

ADMINISTRATIVE - INTERNAL USE ONLY

12 June 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted Name]

Director of Information Services

SUBJECT: OIS Weekly Report (5 - 11 June 1986)

1. *The Agency Security Classification Officer, assigned to the Information Resources Management Division (IRMD), prepared a memorandum for signature by the DDA to the DDI concerning a comprehensive community-wide document review by the Information Security Oversight Office (ISOO). The review will take approximately two days and is scheduled to begin in late July. The memorandum informs the DDI that the review will focus on finished intelligence only.

2. *The Agency Security Classification Officer also prepared a letter for the DDA's signature to the Director, ISOO, making a matter of record the Agency's concerns regarding three information security initiatives ISOO forwarded to the National Security Council. These initiatives would require mandatory training for classifiers, revise guidelines for investigating unauthorized disclosures, and require federal employees to challenge classification decisions they believe to be incorrect.

3. An IRMD representative visited the Agency Archives and Records Center (AARC) to instruct AARC personnel in reinspecting permanent record microforms. This process is one aspect of the preservation program being implemented at the AARC to support the Agency Historical Review Program. The instruction covered requirements for the archival storage, inspection, use, and disposition of permanent record microforms.

4. OIS annuitants continue to search for unaccounted for Top Secret collateral documents. The search is now focusing on the retired records of the Office of Scientific and Weapons Research (OSWR). Of the 305 documents located, 222 were charged to OSWR and 83 will require follow-up review by IRMD. Fifty-six of OSWR's retired records deposits remain to be searched.

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5. An IRMD representative will meet on 11 June with a representative from the Directorate of Operations and the Office of Security to discuss ways to enhance the control of SCI material in the DO. A recent IG report recommended that OIS play an active role in this undertaking.

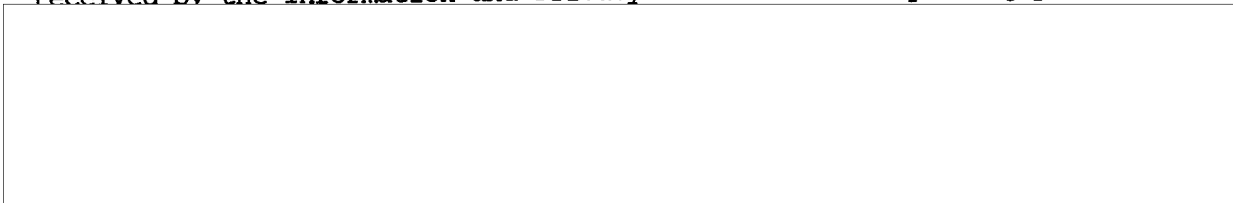
6. The National Archives and Records Administration (NARA) under the auspices of OIS is preparing a three-day course on records disposition tailored to records management problems and requirements unique to the Agency. The course is scheduled from 19-21 August at the Ames Building. Directorate and component RMOs will be provided a course outline and invited to offer suggestions on the course content. The Information Management Staff (IMS), DO, has requested places for 16 students.

7. Chief, IMS, DO, and several members of his staff visited the AARC for a tour and briefing. Discussions centered on the large volume of DO records scheduled for disposition review in 1987 and 1988. There are 621 cubic feet of records to be reviewed in 1987 and 4,278 cubic feet in 1988.

8. *The archivist at the Melville Memorial Library, State University of New York sent five packages of classified documents from the personal papers of the late Senator Jacob Javits to NARA requesting that the documents be declassified. NARA in turn sent one of the documents containing CIA equities to the Agency for review under the mandatory review provisions of Executive Order 12356. The document was reviewed, sanitized, and released to NARA for return to the Melville Memorial Library. This is an example of how NARA can assist the Agency in overcoming concerns about classified information in personal papers that find their way into state historical societies, universities, or libraries.

