

ADMINISTRATIVE - INTERNAL USE ONLY

21 August 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: 

Director of Information Services

SUBJECT: OIS Weekly Report (14 - 20 August 1986)

1. The Information Resources Management Division (IRMD) is coordinating a Directorate of Operations (DO) review at the Agency Archives and Records Center of the temporary, inactive DO records whose approved destruction dates have been reached. A special component within the DO Information Management Staff has been established to identify documents of historical value and to authorize destruction of the remainder. It is expected that approximately half of the records reviewed will be approved for destruction. Between 9,000 and 11,000 cubic feet of additional inactive, temporary records will require disposition review by 1988.

2. An IRMD representative and the National Archives and Records Administration (NARA) official designated to appraise retired Agency records met to discuss issues concerning the Agency's records control schedules. NARA still cannot account for a copy of the DS&T records schedule and the matter has been reported to the Information Security Oversight Office. Approval by the Acting Archivist of the United States of the DCI and DS&T records schedules has been delayed because of NARA's insistence that the Agency provide a specific date for offering NARA its permanent, retired records. This is something the Agency cannot do. The Director of Information Services plans to meet with the Acting Archivist to work out differences.

3. An IRMD representative continues to work with the Information Management Staff (IMS), DO, in collecting information for drafting a machine-readable records control schedule item for a sensitive DO file. IMS also is identifying the next file for which machine-readable schedules can be developed.

4. IRMD representatives attended the first meeting of the Laser Disk Working Group at the Printing and Photography Building. There was a general discussion of technology, potential applications, and standards. Attendees commented on their particular interests, concerns, and requirements. The group plans to meet every six weeks. The next meeting is scheduled for 23 September 1986.

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5. The Chief and Deputy Chief, IRMD, visited the Ames and   Information Services Centers (ISC). ISC personnel described the variety of services and support they provide to ten distinctly different office elements.

6. The Agency Publications Review Board has asked the Classification Review Division (CRD) to review an article from "IEEE, Spectrum", an electronics and electrical engineering journal. The article concerns various aspects of technical verification of arms control agreements. Former Agency officials are quoted throughout giving the appearance of authenticity. A CRD reviewer with expertise in the subject believes there is a substantial amount of sensitive information in the article. Analysts in the Directorates of Intelligence and Science and Technology also are being asked to review and assess possible damage.

7. The backlog of initial FOIA cases continues to decline and now stands at 1262. This compares with a backlog of 2141 one year ago and 3125 two years ago. During this reporting period the ORIS data base was

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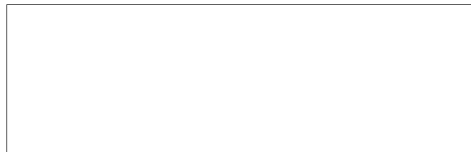
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20 August 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: 

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (13-19 August 1986)

1. <u>The Week in Review</u>	<u>13-19 August 1986</u>	<u>1986 Weekly Average</u>
a. New cases	48	60.3
b. Cases closed	61	71.8
c. New appeals logged	2	3.5
d. Appeals closed	5	3.4
e. Manpower (man-weeks)	105.1	98.5
2. <u>Current Backlogs</u>		
a. Initial requests -	1262	
b. Requests in administrative appeal -	190	
c. Requests in litigation -	54	

3. Spotlighted Requests

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STAT HGH/MJD:kas [redacted] (20 August 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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19 August 1986

MEMORANDUM FOR: Director of Information Services  
FROM: Chief, Classification Review Division  
SUBJECT: CRD Weekly Report, 12 August - 19 August 1986

1. A NARA memo dated 8 August 1986 and made available to CIA sets forth a redelegation of security responsibilities within NARA. According to Ms. Jo Ann Williamson, Deputy Director of the Declassification Division, the redelegation covers responsibilities held by GSA when NARA (then NARS) was part of GSA. According to Ms. Williamson the Director of the Declassification Division, Mr. Alan Thompson, has been given the responsibility of taking on these responsibilities as part of his overall position. Initially, according to Ms. Williamson, Mr. Thompson will spend full time implementing the programs and activities necessary to put NARA security practices on a sounder footing and includes updating the NARA information security handbook, developing and administering a security training program for all NARA personnel who have security clearances, and investigating all security violations.

