

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

14 August 1986

MEMORANDUM FOR: Deputy Director for Administration

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FROM:

[REDACTED]
Director of Information Services

SUBJECT: OIS Weekly Report (7 - 13 August 1986)

1. *The Agency Security Classification Officer, assigned to the Information Resources Management Division (IRMD), continues to work with the Office of Training and Education (OTE) to develop the most effective means of instructing Agency personnel in classification procedures. For example, a classification markings training package obtained by OTE from the National Security Agency (NSA) and an Information Security Oversight Office slide presentation are being reviewed to determine if they can be used in the Agency.

2. *The Chief and Deputy Chief, IRMD escorted the National Security Agency Historian and five members of his staff to the Agency Archives and Records Center for a briefing and tour. They seemed impressed with the operation and commented that the Agency services more requests in a day than NSA does in a month.

3. IRMD representatives met with the Records Management Officer (RMO) for the DCI Area and personnel from the Executive Registry to discuss the Codeword/Collateral Document Control System (CDOCS), a subset of The Records Information System (TRIS). The meeting represented a continuing effort to improve TRIS applications for Agency records and information management personnel. The participants discussed the problems CDOCS users are having in identifying the originating component on codeword material and the difficulties in developing meaningful keywords. Proposals for dealing with these and other problems associated with CDOCS will be discussed at the next meeting of directorate RMOs.

4. An IRMD representative met with personnel from the Directorate of Operations (DO) for follow-up discussions regarding the disposition of temporary records from a data base in the [REDACTED]. There was concern in the DO that labeling information in the data base as temporary might lead to its destruction before operational needs are met. The IRMD representative explained why this could not occur and assured the DO representatives that the data would be available to meet all operational requirements.

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5. The Acting Agency Micrographics Officer, assigned to IRMD, arranged for the acquisition of a surplus microfiche reader-printer for a component in the Office of Personnel. Knowing of the need, he discovered that a 3M 500 Reader-Printer was being declared surplus within the Directorate of Intelligence and arranged the transfer thus saving approximately \$3,800.00 in the cost of new equipment.

6. The Agency Forms Manager, assigned to IRMD, questioned the necessity of printing the Privacy Act statement on certain Agency forms that require an individual's Social Security Number but are not filled out by or usually seen by the individual. Such forms might surface during a search in response to a Privacy Act request and could pose a legal problem. The OIS Legal Adviser is discussing the question with the Office of General Counsel.

7. The Chief, Information Technology Branch (ITB), IRMD, met with the Chief of the Regulatory Policy Division (RPD) and representatives regarding REGINDEX, an automated index of headquarters and field regulations and handbooks. ITB has programmed a menu to facilitate the input of REGINDEX into VM. After it is on-line, RPD will issue an Agency Notice that REGINDEX is available to all VM users and how it can be accessed.

8. The Chief, IRMD along with other IRMD personnel visited the Washington National Records Center (WNRC) in Suitland, Maryland where the Director, WNRC provided a briefing and tour. WNRC employs approximately 160 people and holds approximately four million cubic feet of records. It accessions both unclassified and classified records up through Top Secret and services about 54,000 reference requests annually. The Director, WNRC said that the Information Security Oversight Office is reviewing WNRC's procedures and practices for handling classified information.

9. The Classification Review Division (CRD) under the Agency Historical Review Program (HRP) has reviewed for possible declassification or sanitization approximately 30 of the 70 boxes of records from the Office of the DCI (O/DCI) covering the period 1945-1955. Of this material CRD has determined that only 5 percent or approximately 3,000 pages can be declassified or sanitized. Of the 3,000 pages CRD believes there is little of paramount interest to historical researchers. CRD, therefore, has asked the DCI History Staff to examine the 3,000 pages and give an opinion whether the materials are of sufficient interest to historians to warrant CRD continuing to review these records.

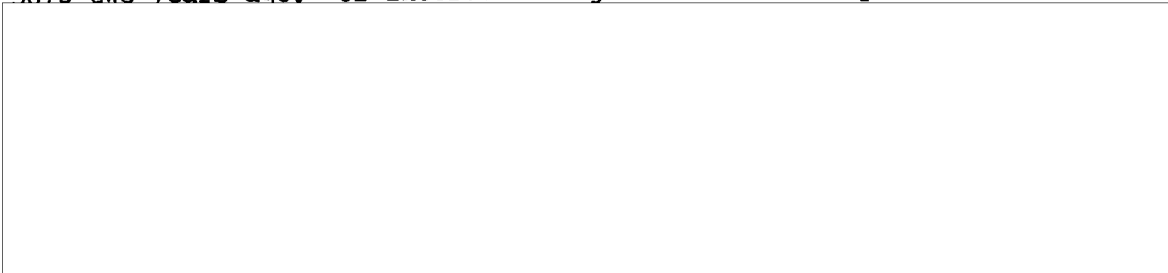
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10. CRD received a request from the Office of Naval Intelligence (ONI) regarding the classification status of Section 23 of all the National Intelligence Survey series. (Section 23 concerns meteorology and was originally compiled by the U.S. Air Force.) CRD determined that all sections have been declassified pursuant to the Freedom of Information Act and so informed ONI.

