

~~CONFIDENTIAL~~

24 July 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Director of Information Services

SUBJECT: OIS Weekly Report (17 - 23 July 1986)

1. \*At the request of the Office of Congressional Affairs (OCA), the Classification Review Division (CRD) reviewed five transcripts of testimony made before the Senate Foreign Relations Committee in 1963. Testifying were the Secretaries of State and Defense and former Director John McCone. Subjects covered were Cuba, Vietnam, and the Soviet and Chinese weapons programs. Review and coordination have been completed on three of the transcripts. The three were returned to OCA with the recommendations that one be released in full, one be sanitized (suggested portions were marked for deletion), and one be denied in toto. The remaining two are in coordination with the Directorate of Operations (DO).

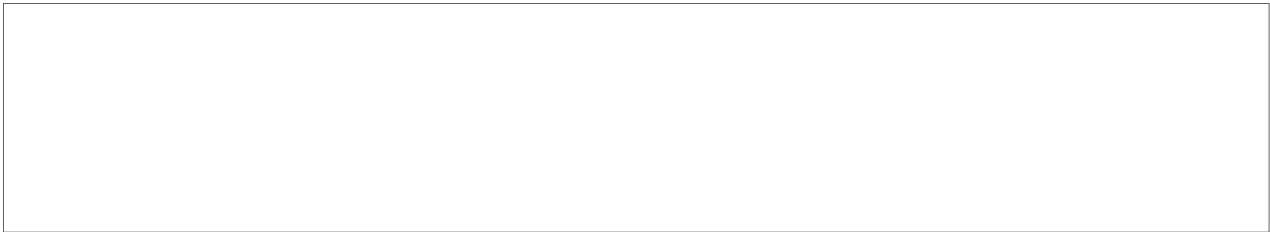
2. \*The fifteenth increment of OSS records was transferred to the National Archives and Records Administration on 22 July 1986. The records include a collection of administrative files from Algiers, Calcutta, and the Washington Offices of the OSS Headquarters. In addition were the Director's Office and field station operational records which included overall OSS operations, policy, organization, and high-level liaison between the OSS and other government agencies and foreign services. To date, the Agency has transferred 2237 cubic feet.

3. The Chief of the Information Resources Management Division (IRMD) has requested that the Deputy Director for Personnel Security in the Office of Security secure observer status for the Office of Information Services (OIS) on the Information Security Committee of the Interagency Group for Countermeasures Policy (IG/CMP). The Information Security Oversight Office (ISOO) is also represented on this committee, and OIS is responsible for all liaison with ISOO.



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5. On 15 July, a representative of IRMD met with the Chief of the Unauthorized Disclosure Analysis Center (UDAC) and three staff members. (This component is located in the Intelligence Community Staff.) The IRMD representative presented his recommendations for improving the existing UDAC file system. The recommendations were to establish a new file system and prepare individual file folders for each of the approximately 300 "specific leak" cases and incorporate those folders into the new file system.

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6. The Agency Forms Officer from IRMD is conducting an audit of all Agency forms--approximately 1800. The case files of over 300 forms have been reviewed. Fourteen forms have been declared obsolete and another 61 are being evaluated as to their utility and continued use. The purpose of the audit is to eliminate unnecessary forms thus reducing management costs.

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7. On 18 July, Representatives from IRMD met the Chief of the new  of the Information Management Staff (IMS), DO. At the meeting IRMD representatives were briefed on this new branch of IMS. It is responsible for reviewing DO historical records as well as reviewing official DO records for authorized disposition. IMS plans to centralize this type of records review responsibility within this branch.

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8. The backlog of initial FOIA requests was reduced this week to 1301. This compares with a backlog of 2199 this time last year and 3076 two years ago. An FOIA requester this week asked for "...any documents that the CIA may have on the reactions and views that our NATO allies had to the US ABM programs 1966-1972." Other interesting items can be found in the separate report of the Information and Privacy Division which is attached.