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2. The Publications Review Board has asked CRD to review several articles concerning various aspects of the technical means for verification of arms control agreements. The articles appeared as one report in the electronics and electrical engineering journal, IEEE, Spectrum. Numerous government officials, contractors, and scientists from various disciplines are listed as sources, and former Agency officials are quoted throughout the report. Much of the sourcing is left vague, but the report leaves the reader with the impression that CIA or other government officials have confirmed various parts of the report. A CRD reviewer with considerable background in this highly technical field determined that there was substantial sensitive information in the report, and that the sensitivity is increased by the use of quotations by Agency and other government officials which tends to provide a degree of official verification. Because of the complex subjects and technical nature of the report, analysts in the Directorate of Intelligence and the Directorate of Science and Technology are being asked to provide a quantitative assessment of the actual damage, if any, caused by the publication of the report.

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19 August 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM: [REDACTED]

Chief, Information Resources  
Management Division

SUBJECT: IRMD Weekly Report (13-19 August 1986)

1. WORK IN PROGRESS

25X1 a. Document Accountability. [REDACTED] DAS, is  
reconciling the Top Secret holdings of the Office of Imagery  
25X1 Analysis and the Collection Requirements Evaluation Staff,  
Directorate for Intelligence. [REDACTED] has verified the  
accuracy of final disposition information recorded in TSCADS by  
25X1 Area Top Secret Control Officers (TSCO). In those instances where  
TSCO data entries were incomplete or incorrect, instructions were  
provided to the appropriate TSCO. [REDACTED] is conducting  
Top Secret document audits in the Offices of Communications and  
Logistics, Directorate of Administration. Procedures for handling  
collateral Top Secret documents are also being reviewed. A search  
for unaccounted for Top Secret documents in the Office of Research  
and Development (ORD) was initiated with the review of 108 ORD jobs  
at the Records Center by two OIS annuitants. OIS annuitants will  
also be comparing job shelf lists with actual contents of the boxes  
searched.

25X1 b. Information Services Centers. Chief, Information  
Services Branch, accompanied Chief, IRMD, and Deputy Chief, IRMD,  
on tours of the Ames and [REDACTED] Information Services  
Centers (ISCs) on 13 August. ISC personnel described the  
complexities involved in providing a variety of services and  
support to the 10 distinctly different office elements serviced by  
the ISCs.

25X1 c. OIS Information Management Systems. [REDACTED]  
Information Technology Branch, briefed Information and Privacy  
Division and Classification Review Division personnel on the  
revised DECAL1 menu, now called DECAL2, on 12 August. This  
25X1 revision will allow CRD to enter their Historical Review Program  
documents into the DECAL system. A draft manual for this  
particular procedure was given to the trainees at the time of  
training. A final copy will be provided to users after IPD has  
finished their review of this portion and other parts that need  
updating.

25X1 [REDACTED] [REDACTED]  
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[redacted] has begun writing the users manual for REGINDEX. The manual will be written in two parts: one part will be distributed Agency-wide so that employees can search the index for regulatory information, and the other part will be used by RPD for entering and updating the index.

## 2. SIGNIFICANT EVENTS/ACTIVITIES

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a. Security Classification Training. Chief, Classification Management Branch (CMB), continues to exchange information and ideas concerning Agency security classification training with the Office of Training and Education (OTE).

[redacted] CMB, met with OTE secretarial and clerical instructors to discuss CMB classification training endeavors and to share with OTE two films concerning classification markings. OTE found one of the films to be useful and will have it copied for future OTE courses. In return, OTE loaned CMB a classification training film currently used by OTE instructors as a pre-course refresher. Unfortunately, the film makes an erroneous connection between the declassification of information and the document disposition instructions in official Agency Records Control Schedules. CMB advised OTE of the error.