9. *The backlog of initial FOIA requests was reduced again this week and now stands at 1373. This compares with the backlog of 2324 this time last year and 3068 two years ago. Among the interesting FOIA requests received by the Information and Privacy Division this reporting period

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Attachment

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11 June 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (4 - 10 June 1986)

1. <u>The Week in Review</u>	<u>4 - 10 June 1986</u>	<u>1986 Weekly Average</u>
a. New cases	64	61.9
b. Cases closed	83	73.5
c. New appeals logged	5	3.6
d. Appeals closed	9	2.8
e. Manpower (man-weeks)	100.6	102.2
2. <u>Current Backlogs</u>		
a. Initial requests - 1373		
b. Requests in administrative appeal - 205		
c. Requests in litigation - 58		
3. <u>Spotlighted Requests</u>		

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STAT HGH/JAE:sh [redacted] (10 June 1986) (FINAL)

Distribution:

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- 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
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- 1 - HGH

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ADMINISTRATIVE-INTERNAL USE ONLY

10 June 1986

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 4 June- 10 June 1986

1. On 6 June, a meeting planned to work out procedures for logging the results of Historical Review (HR) into the ORIS database system was attended by the OIS Legal Advisor and representatives of CRD, IPD, IRMD, and the OIS Management Staff. The meeting broadened into a discussion of the legal consequences when CIA will possess verbatim copies in ORIS of CIA documents whose legal ownership will have been transferred to the National Archive and Records Administration under the CIA Historical Review Program. The predominant feeling was that the copies of Historical Review documents in ORIS will be legally subject to requests under FOIA, the Privacy Act, or Executive Order 12356. Historical Review documents would differ from the material also in ORIS released under FOIA, PA, or mandatory requests only in that Historical Review documents were originally declassified through a systematic type review program. The fact of CIA possession of copies, rather than who has legal ownership of the originals, would be the deciding factor.

2. Participants of the above meeting also discussed the issue of what statutes to apply to declassification and release under Historical Review. CRD applies E.O. 12356, which aims at protecting national security interests. Section 3.4(c), however allows information cleared of national security interests to be withheld if that is called for by the provisions of "applicable statutes." Participants at the meeting felt that Historical Review documents to be in ORIS should have been cleared under all statutes and ready for public access without further screening from the CIA point of view. CRD has been consulting for some weeks with the OIS Legal Advisor on whether and how to apply the "applicable statutes" to Historical Review. When adequate guidelines are formulated to do this, the first application will be to the 1945-55 records of the O/DCI and the records on the U-2 program.(U)

3. The subject of logging procedures became the subject of a follow-up meeting on 9 June between CRD, IPD, the OIS Planning Officer and Legal Advisor. A strong preference was expressed to have inputting into ORIS done in one place under central direction. A preliminary agreement was made to detail CRD personnel to input for Historical Review on IPD's premises.

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4. For some time OIS has been concerned over classified documents in the private papers of U.S. congressmen who usually donate their papers to home state historical societies or universities which raises concern over the storage and possible release to the public of classified information.

ADMINISTRATIVE INTERNAL USE ONLY

10 June 1986

We have one example where the archivist at the Melville Memorial Library at the State University of New York at Stony Brook sent five packages of classified items from the private papers of the late Senator, Jacob Javits, to the National Archives and Records Agency (NARA) with the request that they be declassified. They asked that if the Archives was unable to release the papers that they be reviewed by the appropriate agency under the mandatory review provisions of E.O. 12356. One of the documents was eventually sent to CIA for declassification review (E85-0103). The document was not from the Executive Branch, but was a 1974 Senate Foreign Relations Committee report of an interview by their staffers of certain State Department personnel on the subject of overseas electronic surveillance. NARA has been able to extend the mandatory provisions of E.O. 12356 to cover such non-Executive Branch documents, when Executive Branch equities have been concerned.