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Attachment

ADMINISTRATIVE-INTERNAL USE ONLY

23 July 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted Name]

Chief, Information and Privacy Division, OIS

SUBJECT:

IPD/OIS Weekly Report (16 - 22 July 1986)

1.	<u>The Week in Review</u>	<u>16 - 22 July 1986</u>	<u>1986 Weekly Average</u>
a.	New cases	65	61.1
b.	Cases closed	75	72.8
c.	New appeals logged	4	3.6
d.	Appeals closed	4	3.1
e.	Manpower (man-weeks)	113.2	100.0
2.	<u>Current Backlogs</u>		
a.	Initial requests - 1301		
b.	Requests in administrative appeal - 200		
c.	Requests in litigation - 52		
3.	<u>Spotlighted Requests</u>		

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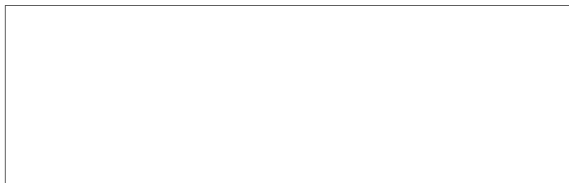
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5. Special Item of Interest

The United States Information Agency (USIA), for reasons that are less than clear, has announced that they will not refer CIA information contained in their documents to our office but rather will make their own determination based on their understanding of our equities. A strong letter has been dispatched to their General Counsel by the Coordinator reminding them of the Director's authorities and the mandate of Executive Order 12356. A copy of our letter is available upon request.

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STAT HGH/MJD:kas, [ ] (23 July 1986) (FINAL)

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- 1 - HGH
- 1 - LSS

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22 July 1986

MEMORANDUM FOR: Director of Information Services  
FROM: Chief, Classification Review Division  
SUBJECT: CRD Weekly Report, 14 July - 22 July 1986

1. At the request of the Office of Congressional Affairs (OCA) the Classification Review Division (CRD) reviewed five transcripts of testimony made before the Senate Foreign Relations Committee in 1963. Testifying were the Secretaries of State and Defense, as well as the DCI, Mr. McCone. The topics of discussion included Cuba, Viet Nam and Soviet and Chinese weapons programs. The Senate wishes to publish the transcripts as part of its Historical Series. Review and coordination has been completed on three of the transcripts and they were returned to OCA. Two are still being coordinated with the DO.

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2. Two CRD reviewers spent four working days at the Department of Justice reviewing the files connected with the U.S. vs. Felt/Miller/Gray case. We expect that the review will be completed by 25 July 1986. Then we must write an internal report on the overall review effort and its results. We also will prepare an index of the documents that we tabbed to be held to protect CIA equities. Finally, a reply will have to be prepared for Justice.

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22 July 1986

MEMORANDUM FOR: Director of Information Services

FROM: [redacted] Chief, Information Resources Management Division

SUBJECT: IRMD Weekly Report (15 - 22 July 1986)

1. WORK IN PROGRESS

a. Audit of Agency Forms. [redacted] Agency Forms Manager, is conducting an audit of all Agency forms which number approximately 1800. The case files of over 300 forms have been reviewed. So far 14 forms have been obsoleted and another 61 forms with very little activity in the forms process or a very low usage rate are being further evaluated. The purpose of the audit is to eliminate obsolete or unneeded forms in the system to reduce management costs.