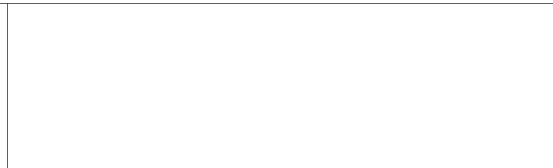
11. The RMO for the DCI Area asked CRD's assistance in locating for the Director a copy of National Intelligence Authority Number 6. This directive was published on 26 July 1946 and is entitled "Provision for Coordinating the Acquisition of Foreign Publications." Because CRD is reviewing O/DCI records for the period 1945-55, the division was able to go to its logs and locate the original document in a matter of minutes. A special courier was sent to CRD to pick up the document.

12. The backlog of initial FOIA requests was reduced by five this week to 1275. This compares with a 2153 case backlog one year ago and 3073 two years ago. Of interest among the new FOIA requests is one from

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Attachment

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13 August 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (6-12 August 1986)

1. <u>The Week in Review</u>	<u>6-12 August 1986</u>	<u>1986 Weekly Average</u>
a. New cases	55	60.7
b. Cases closed	60	72.5
c. New appeals logged	3	3.6
d. Appeals closed	8	3.4
e. Manpower (man-weeks)	71.0	98.3
2. <u>Current Backlogs</u>		
a. Initial requests -	1275	
b. Requests in administrative appeal -	193	
c. Requests in litigation -	54	

3. Spotlighted Requests

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STAT [redacted] (13 August 1986) (FINAL)

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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 - [redacted]
- 1 - [redacted]

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12 August 1986

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 5 August - 12 August 1986

1. HRP and yield from ODCI Records: CRD so far has reviewed about 30 of the 70 boxes of 1945-55 ODCI records committed to the Historical Review Program. The pages that have proven to be declassified including by sanitization, have amounted to a disappointing 5% or some 3,000 pages. Moreover, it has not been possible to declassify much of the materials that would be of paramount interest to the historical researchers that the HRP intends to serve, i.e., Allen Dulles calendars, notes of DCI and ODCI staff meetings. CRD therefore has asked the DCI History Staff, in pursuance of its designated role in the HRP, to read the 3,000 pages of yield, and render an opinion whether the quantity and types of materials are of enough interest to historians to warrant continuation at attempts to declassify ODCI records. The barriers to declassification have been intelligence sources; methods and activities; foreign liaison; and Privacy Act considerations. [redacted]

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2. CRD received a call from Mr. Michael Brown, Office of Naval Intelligence, requesting verification of the classification status of Section 23 of all the National Intelligence Survey series. Section 23 concerns meteorology and they were originally compiled by the U.S. Air Force. About ten years ago they were declassified in response to an FOIA request. Mr. Brown was so informed. He informed CRD that the Navy Oceanographic Service intends to use the information from the Section 23 series on an unclassified basis. [redacted]

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3. On the afternoon of 12 August, [redacted] Deputy Executive Secretary, O/DCI called CRD with an urgent request to locate, for the Director, a copy of National Intelligence Authority Number 6. This directive was published on 26 July 1946 and was titled "Provision for Coordinating the Acquisition of Foreign Publications." [redacted] was aware that O/DCI records for the 1945-55 period were being reviewed under the Historical Review Program and reasoned that CRD/HRB might be able to locate the document quickly. Using its logs, CRD/HRB was able to locate the original of the document in a matter of minutes. A special courier was sent to take the document from Ames to Headquarters. [redacted]

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12 August 1986

MEMORANDUM FOR: Director of Information Services

FROM: [redacted]
Chief, Information Resources
Management Division

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SUBJECT: IRMD Weekly Report (6 - 12 August 1986)

1. WORK IN PROGRESS

a. Top Secret Collateral Documents.

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[redacted] and [redacted] Document Accountability Section (DAS), assisted the Directorate for Intelligence (DI) Offices of Soviet Analysis and Scientific and Weapons Research in recording information into TSCADS. Mary Jane continued processing Classification Review Division (CRD) downgrading actions resulting from the CRD review of U-2 files. [redacted] summer employee, has completed reviewing the Form 26s recalled from the Records Center.