C/CRD

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10 June 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM: [REDACTED]

Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (4 - 10 June 1986)

1. WORK IN PROGRESS

25X1 a. TRIS Usage. [REDACTED] Information Technology Branch, continued his visits to Agency registries to review TRIS procedures. This past week he visited the Office of Development and Engineering, Office of Security, and Intelligence Community Staff registries. The standardization of TRIS data fields continues to be a problem. Meetings with each Directorate RMO and their registry chiefs will be scheduled in the near future to discuss this issue and any other problems relating to TRIS. The only remaining registry left to be visited is the Office of Imagery Analysis registry.

b. ORIS/Historical Review Program. The Requirements Evaluation and Training Section (RETS), ITB, successfully completed the retesting of the ORIS/Historical Review Program input menu on 4 June. The RETS will now begin writing the new menu procedures for the DECAL/ORIS Users Manual and when this is completed the personnel responsible for inputting the information into ORIS will be trained by RETS.

25X1 c. Top Secret Documents. Messrs. [REDACTED]
25X1 [REDACTED] OIS annuitants, continue to review DI/OSWR holdings at the Records Center in an effort to locate unaccounted for TS collateral documents. Review activity for the week resulted in 305 documents being located; 222 were on record as charged to OSWR and 83 were listed for follow-up review by the Document Accountability Section (DAS). Search activity will continue on the remaining 56 OSWR retirement jobs.

25X1 [REDACTED] DAS, continues to process information for collateral TS documents located by OIS annuitants. The processing of annuitant findings from the DO has been completed with follow-up data entry actions required by the DO/TSCO. The processing of the findings from the search of the DI/OSWR retired holdings also continues. [REDACTED] DAS, continues the

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review of hard copy documentation provided by DO/Operations Group/Sensitive Information Section to identify document control information that should not have been converted to the new TSCADS. Another 185 items were deleted from the system this week.

25X1 [redacted] DAS, continues to assist the DCI Executive Registry in correcting TSCADS data entries.

The OC/OL Information Services Center (ISC) completed the annual inventory of Top Secret documents charged to the Office of Logistics. All documents were verified and the inventory list will be forwarded to ICB/DAS this week. Efforts are now being directed towards the annual inventory of Top Secret documents charged to the Office of Communications.

2. SIGNIFICANT EVENTS/ACTIVITIES

25X1 a. Records Preservation Program. [redacted]
Information Management Branch, visited the Agency Archives and Records Center (AARC) on 4 June 1986 to instruct AARC personnel in the practice and operational procedures for the reinspection of permanent record microforms. This process is one aspect of the preservation program being implemented at the AARC to support the
25X1 Agency Historical Review Program. [redacted] briefed five members of the Archives Section on the purpose of the preservation program and the requirements for the archival storage, inspection, use, and disposition of permanent record microforms. The briefing was followed by a general introduction to the film inspection equipment (microscope, densitometer and light table), and two one-on-one sessions where individuals took resolution and density readings from test targets on film and visually inspected the film
25X1 for physical imperfections. It is anticipated that [redacted] will return to the AARC the week of 9 June to complete the instruction for the remaining four members of the Archives Section.

25X1 b. Information Security Oversight Office (ISOO) Matters.
[redacted] Agency Security Classification Officer (ASCO), prepared a memorandum for the DDA's signature to the DDI concerning a comprehensive community-wide document review being conducted by the Information Security Oversight Office (ISOO). A two-day review of Agency documents is scheduled to begin during the latter part of July. The memo advises the DDI that, because the review will focus on finished intelligence only, it will be limited to the DI.

The ASCO prepared a letter for the DDA's signature to the Director, Information Security Oversight Office (ISOO), making a matter of record the Agency concerns regarding three of the

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information security initiatives ISOO forwarded to the NSC. Although, the Agency had previously advised ISOO of our concerns during the discussions that took place in October 1985, this memorandum serves as a written record of the Agency's position concerning ISOO Initiative Nos. 1, 2, and 13.

