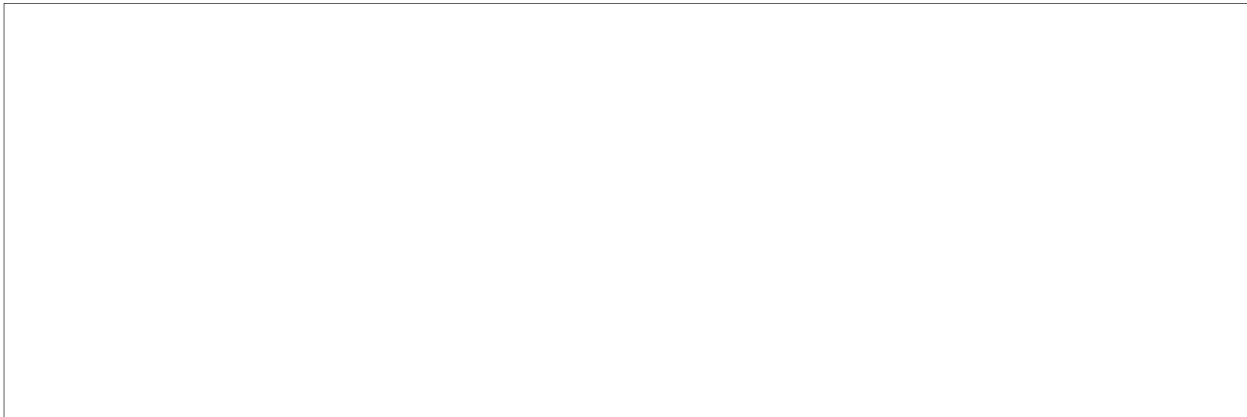
3. The Director of Information Services recommended to the Director, Community Counterintelligence and Security Countermeasures Staff of the Intelligence Community Staff that the Agency Security Classification Officer from IRMD represent OIS on the Information Security Committee (ISCOM) of the Senior Interagency Group-Intelligence (SIG-I). ISCOM supports SIG-I on matters concerning protection and accountability of classified information.

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4. Two IRMD representatives attended the 25th Annual Information Resources Management Conference sponsored by the General Services Administration. The conference focused on automated data processing, records management, and telecommunications. The conference was informative and well organized.

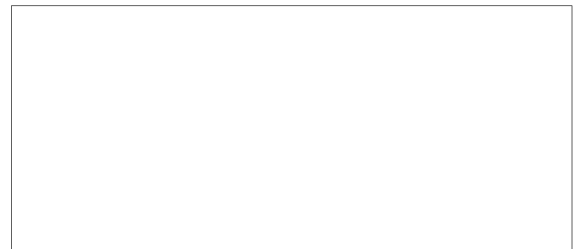
5. Representatives from OIS attended a portion of the annual Declassification Review Training Seminar for Presidential Library Archivists held at the National Archives. The Director of ISOO and representatives from the Departments of State and Defense, the National Security Agency, and the National Security Council briefed archivists on their needs and heard the archivists' problems in return. Significant discussions covered such concerns as the need for libraries to maintain unclassified shelf lists, whether agencies should send results of their reviews directly to the original requestor, and the libraries' request to have TOP SECRET documents reviewed for temporary downgrading to enable easier handling. Regarding the last item, the Director, ISSO said that such a dispensation would be most unlikely.

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8. The backlog of initial FOIA cases further decreased during the reporting period to 1247. This compares with a backlog of 2025 one year ago and 3107 two years ago. This week 19 requesters received a response of "no records available" to their Privacy Act requests. Other items of interest are in the weekly report of the Information and Privacy Division which is attached.

