

TRANSMITTAL SLIP		12 SEP 1986
TO:		
ROOM NO.	BUILDING	
REMARKS:		
<p>NOTE:</p> <p>Original OIS and IPD weeklies were sent via courier transmitted to the DDA because of TC problems.</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO.
1 FEB 56 241

REPLACES FORM 36-8
WHICH MAY BE USED.

dm (47)

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11 September 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]

Director of Information Services

SUBJECT: OIS Weekly Report (4 - 10 September 1986)

STAT
25X1
1. The Classification Review Division (CRD) has compiled a 59 page list of documents containing CIA equities that should be withdrawn from Department of Justice (DoJ) files [REDACTED]. Based on CRD's review, these documents should not be declassified or downgraded without CIA concurrence. A letter is being prepared requesting DoJ to send the documents to CIA for holding until they can be declassified.

2. Representatives from the Office of the Deputy Director for Science and Technology reviewed records of the former Office of Special Activities at the Agency Archives and Records Center (AARC). They estimate that approximately 200 cubic feet of these records can be destroyed.

3. The Associate Information Management Officer for the Directorate of Operations (DO) and members of his staff reviewed their vital records at the AARC to see if the DO could operate with them in an emergency. The review indicated that additional vital records would be needed in order to operate effectively. The DO will make a complete inventory of its vital records in the near future.

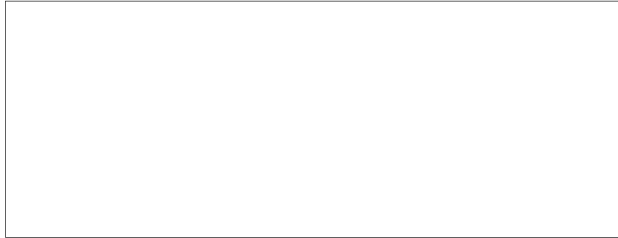
STAT
4. A representative from the Information Resources Management Division (IRMD) is assisting the Information Management Staff, Directorate of Operations (IMS/DDO), in surveying files containing [REDACTED]. The information collected will be used to prepare a machine-readable records control schedule item for a classified DO records system.

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5. An IRMD representative attended a presentation by Wang Laboratories, Inc., on office automation and connectivity. Wang representatives discussed the company's plans for office automation and inter-operability with computer systems of other manufacturers. They gave particular attention to meeting the connectivity standards being developed by the Agency's Office of Information Technology. Discussions also covered Wang's activities in desktop publishing, voice processing, database management, and artificial intelligence.

6. The backlog of initial FOIA cases decreased again this week and stands at 1249. This compares with a backlog of 2066 one year ago and 3131 two years ago. This achievement is even more significant when considering that incoming requests remained fairly constant in 1984 and 1985 and have even shown an increase in 1986. The Information and Privacy Division (IPD) has received 2095 new requests so far in 1986. Projecting to the end of the year, IPD will have received 3142 new requests, an overall 12% increase. Additional items can be found in the attached IPD report.



Attachment

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10 September 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted Name]

