

17 July 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (10 - 16 July 1986)

1. *The Information Resources Management Division (IRMD) made its 13th and 14th incremental OSS records transfer to the National Archives and Records Administration (NARA). These records include information on Japan, Formosa, China, Borneo, France, and Morocco. To date 1,872 cubic feet of OSS records have been transferred to NARA.

2. *An Information Security Oversight Office (ISOO) inspector, accompanied by the Agency Security Classification Officer, visited the Office of Congressional Affairs and the Executive Registry to conduct the third FY 1986 ISOO inspection of Agency classification management practices and procedures. The ISOO inspector found no deficiencies and both components were in compliance with the classification requirements established by Executive Order 12356. ISOO's inspection of components in the Directorate of Science and Technology (DS&T) and the Directorate of Administration in August and September will complete the FY 1986 inspection cycle.

3. The Chief/IRMD, several of his division representatives, and the Legal Advisor to the Director of Information Services, met with representatives from NARA to resolve an issue that arose because of NARA's request to have the full text SECRET copy of the revised records control schedule submitted by the Directorate of Science and Technology (DS&T) for approval. NARA officials felt they needed more information than provided by the less than full text CONFIDENTIAL version. The Agency position, expressed by Chief/IRMD, is that CIA must protect sources and methods and cannot provide NARA with full text SECRET schedules. Moreover, the Agency has developed an excellent professional working relationship with the designated NARA representative and has provided him with all the information necessary to make the proper appraisals. The meeting ended with an agreement that the Agency would provide NARA more descriptive data whenever possible on a case-by-case basis.

4. IRMD provides direct assistance to Agency components through conducting information management surveys. As an example, IRMD recently submitted the final report on its completed information management survey of the Office of Communications. The report contains 27 recommendations to improve information handling, storage, and retrieval. In addition, IRMD can assist in establishing new records management programs. An IRMD

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annuitant, for example, is working with [redacted] to develop such a program. Among the first steps is a full records inventory scheduled for 16 July.

5. The Office of Current Production and Analytic Support, Directorate of Intelligence (DI), is to be commended for reducing its current holdings of Top Secret collateral documents by approximately one-fourth thus far in CY 1986. The annual inventory of Top Secret collateral documents, conducted by IRMD, is a significant factor contributing to an Agency-wide reduction of such documents held in Agency files. Moreover, IRMD recently assisted the Office of Soviet Analysis, DI, to record in TSCADS (Top Secret Control Automated Data System) the transfer of over 1,200 Top Secret collateral documents to the Directorate of Operations (DO). During the same period IRMD also made more than 2,300 entries to update Top Secret collateral document information in TSCADS for the DO.

6. The Chief, Document Accountability Section (DAS), IRMD, was notified that two NATO documents charged to the Office of Soviet Analysis were unaccounted for. After discussions with the Chief, Special Security Center, Office of Security (OS), Chief, DAS forwarded the identifying data describing the two documents to OS for further investigation. In a separate action, Chief, DAS submitted a revised CIA NATO Subregistry signature list to the Department of Defense Central United States Registry identifying the Agency personnel designated to sign for NATO documents.

7. OIS representatives attended a briefing by the Palantir Corporation on the Compound Document Processor (CDP), a new machine that simplifies the document scanning process. It is called "compound" because it reads text using optical character recognition and also digitizes picture images on the same page using techniques similar to a facsimile machine. The system has great potential for the Officially Released Information System (ORIS).

8. The Classification Review Division (CRD) is assisting the DO in reviewing records held by the Department of Justice involving a case against two FBI agents convicted in the 1970s for violating the civil rights of a number of "Weathermen" and their associates (U.S. vs. Felt-Miller). The reviewers have completed 118 boxes of the total of 162. Most of the material of concern to the Agency involves intelligence sources and liaison. (For background, please see paragraph 3 of the 26 June 1986 OIS weekly report.)

9. The backlog of initial FOIA requests was reduced this week to 1311. This compares with a backlog of 2208 this time last year and 3092 two years ago. Among the recent requests was one from [redacted]

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[redacted]

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16 July 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (9 - 15 July 1986)

- | 1. | <u>The Week in Review</u> | <u>9 - 15 July 1986</u> | <u>1986 Weekly Average</u> |
|----|---------------------------|-------------------------|----------------------------|
| a. | New cases | 60 | 60.9 |
| b. | Cases closed | 65 | 73.0 |
| c. | New appeals logged | 5 | 3.6 |
| d. | Appeals closed | 6 | 3.1 |
| e. | Manpower (man-weeks) | 70.6 | 99.5 |
2. Current Backlogs
- a. Initial requests - 1311
 - b. Requests in administrative appeal - 200
 - c. Requests in litigation - 53
3. Spotlighted Requests