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b. Disposition of DO Records. [redacted] Chief, Records Management Section, IMB, and [redacted] Chief of the Agency Archives and Records Center Branch (ARCB), met to discuss how the Directorate of Operations (DO) would handle the review of DO records deposits which have reached or exceeded their disposition dates, on 13 August 1986. The DO is aware that 9,000 to 11,000 cubic feet of their records require disposition review, between now and 1988. Because components in the operating divisions are already short-handed and new case officers lack the necessary experience to review this material, Information Management Staff made the decision to form [redacted]

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which would review the records to identify historical documents, process indexed documents out of the DO Records and Information Control System (DORIC), or authorize destruction of the records. They have selected those jobs identified as "BULKIES" as the ones to process first. These jobs, which represent approximately 3,000 cubic feet, will require the least amount of research and processing time. It is estimated that about half of the records contained in these jobs will be approved for immediate destruction.

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c. Records Control Schedules - NARA Review. Colonel Ray Tagge, National Archives and Records Administration, met with Don Wessel, Chief, Records Management Section, IMB, on several issues concerning the Agency's records control schedules on 15 August. Colonel Tagge mentioned that a copy of the DS&T schedule (CONFIDENTIAL version) is still unaccounted for and that the responsible NARA individual had been reprimanded and the matter

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reported to Information Security Oversight Office. Colonel Tagge also said that efforts to get Mr. Ryan, Director, Military Archives Division, NARA, to concur on the DCI and DS&T schedules had been referred to Mr. Frank Burke, Acting Archivist of the United States. Nonconcurrence is centered on NARA's request that the Agency provide a specific date when permanent Agency records will be offered to NARA, which is something we cannot provide. Colonel Tagge stated that Mr. Burke concurred with Mr. Ryan's decision and would be sending a letter to the Agency concerning this issue. Colonel Tagge will meet again with [redacted] to begin the review of the DO records schedule on 22 August. [redacted]

d. Machine-readable Records. [redacted] Chief, Machine-readable Section, IMB, met with [redacted] Information Management Staff, DO, and [redacted]

e. Laser Disk Working Group. [redacted] Chief, Machine-readable Section, IMB, and [redacted] Information Technology Branch, attended the first meeting of the Laser Disk Working Group held at the Printing and Photography Building on 12 August. Attendees commented on their particular interests, concerns, and/or requirements in order that future meetings contain substantive information for the group-at-large. This was followed by a general overview of the technology, potential application areas, identification of Federal working groups and standards activity, and an open forum. During the open forum attendees spoke more specifically of their interests and concerns and how the group members can work together for the mutual benefit of all. It was suggested that currently the members are more of an information sharing group than a working group and that the group name should change accordingly. While it is possible that specific tasking of the group could occur in the future, that bridge will be crossed when it happens. The group will meet approximately every six weeks and [redacted] of Printing and Photography Division will serve as Chairman. An agenda is being planned for the next meeting which will be on held 23 September 1986.

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

RAMS:	Made 21 additions and 3 deletions.
ARCINS:	Jobs received/edited: 9.
	Jobs keyed: 8 consisting of
	463 entries.
	Jobs completed: 12.
Accessions:	Received 21 jobs totalling
	319 cubic feet.
References:	Serviced 1,699 requests for records
	(33 were for annuitants).
Dispositions:	Shipped 4 boxes of material to NPIC
	for the silver recovery program.
	(C)

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

19 August 1986

MEMORANDUM FOR: Director of Information Services

25X1  
FROM:

[Redacted]

Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities  
13 - 19 August 1986

1. RPD is currently processing 112 jobs, down from last weeks total of 119.

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2. Draft B, of [Redacted] Documents, has been sent to coordinators for immediate review and comment. We expect to forward this proposal to the Deputy Director for Administration for approval this week.

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3. [Redacted] provided research assistance to an Office of General Counsel attorney concerning a previous revision to [Redacted]

[Redacted] The Office of Medical Services had requested OGC clarification of a provision in the handbook that established a specific timeframe for employee benefits and the attorney was interested in any notations in the file that supported this change. We were able to determine that the provision was added in 1973 but could not find any background information to substantiate the change. OGC was advised to check with the Office of Personnel for further information.

4. A proposed Headquarters Notice initiated by the Office of Logistics to encourage employees to make use of the 800 toll-free telephone numbers has been cancelled. It seems that a quantity of 800 toll-free telephone directories were to be made available in each building supply room at the time the notice was issued; however, the directories mysteriously disappeared and the notice had to be cancelled pending additional printing of the directories.

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