Chief, Information and Privacy Division, OIS

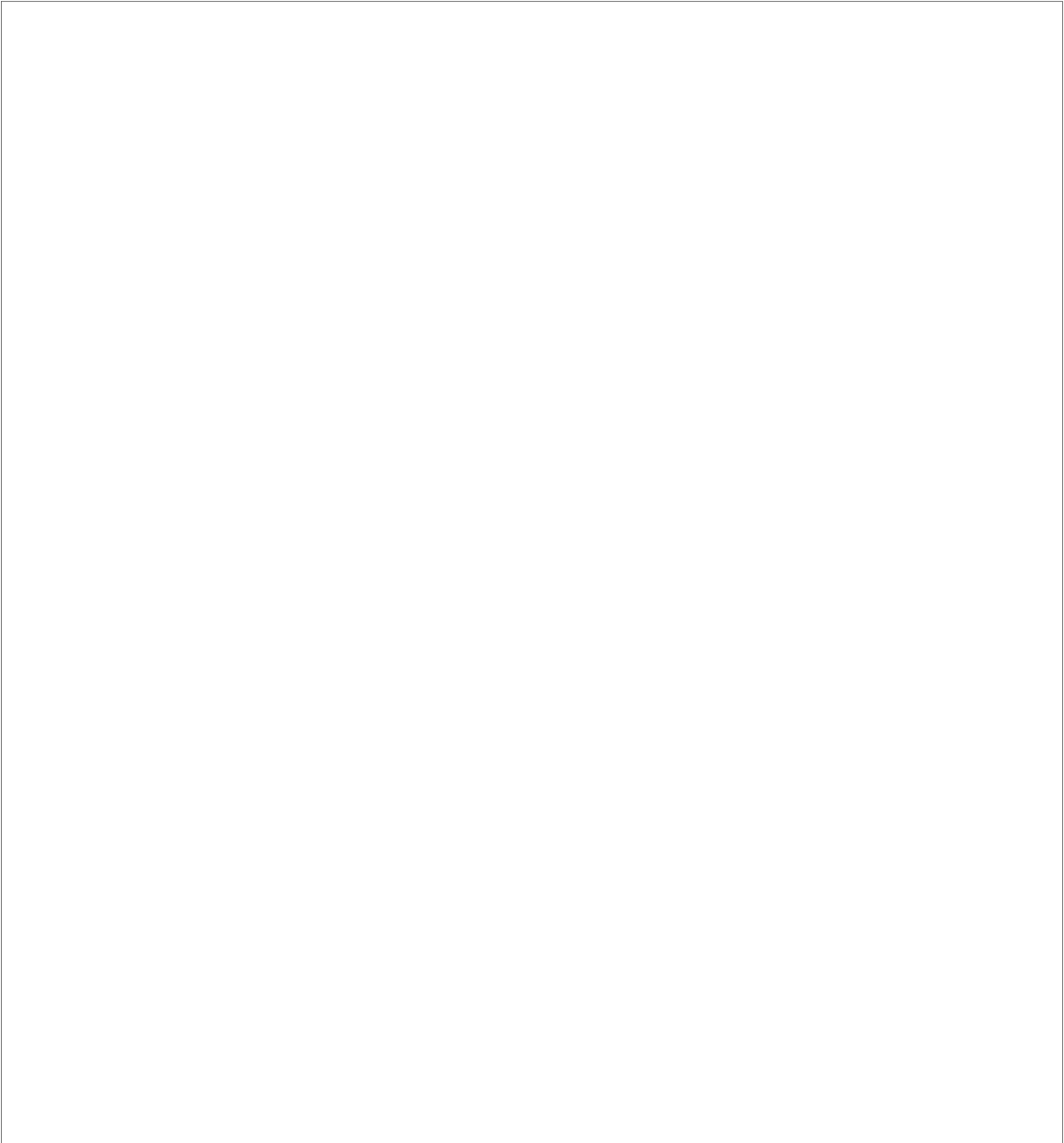
SUBJECT: IPD/OIS Weekly Report (3-9 September 1986)

1. <u>The Week in Review</u>	<u>3-9 Sept 1986</u>	<u>1986 Weekly Average</u>
a. New cases	50	59.5
b. Cases closed	52	71.0
c. New appeals logged	1	3.3
d. Appeals closed	1	3.2
e. Manpower (man-weeks)	72.5	96.9
2. <u>Current Backlogs</u>		
a. Initial requests - 1249		
b. Requests in administrative appeal - 190		
c. Requests in litigation - 54		
3. <u>Spotlighted Requests</u>		

[Large Redacted Area]

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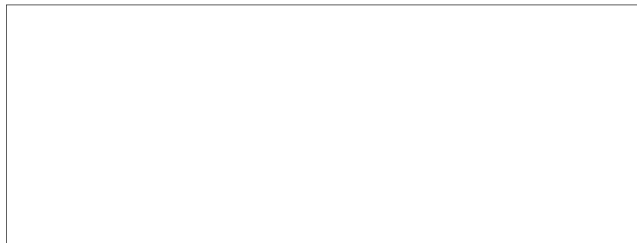
5. Special Item of Interest

a. Although our backlog has been reduced considerably since the beginning of 1985, incoming requests remained approximately the same in 1985 as in 1984 (2804 as compared to 2800) and have increased in 1986. Thus far we have received 2095 new requests in 1986. Projecting this trend to the end of the year, we will have received 3142 new requests this year, about a 12% increase.

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b. One of oldest Executive Order Mandatory Review request was closed this week, a 1981 case. Also closed this week was a 1978 Privacy.