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b. TRIS Standardization

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[redacted] Chief, Information Services Branch, and [redacted] Chief, Information Technology Branch, met with the [redacted] DCI/RMO, [redacted] Chief, ER, and [redacted] ER, to discuss the TRIS CDOCS system on 7 August. This meeting was the first step in a continuing effort aimed at improving and expanding the ways in which TRIS is used by component Records and Information management personnel throughout the Agency. Among the items discussed were: the problems that system users are having with the requirement to identify the originating agency/office on codeword material, and the difficulties encountered by most inexperienced records personnel when trying to develop meaningful keywords. Proposals for dealing with these and other problems associated with the CDOCS portion of TRIS will be addressed at the next scheduled Directorate RMO meeting.

2. SIGNIFICANT EVENTS/ACTIVITIES

a. Washington National Records Center Visit.

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Chief/IRMD along with Deputy Chief/IRMD, Chief/Information Management Branch, and [redacted], IMB, visited the Washington National Records Center in Suitland, Maryland, on 11 August. The tour was arranged by Colonel Ray Tagge of the National Archives and Records Administration. The Director of the Center, [redacted] provided both a briefing and a tour of the facility. The

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Washington National Records Center employs approximately 160 people and can hold almost four million cubic feet of records, of which 90 percent are temporary and 10 percent are permanent. The Center accessions both unclassified and classified records up through Top Secret and services about 54,000 reference requests annually.

[redacted] stated the Information Security Oversight Office was now in the process of reviewing the Center's procedures and practices for handling classified information. STAT

b. Machine-readable Records. [redacted] IMB, met with [redacted] Office of Finance Records Management Officer (OF/RMO) to obtain answers needed to complete draft machine-readable records control schedule items for the remaining eight OF computer applications to be scheduled. STAT
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[redacted] Chief, Information Technology Branch, [redacted] ITB, and [redacted] IMB, met on 7 August 1986 to discuss a draft machine-readable records control schedule item for The Records Information System (TRIS). The draft item, written by [redacted], included a description of the three subsystems of TRIS; The Top Secret Control Automated Data System (TSCADS), The Codeword/Collateral Document Control System (CDOCS), and The Records Center & Archives Management System (RAMS). The draft schedule item will be added to those of other OIS computer applications completed prior to the implementation of the TRIS system. STAT
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[redacted] IMB, met with [redacted] and [redacted], Information Management Staff, Directorate of Operations (IMS/DO), on 8 August 1986. [redacted] requested the meeting as a follow-up to the 28 July survey of the LINTERNA data base which operates under the DO Lantern System. [redacted] the Lantern System Data Base Manager, had questions regarding temporary records disposition, and how it might impact the current retention requirements for information stored in the Lantern System. STAT

[redacted] had the misconception that labeling the information in this data base as temporary would require that the data would be deleted before their operational needs were met. [redacted] assured [redacted] that the data would be available to meet all operational requirements. Meanwhile, [redacted] is arranging a date for the next data base to be researched. This should take place sometime during the week of 11 August. STAT
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[redacted] IMB, met with [redacted] Information Systems Security Division, OS, on 8 August 1986. [redacted] briefed one another on their responsibilities to reach areas of common interest. [redacted] is currently working on the accountability of magnetic media, the procedures for the destruction of magnetic media and the movement STAT
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of magnetic media among buildings outside of the Headquarters complex. [redacted] briefed [redacted] on the OIS effort to develop machine-readable records control schedule items for Agency computer applications, personal computers and word processing systems, as well as concerns about information management and control in electronic recordkeeping systems. While [redacted] and [redacted] could find nothing directly related at present, their interest areas are sufficiently related that they agreed to remain in contact on matters that either party felt the other would be interested in.

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c. Micrographics Applications. [redacted]

Acting Agency Micrographics Officer, arranged for the acquisition of a surplus microfiche reader-printer for the Office of Personnel, Employment Programs Staff, Military Support Section (OP/EP/MSS). [redacted] became aware of a 3M 500 Reader-Printer that was being declared surplus by the Office of Near Eastern and South Asian Analysis, Directorate of Intelligence (NESA/DI). The transfer of this equipment from NESA to MSS means that MSS will not have to seek approximately \$3800.00 that would have been required to purchase the unit.