[Redacted]

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STAT HGH/AEF:kas, [redacted] (16 July 1986) (FINAL)

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UNCLASSIFIED

14 July 1986

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 8 July - 14 July 1986

STAT 1. CRD continues to provide three reviewers on a part-time basis to assist the DO in review of the casse files of the U.S. vs. Felt and Miller which are held at the Department of Justice. DO/IMS [] provides two reviewers also on a part time basis. The group has now completed the review of 118 boxes of the 162 box project. The amount of CIA material identified has increased in the later boxes reviewed and the sensitive information generally concerns intelligence sources and foreign liasion. []

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STAT 2. [] Chief of the Referrals Branch, has been reassigned to the Information and Privacy Division (IPD). Jim's long experience in classification review will be missed in CRD but should be an asset to him in working for IPD. []

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UNCLASSIFIED

CONFIDENTIAL

15 July 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM: [redacted]
Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (9 - 15 July 1986)

1. WORK IN PROGRESS

25X1 a. Office Information Handling Surveys. [redacted] OIS
25X1 annuitant, continues his work in establishing a records program for
[redacted] He has been briefed by
various elements of the SCS, given a tour of NSA, and has completed
scheduling a records inventory which begins on 16 July.

The final survey report on the Office of
Communications (OC) information management program was forwarded to
OC on 2 July. The survey contained 27 recommendations designed to
improve the handling, storage, and retrieval of information in OC.
The Chief of Operations/OC has already expressed OC's general
agreement with the study's recommendations and OC's intent to
implement them.

25X1 b. Top Secret Collateral Documents. [redacted] of the
Document Accountability Section (DAS) provided assistance to the
SOVA Top Secret Control Officer (TSCO) in recording the transfer of
over 1,200 Top Secret collateral documents to the Directorate for
25X1 Operations (DO). [redacted] (DAS) continues to verify and
update DO document control information in TSCADS. Working from
information provided by the DO, DAS has entered more than 2,300
updates to the DO document information in TSCADS.

25X1 [redacted] continued to assist DI/OSWR TSCO in recording
25X1 TSCADS information on retired documents located by annuitants.
[redacted] summer employee, continued to review Form 26s
(Control and Cover Sheet for Top Secret Document) recalled from the
Records Center for filing with DAS holdings.

25X1 c. Annuitant Activity. [redacted] OIS
annuitant, will assist DI/SOVA/TSCO in inventorying SOVA collateral
Top Secret documents. The inventory is scheduled to begin on
14 July and continue through 17 July.

25X1 [redacted]

[redacted]

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2. SIGNIFICANT EVENTS/ACTIVITIES

a. Transfer of OSS Records to National Archives and Records Administration. The thirteenth and fourteenth increment of OSS records was transferred to the National Archives and Records Administration (NARA) on 8 July 1986. This series includes information concerning the countries of Japan, Formosa, China, Borneo, France and Morocco that was obtained by the New York Office of the Survey of Foreign Experts. To date, the Agency has transferred a total of 1,872 cubic feet of OSS records to NARA.

b. NARA Meeting. A meeting was held between representatives of the National Archives and Records Administration (NARA) and OIS on 9 July 1986. Attendees included Mr. Jerry Nashorn and Colonel Ray Tagge of NARA, Chief/IRMD, Deputy Chief/IRMD, OIS/Legal Advisor, Chief/Information Management Branch, and Chief/IMB/Records Management Section. The meeting was requested by NARA to resolve some issues that have surfaced during their review of the DDS&T Records Control Schedule. The major issue discussed concerned NARA's request for the "full text" SECRET copy of the schedule. NARA felt they needed more information than was provided on the Form 115 which is a CONFIDENTIAL version of the schedule and contains only titles of files with an abbreviated description of the subject matter.

25X1 The meeting was opened by [] C/IRMD, who explained that because of the requirement to protect sources and methods we could not give NARA the full text version of our schedules. Our dealings with Colonel Tagge, the approved NARA appraiser, have developed into a most cordial and professional working relationship. Chief/IRMD stated that we have been very forthcoming in providing Colonel Tagge with all the information needed to make complete and comprehensive appraisals, which includes a review of the full text records schedules and actual inspection of records holdings. Therefore, we saw no need to change the current procedures. It was agreed at the meeting that, when possible, we would provide more descriptive data on file categories on a easy-by-case basis.