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STAT HGH/CAS:kas [redacted] (10 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
- 1 - OIS/LA
- 1 - IRG/OS
- 1 - IPD Subject
- 1 - IPD Chrono
- 1 - IPD Reading Board
- 1 - HGH
- 1 - LSS

STAT

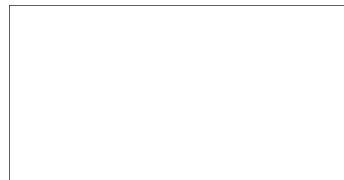
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9 September 1986

MEMORANDUM FOR: Director of Information Services
FROM: Acting Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 2 August - 9 September 1986

STAT 1. CRD has completed the typing of the 59 page listing of documents of CIA interest to be withheld from the Department of Justice (DOJ) files on the [redacted] case. These documents were identified by a joint CRD and IMS/DO team of reviewers working at the DOJ. The list provides a formal means of identifying what documents contain CIA information and therefore cannot be declassified or downgraded without CIA concurrence. OIS is now drafting a letter to DOJ informing them how the Agency would like these documents handled; i.e. that they be withdrawn from the files and sent to CIA for holding until they can be declassified. (U)



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9 September 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Information Resources Management Division

SUBJECT: IRMD Weekly Report (3-9 September 1986)

1. WORK IN PROGRESS

25X1 a. Conversion of DCIREG Data Base to Computer Output
25X1 Microfilm. [Redacted] Chief, Information Technology Branch
25X1 (ITB), met with [Redacted] RMO DCI area, and with [Redacted] and
[Redacted] of the Executive Registry, to discuss conversion of
the DCIREG data base (old DCI data base) to Computer Output
Microfilm (COM). The Executive Registry personnel agreed that
microfilm would be an acceptable means of storing the data from
DCIREG. ITB will provide the Executive Registry with COM for their
1983 data as a sample test. If this proves to be satisfactory, ITB
will do the complete data base, by year. The DCIREG data base as
well as other CARS (Common-Use Automated Registry System) data
bases will be purged in 1987.

25X1 b. Document Accountability Activity. [Redacted]
Document Accountability Section of Classification Management
Branch, completed a Top Secret document audit of the Office of
Finance (OF/DA) and reviewed Top Secret handling procedures. OF's
25X1 procedures are in compliance with Agency regulations governing Top
Secret collateral documents. [Redacted]

Revision of Form 516, Collateral Top Secret Document Control Card, has been completed. The revised form will be available in Agency supply rooms by the end of September.

c. OIS Annuitant Activity. The search for unaccounted for collateral Top Secret documents in Office of Research and Development's (ORD) retired records has been completed. Three unaccounted Top Secret documents were identified. In addition, 61 unrecorded Top Secret documents were identified in ORD record holdings. The review also proved to be a worthwhile records management exercise. A comparison of the ORD records shelf lists with actual contents of the box was conducted, files were ordered numerically within the boxes to correspond with the shelf lists and

25X1 All Portions Unclassified
Except Where Marked

[Redacted]

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collateral retirement jobs containing codeword material were identified. Information necessary to updated ORD records has been provided to the ORD Records Management Officer (RMO).

2. SIGNIFICANT EVENTS/ACTIVITIES

25X1 a. Agency Wang User Group Meeting. [redacted] and
25X1 [redacted] Information Technology Branch, attended the Agency Wang Users Group meeting on 8 September. The main topic of the meeting focused on the procurement of Wang equipment. Other topics included the new 4230 Wang ergonomic workstation which will be furnished on new requests for Wang workstations. This workstation has the capability to be used as a Wang PC, with some additional hardware, at a cost of \$1,000-\$2,000. RPD is scheduled to receive this new workstation in the near future. Attendees of the meeting were also informed that the Agency will place a hold on orders for IBM PCs made after 31 December 1986, until a decision has been made on the Agency PC standard.

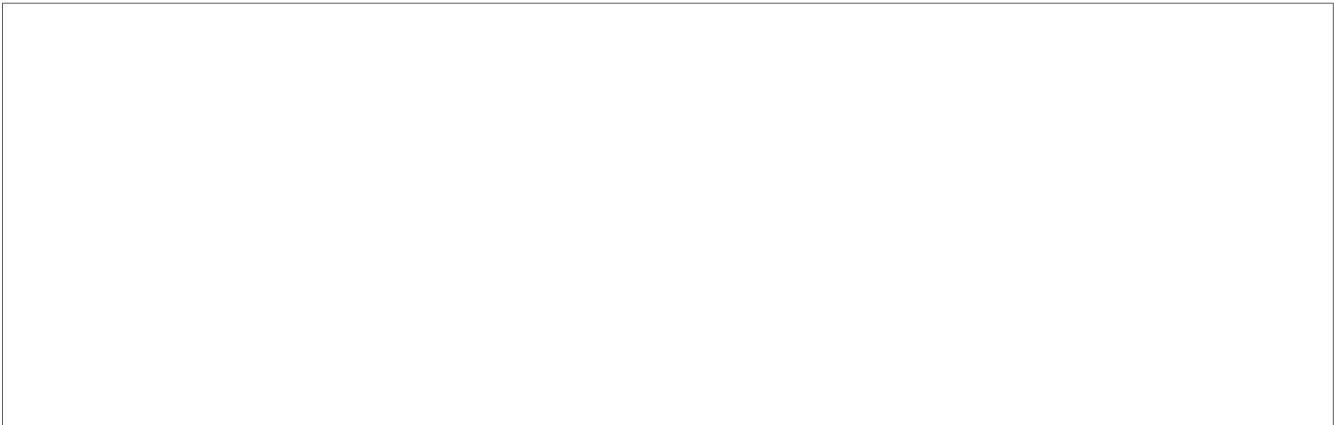
b. The Information Privacy Staff (IPS) Data Base. The Historical Review Program can now enter data into the IPS data base for the first time. The IPS data base has been reallocated and the new procedures for DECAL/ORIS was successfully implemented on 8 September. These procedures were made to allow additional data fields in the DECAL/ORIS menus to provide the Historical Review Program (HRP) the ability to enter data into the system.