2. SIGNIFICANT EVENTS/ACTIVITIES

a. Disposition of DO Records. [redacted] Chief, Information Management Branch, [redacted] Chief, Information Services Branch, and [redacted] Chief, Records Management Section/IMB, met with [redacted] Chief, [redacted] DO/IMS on 18 July. [redacted] requested the meeting to introduce himself and to brief IRMD representatives on his newly created branch. A recent reorganization within DO/IMS has resulted in the establishment of the [redacted] consisting of the [redacted]. The [redacted] is responsible for reviewing DO historical records as well as acting on Form 14lbs (Request for Authorization to Destroy Records) received from Agency Archives and Records Center (AARC). Both [redacted] and IRMD's officers recognize the need to improve the review and disposition process of DO records within the directorate and have agreed to work together toward this goal. DO/IMS plans to centralize the records review responsibility within [redacted] branch once the personnel resources (former division case officers) are in place. [redacted]

[redacted]

[redacted]

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b. Transfer of Records. The fifteenth increment of OSS records was transferred to the National Archives and Records Administration (NARA), on 22 July 1986. The records represent Items 47 and 126 of the OSS Records Control Schedule. These records include a collection of administrative files from Algiers, Calcutta, and the Washington Offices of OSS Headquarters. Also included are the Director's Office and field station operational records concerning overall OSS operations, policy, organization, and high-level liaison between the OSS and other government agencies and foreign services. To date, the Agency has transferred a total of 2237 cubic feet of OSS Records to NARA.

c. Disposition of Intelligence Information Reports.

25X1 [redacted] Chief, IRMD, and [redacted] Chief, Machine  
25X1 Readable Records Section/IMB, met with [redacted] Saderholm, Chief, Document Services Division, Office of Information Resources, Directorate of Intelligence (DSD/OIR/DI) on 16 July. The purpose of the meeting was to seek OIR agreement to provide the Directorate of Operations (DO) with access to a variety of data storage materials (magnetic tape, microforms, and hard copy) contained in the OIR classified document library. [redacted]

This data has been requested by the DO to enable them to fill a gap in their permanent records collection of DO Intelligence Information Reports (IIRs). The gap developed when OIR discontinued their role as "holder" of the DO record copy and the DO was slow in establishing provisions to begin maintaining the record copy. Mr. Saderholm was most receptive to the approach suggested by the IRMD representatives and responsive to the needs of the DO. OIR has agreed to provide the materials required and arrangements were made to establish direct contact between OIR and the DO so that procedures and technical considerations can be worked out. [redacted]

d. Information Security Committee.

25X1 [redacted] Chief, Classification Management Branch (CMB), prepared a memorandum requesting the assistance of the Deputy Director for Personnel Security (OS) in securing observer status for the Office of Information Services (OIS) on the Information Security Committee of the Interagency Group for Countermeasures Policy (IG/CMP). The fact that the Information Security Oversight Office (ISOO) is represented on the Information Security Committee and that OIS is the Agency's liaison with ISOO, as well as OIS's classification responsibilities, require OIS be fully and currently informed on all information security issues.

e. Top Secret Control Officers.

Top Secret Control Officers throughout the Agency continue to make significant reductions in the number of Top Secret collateral documents held in Agency components. The Office of Finance (OF) TSCO reported the destruction of 59 Top Secret collateral documents, thereby reducing OF holdings by one-third.

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f. Top Secret Collateral Documents. [redacted]

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Document Accountability Section, is processing Form 26s submitted by the Directorate of Operations (DO) certifying destruction of 105 Top Secret collateral documents. [redacted] continues to

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update DO's TSCADS information using hard copy documentation provided by the DO/Operations Group/Sensitive Information Section.

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[redacted] assisted the Office of Scientific and Weapons Research (OSWR) TSCO in recording TSCADS information on OSWR collateral Top Secret documents located by OIS annuitants at the Agency Archives and Record Center. [redacted] summer employee, continues to review Form 26s for filing with office holdings.

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g. Annuitant Activity. [redacted]

OIS annuitant, assisted the DI/SOVA/TSCO in conducting part of the 1986 Top Secret collateral inventory for DI/SOVA offices on 14 and 17 July. A total of 2310 documents were reviewed with all documents on record assigned to DI/SOVA, with the exception of 14 unlisted documents. DAS will conduct follow-up research on the unlisted documents to provide SOVA/TSCO direction for proper recording in TSCADS.