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Attachment
As Stated

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17 September 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (10-16 September 1986)

1. <u>The Week in Review</u>	<u>10-16 Sept 1986</u>	<u>1986 Weekly Average</u>
a. New cases	66	59.7
b. Cases closed	68	70.4
c. New appeals logged	3	3.3
d. Appeals closed	3	3.2
e. Manpower (man-weeks)	99.1	96.9
2. <u>Current Backlogs</u>		
a. Initial requests - 1247		
b. Requests in administrative appeal - 190		
c. Requests in litigation - 54		
3. <u>Spotlighted Requests</u>		

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HGH/KK:kas [redacted] (17 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
- 1 - C/IMS [redacted]
- 1 - DDO/IRO
- 25 - DDO/IMS [redacted]
- 1 - DDI/IRO
- 1 - DDA/IRO
- 1 - IC/IRO
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- 1 - IPD Reading Board
- 1 - HGH
- 1 - LSS

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SECRET

16 September 1986

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 9 September - 16 September 1986

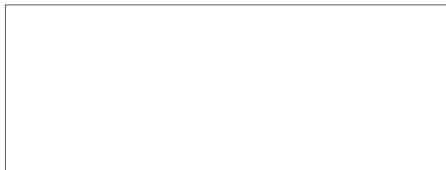
1. Referrals Branch received a request from a current agency employee to examine a 1956 document to determine if it ever had been declassified or, if not, whether after review, it could be released for the personal use of the requester. The document mentioned the employee by name in the context of an RIS attempt to penetrate an overseas station. Since the document had never been examined under systematic review or any other review as best could be determined the request was referred to IPD for formal handling under the FOIA. (U)

2. The information and Privacy Coordinator and DC/IPD, Chief/CRD and C/CRD/RB attended a portion of the annual Declassification Review Training Seminar for the Presidential Library Archivists held at the National Archives and hosted by Alan Thompson, Director of the Declassification Division at NARA. Representatives from several government agencies including State, DOD, NSA, NSC, and the Director of ISOO, briefed the archivists on the needs of the agencies and heard of the archivists' problems in return. Three items that were discussed were:

- a. The need of the libraries to maintain unclassified shelf lists and concerns over the possible security implications in this situation;
- b. The question whether agencies should send results of their reviews directly to the original requestor or back to the library - no decision reached; and
- c. The libraries' request to have TOP SECRET documents "temporarily downgraded" for easier handling through the declassification review process. Director, ISOO opined that such a dispensation would not be forthcoming and no final decision was taken on this request. (U)

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16 September 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[redacted]
Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (10-16 September 1986)

1. WORK IN PROGRESS

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25X1 [redacted] Chief, Office of Communications/Office of Logistics Information Services Center, received a letter of appreciation from Chief, Communications Security Division, OC. The letter commended her "expertise" in handling some OC-CSD T&A cards returned from Compensation Division in error.

A combination dutch-door and counter was installed in the Ames/ISC. It will restrict access to ISC personnel only, and thus provide improved security and a more efficient mail handling process.

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25X1 [redacted]

[redacted]

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2. SIGNIFICANT EVENTS/ACTIVITIES

25X1 a. Meeting with Hill Staffer re Intelligence
 25X1 Authorization Bill. [redacted] Chief, Information Resources
 25X1 Management Division (IRMD); [redacted] Deputy Chief/IRMD;
 25X1 [redacted] Office of Information Services' Legal Advisor; and
 25X1 [redacted] Office of Congressional Affairs (OCA), met on
 15 September with John Parisi, House staffer on the Government
 Operations Sub-Committee, to discuss OIS' proposed amendment for
 the FY 1987 Intelligence Authorization Bill. The amendment deals
 with the exclusion of CIA Records Control Schedules from the
 National Archives and Records Administration's (NARA) current
 procedure of providing notification to the general public in the
 Federal Register that the schedules are being reviewed by NARA.
 The schedules of most agencies are open for review by the public
 for a period of 60 days, pending approval by the Archivist of the
 United States. The schedules submitted to NARA by CIA are
 classified and are not open to review by the public. Yet, CIA
 schedules are also held 60 days before being approved by the
 Archivist. This procedure is little more than an exercise in
 futility. To hold the schedules for 60 days even though they
 cannot be reviewed by the public serves no good purpose. Although
 he did not express his support or non-support for the request,
 Mr. Parisi seemed receptive; given the stated reasoning that this
 procedure is accomplishing nothing of benefit to the general public.