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d. Forms Management. [redacted]

the Agency Forms Manager, in reviewing Agency forms which solicit Social Security Numbers (SSN), questioned the necessity of printing the Privacy Act, Public Law 93-579, statement on the forms which are never seen by the individual. The statement notes that Federal Agencies are required to inform individuals when they are requested to provide their Social Security Number. These forms, which an individual would most likely not be aware of, may surface during a search in response to a Privacy Act request and could pose a legal problem. The question was brought to the attention of the OIS Legal Adviser, who is resolving the matter with the Office of General Counsel. Our primary concern is to ensure we are complying with the spirit and intent of the Act.

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e. Automated Index of Regulations. [redacted]

Chief, Information Technology Branch, Larry O'Ferrall, Carl Zimmer, and [redacted], ITB, met with [redacted], Chief, Regulations Policy Division, [redacted] RPD, regarding REGINDEX (automated index of Headquarters, field and handbook regulations) on 6 August. RPD was happy with the configuration of the index, but indicated that they would like the date (year/month) of the publication also included in the index. ITB has programmed a menu to facilitate the input of the index into VM by RPD. Once RPD has the complete index on-line, they will send a notice to Agency personnel advising that REGINDEX is available to all VM users and how it can be accessed. For those offices who prefer a hard copy of the index, RPD plans to check with OL/P&PD regarding the feasibility of transferring the data from VM to ETECS.

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f. Security Classification Training.

[redacted] Chief, Classification Management Branch, and [redacted] CMB, continue to work with the Office of Training and Education (OTE) to identify the most effective ways of publicizing correct classification procedures and techniques within the Agency. A classification markings training package obtained by OTE from the National Security Agency (NSA) and an Information Security Oversight Office (ISOO) slide presentation are being reviewed to determine whether they can be modified for use within the Agency.

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g. Information Services Centers (ISC) Planning.

[redacted], Chief/ISB, and ISB members [redacted] and [redacted] attended a meeting at Headquarters to discuss plans for Information Services Centers at the [redacted] (RCC) on 7 August. In attendance were [redacted] DDS&T/RMO, [redacted] OD&E/RMO, [redacted] Chief/DDS&T Registry, and [redacted] Chief/Data Support Systems/GOG/OIT. Unfortunately, [redacted] OIT member of the [redacted] Steering Group, was forced to cancel out of the meeting at the last minute. As Joanne is the focal point officer for DDS&T's communications and computer support at the RCC, her absence detracted from the intent of the meeting. [redacted] volunteered to set up another meeting at a time when [redacted] can be present.

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h. Information Services Centers Activity.

[redacted] Chief, OC/OL/ISC, will brief [redacted] personnel on the proper control and packaging of SCI material on 13 August. The [redacted] Security Officer requested the briefing because he believes that SCI material sent to [redacted] in advance of meetings is not handled properly when returned to the operating components. [redacted]

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STATi. Archives and Records Center Activities.

[redacted] Chief, IRMD, [redacted] DC/IRMD, accompanied [redacted] National Security Agency (NSA) Historian, and five members of his staff to the Agency Archives and Records Center for a tour and briefing on 6 August. They seemed impressed with our operation and commented that we serviced more requests in a day than they did in a month.

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[redacted], newly appointed Director [redacted] [redacted] was provided a briefing and tour of the A&RC on 7 August. [redacted], having been a former Director of OIS, was familiar with A&RC operations and only needed to be briefed on the most recent additions to our operation. [redacted]

[redacted] worked at the A&RC reviewing [redacted] A memo of understanding dated 27 January 1984 regarding these models requires that the models be re-reviewed after two years. We also discussed their records

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12 August 1986

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Regulatory Policy Division, OIS

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SUBJECT:

Regulatory Policy Division Activities
6 - 12 August 1986

1. RPD is currently processing 119 jobs, down from last weeks total of 123.

2. A Headquarters Notice proposed by the Office of Logistics to implement procedures for the control and accountability of government-owned videotapes and computer software (previously reported in RPD weekly dated 8 July 1986) has been returned to OL to consider the extensive comments made by the Office of Information Technology, OIT. Because of the proliferation of personal computers within the Agency, OIT believes the the complexities of this issue should be further examined before a policy statement is issued on software accountability. They recommend that the notice be postponed until all of the issues have been resolved.

3. Priority processing was provided for the preparation of a Headquarters Notice which originated in the DCI's office and announced the appointment of [Redacted] as Counselor to the Central Intelligence Agency. This announcement was rather unique in that it not only announced the appointment to a key position but also provided biographic data on the appointee.

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4. A Headquarters Notice advising employees of a reduction in Federal Employees' Group Life Insurance (FEGLI) has been initiated by the Office of Personnel and is being prepared for immediate distribution. The premium rates for Basic Life insurance and certain categories of optional coverage have been reduced effective the first pay period on or after 1 August 1986.

[Redacted]

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