25X1 [redacted]

d. Records Disposition Course. Dick Ware, National Archives and Records Administration (NARA), the instructor for the recent NARA Records Disposition Course, has returned the student evaluation forms. The results indicate that while a majority gave the course an overall "good" rating, a sufficient number believed more emphasis should have been placed on Agency records management problems.

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f. Wang Laboratories Presentation. [redacted] Chief, Machine-Readable Section, Information Management Branch, attended a presentation on Wang products and plans at the Wang office in Bethesda, Maryland, on 4 September 1986. The two topics discussed in this general overview were connectivity and office automation. The presentation on connectivity highlighted Wang's plans to provide inter-operability with computer systems from other manufacturers. Particular attention was given to how connectivity could be achieved relative to OIT standards that are under development. The office automation portion focused on Wang's future plans in this area, i.e., the future Wang systems' capabilities that will be available to users. Discussions also included Wang's activities in areas such as desktop publishing, voice processing, database management, artificial intelligence, and how these technologies will be applied in the office.

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g. Records Center Activities. The Associate Directorate of Operations Information Management Officer (ADO/IMO), [redacted] and members of his staff, reviewed their vital records to see if, in the case of an emergency, they could operate using their vital records. Their review indicated additional vital records are needed for them to effectively operate during an emergency. An inventory of DO vital records will be performed in the near future. (C)

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Office of Deputy Director for Science and Technology representatives, [redacted] worked at the Records Center on 4 and 5 September reviewing old OSA records for disposition. They estimate that approximately 200 cubic feet of records will be destroyed.

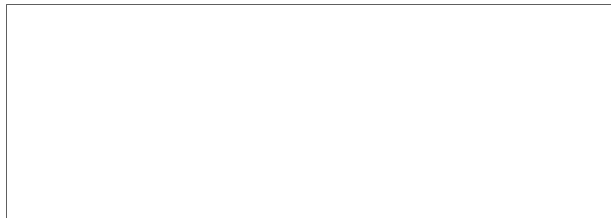
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Records Center personnel performed the following activities during the week:

RAMS:	Made 28 additions, 1 change, and 3 deletions.
ARCINS:	Jobs received/edited: 5. Jobs keyed: 13 consisting of 1,069 entries. Jobs completed: 1.
Accessions:	Received 17 jobs totaling 131 cubic feet.
References:	Serviced 1,789 requests for records (98 were for annuitants).
Special Run:	One special run to OP.


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9 September 1986

MEMORANDUM FOR: Director of Information Services

FROM:


Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities
4 - 9 September 1986

1. RPD is currently processing 113 jobs, an increase of two over last weeks total of 111.

2. A Headquarters Notice initiated by the Language Development Committee through the Office of Training was forwarded to the DDCI for approval. This new and highly controversial notice replaces the notice which expired on 1 June 1986 and includes a separate category of Language Use Awards for employees for whom a foreign language capability is a requirement for employment. After approval by the DDCI, work will begin to incorporate this 12 page notice into an appropriate Headquarters Regulation.

3. The Office of Personnel initiated an Employee Bulletin announcing that the Agency would observe National Hispanic Heritage Week from 14-20 September 1986. The bulletin invites Agency personnel to participate in a contest concerning Hispanic Americans and their history. Employees also are challenged to answer a list of 21 questions on Hispanic history, traditions, and culture. A General Electric 13-inch color TV, donated by the Hispanic Club, will be awarded to the Agency employee who answers the most questions correctly.

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