25X1 c. Records Disposition Course. Chief, IMB, and [redacted] met with Mr. Dick Wire of the National Archives and Records Administration (NARA) to discuss plans for the upcoming Records Disposition Course sponsored by OIS. NARA is preparing a three-day course on records disposition that will be tailored to address records management problems and requirements unique to the Agency. The course will run from 19-21 August and will be held at the Ames Building. The Directorate and component RMOs will be provided with a sample syllabus explaining the material to be covered in the various sessions and are invited to offer suggestions to further tailor this course to meet their own particular needs. The Information Management Staff (IMS), DO, has already requested they be permitted to send 16 IMS personnel to the course.

d. Information Services Center Activities. The Office of Communications has transferred the custodianship for all communications equipment located in the [redacted] to the ISC personnel. This additional responsibility requires the ISC personnel to change the crypto cards periodically in the equipment and to conduct periodic inventories of the crypto equipment charged to their custodianship. 25X1

25X1 A second Delta Data computer terminal was recently installed in [redacted]. This terminal will enable the ISC personnel to keep pace with the growing volume of document information that must be entered into the TRIS data base for ISC customers.

25X1 e. Records Center Activities. [redacted] Chief, Information Management Staff (IMS), DO, and other members of his staff visited the Agency Archives and Records Center (AARC) on 2 June for a briefing and tour of the AARC. Discussions centered around the large volume of DDO records stored at the Center that are scheduled for review during 1987-88. There are 621 cubic feet of records to be reviewed in 1987 and 4,278 cubic feet in 1988. [redacted] 25X1

25X1 Messrs. [redacted] met with the Chief, AARC, at the AARC facility on 3 June. Personnel matters and records activities were discussed with AARC management. Also, job interviews were conducted with candidates for an AARC technical and 25X1 an AARC clerical position. Messrs. [redacted] toured the physical facilities, noting the ceiling leaks, alarm deficiencies, and shelving and expansion plans.

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Records Center personnel performed the following activities during the week:

RAMS:	Made 19 additions and 4 changes.
ARCINS:	Jobs received/edited: 12.
	Jobs keyed: 19 consisting of 2,069 entries.
	Jobs completed: 18.
Accessions:	Received 9 jobs totaling 58 cubic feet.
References:	Serviced 1,651 requests for records (270 for annuitants).

3. SCHEDULED MEETINGS

25X1 [redacted] Acting Chief, Information Control Branch, will meet this week with a representative of the Directorate of Operations and the Office of Security to discuss a course of action to strengthen the control of SCI material in the DO. A recent IG report recommended that OIS/IRMD play an active role in remedying the situation and provide assistance as necessary.



ADMINISTRATIVE -INTERNAL USE ONLY

10 June 1986

MEMORANDUM FOR: Director of Information Services

STAT FROM:

[Redacted]

Chief, Regulatory Policy Division, OIS

SUBJECT:

Regulatory Policy Division Activities
4-10 June 1986

1. RPD is currently processing 126 jobs, a slight increase over last weeks total of 116. (U)

STAT 2. [Redacted] prepared a priority Headquarters Notice initiated by the Executive Officer to the DDA explaining to all employees the circumstances surrounding an article in a Vienna, Virginia newspaper alleging Ku Klux Klan activity at CIA.

STAT 3. [Redacted] initiated by OIS/IRMD to remind employees of their responsibility to adhere to the classification procedures prescribed in E.O. 12356, has been forwarded to the DDA for approval.

STAT 4. Concurrence has been received from Chief, CRD and the OIS Legal Advisor on Draft C comments to [Redacted] A final version of this regulation will be prepared and submitted to the DDA for approval.

STAT 5. [Redacted] is processing a priority Employee Bulletin entitled, "Summary of the Federal Employees' Retirement System Act of 1986". This bulletin was initiated by the Office of Personnel to explain the major provisions of this new retirement legislation which was signed into law by the President on 6 June 1986.

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