25X1 c. Information Security Oversight Office Inspections. The third Information Security Oversight Office (ISOO) FY 86 inspection of Agency classification management and information security practices took place in the O/DCI Area on 9 July 1986. The ISOO inspector, accompanied by [] Agency Security Classification Officer, visited the Office of Congressional Affairs and the Executive Registry. Both offices were well prepared for the inspection and provided comprehensive briefings on their respective classification management and information security procedures. A representative sampling of the types of documents

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originated by each office was provided for the inspector's review. Unable to identify any deficiencies in OCA's and ER's information security practices, ISOO found both offices to be in compliance with EO 12356 classification guidelines. ISOO's inspection of the Directorate of Science and Technology (DS&T) and the Directorate for Administration (DA), in August and September respectively, will complete ISOO's FY 86 inspection cycle.

d. Document Control. Efforts by the CIA NATO Subregistry to locate two lost NATO documents were unsuccessful. The documents are charged to Office of Society Analysis (SOVA), Directorate for Intelligence (DI). By memorandum, the CIA NATO Subregistry advised the Chief, Document Accountability Section, Classification Management Branch/IRMD, of the loss and provided identifying data concerning the two documents. After discussing the situation with the Chief, Special Security Center, Office of Security (OS), the identifying data describing the two documents was sent to OS for use in an OS investigation.

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[redacted] Chief, DAS/CMB, submitted a revised CIA NATO Subregistry signature list to the Department of Defense (DoD) Central United States Registry identifying Agency personnel designated to sign for NATO documents.

The Directorate for Intelligence (DI), Office of Current Production and Analytic Support (CPAS), is to be commended for reducing their current Top Secret records holdings by approximately one-fourth during 1986. The annual inventory of collateral Top Secret documents is a contributing factor to an Agency-wide trend towards reducing the number of collateral Top Secret documents held in Agency offices.

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e. Information Technology State-of-the-Art Technology.

[redacted] Chief/Information Technology Branch (ITB); [redacted] and [redacted] ITB; [redacted] Chief, Information Privacy Division; and [redacted] Planning Staff, attended a briefing on the Compound Document Processor (CDP) by Palantir on 8 July. This machine is among the first of a new generation of intelligent machines that simplifies the document scanning process. It is called compound because it scans text as optical character recognition systems do and digitizes images on the same page using techniques similar to those of facsimile machines. In other words, documents can be stored both as a "snapshot" or in ASCII (machine readable) code that can be understood and manipulated by a host computer. This system has great potential for the Officially Released Information System (ORIS). All released documents could be scanned into the system. The computer

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could do more than simply reprint the documents in ORIS. It also could search through all the documents for keywords on a particular topic without these keywords having been initially inputted into the system.

25X1 [redacted] Chief/ITB, and other ITB personnel continue to visit various vendors throughout the metropolitan area to receive briefings on state-of-the-art information handling systems which may enhance or may be considered for replacement systems for current OIS data bases.

25X1 f. Records Center Activities. On 9 July, [redacted] OD&E, requested that the A&RC be reopened at 1900 to enable him to have access to OD&E records that were needed for a history that he is writing. [redacted] Chief/Archives and 25X1 Records Center Branch, requested that [redacted] supervisor and 25X1 [redacted] OD&E/RMO, verify the urgency of this request and 25X1 justify the overtime involved (two hours). [redacted]

25X1

Records Center personnel performed the following activities during the week:

- RAMS: Made 33 additions, 195 changes, and 2 deletions.
- ARCINS: Jobs received/edited: 23.
Jobs keyed: 14 consisting of 1,421 entries.
Jobs completed: 14.
- Accessions: Received 13 jobs totaling 102 cubic feet.
- References: Serviced 1,524 requests for records.
- Special Run: One to CPAS requiring 3 hours of overtime.

3. SCHEDULED MEETINGS

25X1 a. [redacted] Information Services Branch, will meet with the Chief, Unauthorized Disclosure Analysis Center, to present a file plan he has developed specifically for the Center.

b. ITB members will be attending the Government COMPUTEREXPO held at the Sheraton Hotel, 15-17 July. Exhibits will include hardware, software, supplies, and services.

25X1 [redacted]

25X1 DDA/OIS/IRMD, msc 15 July 1986

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15 July 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities
9 - 15 July 1986

1. RPD is currently processing 122 jobs, down slightly from last weeks total of 123.

25X1 2. [Redacted] has been forwarded for concurrence and/or comments to some forty recipients Agency-wide.

25X1 3. A priority Headquarters Notice is in process to announce the

[Redacted]

4. Two priority Employee Bulletins, with short deadlines and constantly changing effective dates, were processed this week to advise employees of the impending traffic and parking changes on the Headquarters Compound. More bulletins are expected in the coming months as various phases of construction on the new Headquarters building are completed.

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