b. Security Classification Activity. The Office of
 Information Services (OIS) comments on the most recent draft of the
 Stilwell Working Group report on counterintelligence and security
 countermeasures plans, programs and capabilities were forwarded to
 the Office of Security. OIS comments, prepared by the Chief,
 Classification Management Branch, concentrate on information
 security and ISOO related matters.

25X1 The Director of OIS recommended to the Director,
 Community Counterintelligence and Security Countermeasures Staff
 (D/CCISCMS) of the Intelligence Community Staff (ICS), that
 [redacted] Agency Security Classification Officer (ASCO),
 represent OIS on the Information Security Committee (ISCOM) of the
 Senior Interagency Group-Intelligence (SIG-I). The ISCOM will
 support the SIG-I on matters concerning the protection and
 accountability of classified information.

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c. Information Resources Management Conference.

[redacted] Chief, Machine-Readable Records Section, Information Management Branch, and [redacted] Information Technology Branch, attended The 25th Annual Information Resources Management Conference (IRMCO), sponsored by the General Services Administration (GSA). The conference was conducted in Richmond, Virginia, on 9-12 September 1986. It dealt with three facets of information resources management; automated data processing, records management, and telecommunications. The conference was informative, extremely well organized, and conducted in a very professional manner.

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d. FOIA Weekly Statistics. Information Technology

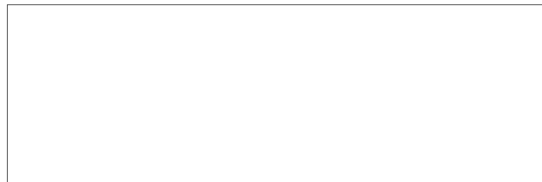
Branch/IRMD personnel met with Information Privacy Division personnel to discuss the FOIA/PA weekly statistics. Discussions centered around streamlining the FOIA statistical gathering process. ITB offered some suggestions which would eliminate the need for IPD to manually keep weekly statistics in addition to those generated by computer. If these minor enhancements to the IPS system work, IPD will be able to eliminate the manual counts that they have been doing for the last nine years. ITB also provided IPD with computer listings of all outstanding FOIA/PA cases by component and external agencies. ITB will also look into the feasibility of providing spreadsheets based on weekly statistics which could be submitted as part of the IPD weekly report.

e. Records Center Activities. Records Center personnel

performed the following activities during the week:

- RAMS: Made 16 additions, 4 changes, and 2 deletions.
- ARCINS: Jobs received/edited: 25.
Jobs keyed: 18 consisting of 3,241 entries.
- Accessions: Received 22 jobs totaling 161 cubic feet.
- References: Serviced 1,989 requests for records (57 were for annuitants).
- Dispositions: Transferred 130 cubic feet of material to the hammermill for destruction.
- Special Runs: One to OGC and one to Stafford.

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16 September 1986

MEMORANDUM FOR: Director of Information Services

FROM:



Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities
10 - 16 September 1986

1. RPD is currently processing 117 jobs, an increase of four over last week's total of 113.

2. Priority processing was given to an Employee Bulletin informing all employees that the Director of Personnel would provide a briefing on the new Federal Employees Retirement System (FERS). Two briefings are scheduled in the Headquarters auditorium on 18 and 23 September 1986. Additional briefings are planned for personnel located outside Headquarters building and a video tape will be made available to employees who cannot attend these briefings.

4. Because of recent media coverage of sexual harassment in the workplace, the Office of Personnel has initiated a Headquarters Notice to remind all employees of the Agency's policy on sexual harassment. The notice also advises employees that Agency regulations state that sexual harassment is unacceptable conduct and will not be tolerated.

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