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i. Unauthorized Disclosure Analysis Center. [redacted]

Information Services Branch (ISB), met on 15 July with Chief, Unauthorized Disclosure Analysis Center (UDAC), and three staff members. He presented his recommendations for improving the existing UDAC file system. The recommendations included establishing a new file system and preparing individual file folders for each of the approximately 300 "specific leak" cases to incorporate them into the new file system. [redacted]

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j. Briefings on New Equipment. [redacted]

Chief, Information Technology Branch, [redacted] ITB, and [redacted] Planning Staff, visited Digital Equipment Corporation in Landover, Maryland, for a briefing on their LN03 laser printer on 18 July. The printer provided an excellent quality; however, we learned that it will not operate directly off of an IMB PC without going through their VAX (microcomputer) as well as their editing software. This requirement increases the cost substantially to \$25,000. ITB will continue to look at other laser printers that will be suitable for OIS applications.

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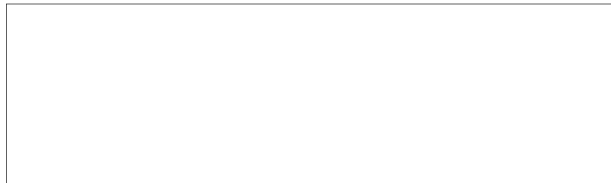
25X1 k. Records Center. Chief, Archives and Records Center, reported that [redacted] Engineer requested that the A&RC staff be "on call" after hours to come in and check for any leaks in the Records Center roof in case of rain. The Engineer stated that the roofing contractor had been instructed to ensure that the roof section repaired each day was leak proof, but he recommended that we check in case of rain. Four hours of overtime were used for this purpose during 16-22 July. [redacted]

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The presolicitation notice for the movable shelving project was received this week. The notice notified prospective bidders that the plans would be available for bidding on 18 August and the bids would be opened on 17 September. Hopefully, progress is beginning after nearly two years.

Records Center personnel performed the following activities during the week:

- RAMS: Made 21 additions, 3 deletions, and 1 change.
- ARCINS: Jobs received/edited: 19.  
Jobs keyed: 12 consisting of 1,047 entries.  
Jobs completed: 13.
- Accessions: Received 32 jobs totaling 203 cubic feet.
- Dispositions: Transferred 272 cubic feet of material to the hammermill for destruction.
- References: Serviced 1,357 requests for records.
- Special Runs: Two to OF.



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22 July 1986

MEMORANDUM FOR: Director of Information Services

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[Redacted]

Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities  
16 -22 July 1986

1. RPD is currently processing 125 jobs, up slightly from last weeks total of 122.

2. RPD responded to a priority request from the DCI's office for copies of all regulatory issuances containing guidance or procedures dealing with the unauthorized disclosure or sanitization of National Security classified information.

3. Immediate processing was provided for an Employee Bulletin initiated by the Office of Personnel concerning the lump-sum payment provision of the recently passed Federal Employees Retirement System (FERS) Act of 1986. The bulletin contains important retirement information, particularly for employees planning to retire in the near future, on the payment of alternative forms of annuities to retirees covered by FERS, the Civil Service, and the CIA retirement systems.

4. Also processed on an immediate basis was an Employee Bulletin originated by the Special Support Assistant to the DDA informing all employees of the upcoming Traveler Awareness Seminar. This seminar will be conducted by the Office of Training and Education and is part of a new program to increase the preparedness of Agency personnel who travel internationally.

25X1 5. [Redacted] (our summer employee)  
25X1 completed the research for all pertinent information on the Directorate of  
25X1 Science and Technology for the years 1969 to 1983. Four key appointment  
announcements, thirteen organizational announcements in the [Redacted] and  
twelve Headquarters Regulations were provided to [Redacted] who is  
preparing the 25th Anniversary history of the DDS&T.

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