

ADMINISTRATIVE - INTERNAL USE ONLY

5 June 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Director of Information Services

SUBJECT: OIS Weekly Report (29 May - 4 June 1986)

1. *The Chief of the Agency Archives and Records Center (AARC), OIS, briefed the Agency's senior Records Management Officers (RMOs) on the acute shortage of storage space at the Center. He focused on records recalled by Agency components for over one year and for which space is held pending their return. He emphasized that this encumbers space needed for the storage of newly accessioned records. The RMOs agreed that if recalled records are not returned to the AARC within six months, or an extended retention period justified, the reserved space will be assigned to new record deposits.

2. *OIS has obtained the concurrence of directorate and Office of the DCI representatives on procedures for recording in the Officially Released Information System (ORIS) the documents that will be transferred to NARA under the Historical Review Program (HRP). Inclusion of the HRP material is another step toward ensuring that all approved releases are recorded and can be retrieved. As for FOIA and other official releases, HRP material transferred to NARA will be keyword indexed and filmed. Efforts are underway to establish an on-line system for officially released material.

3. *At the request of the Office of Congressional Affairs (OCA) the Classification Review Division (CRD) reviewed a sampling of classified World War II records from the Library of Congress (LoC) for possible declassification. The records are reports from the Mediterranean Theatre. CRD found none of the records in the sampling to meet current classification criteria, but has offered to review the entire holdings for CIA/OSS equities. A report of the findings was sent to OCA for forwarding to LoC.

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4. An OIS-sponsored Introduction to Micrographics Seminar was held from 28 through 30 May 1986. Its purpose was to provide an overview of micrographics technology and to show how micrographics technology can be used in archival and office applications. Also included was information about the Agency's centralized micrographic services and the Agency Micrographics Program. The light, informative approach to the subject by the micrographics consultant was well received by the 29 attendees.

5. The Agency Classification Security Officer (ACSO), assigned to the Information Resources Management Division (IRMD), briefed the Directorate RMOs on the upcoming Information Security Oversight Office two day review of selected Agency documents from the Directorate of Intelligence. Arrangements are being made through the DI/RMO.

6. OIS representatives attended a briefing by TAB Products on its new Laser-Optical Filing System. The initial workstation, which includes a laser scanner, printer, and PC, costs \$125,000. Depending on additional equipment, the cost of the system could be as high as \$250,000. The laser scanner with its high resolution was impressive. The retrieval capability of the system, however, was somewhat limited.

7. IRMD representatives met with the Deputy Director of Communications and his representatives to discuss IRMD's draft survey report on the Office of Communications' information management program. The report contains twenty-seven recommendations to simplify or improve OC's information handling and records management practices. OC has accepted the recommendations and designated the OC/RMO to work with designated OC division personnel to implement the changes. A formal report will be sent to the Director of Communications.

8. The backlog of initial requests was reduced again this week and now stands at 1392. This compares with a backlog of 2334 one year ago and a backlog of 3065 two years ago. The Agency is still considered the repository of anything and everything. An FOIA request was received this week asking for all information pertaining to subliminal communications, techniques, processors, messages, control, perception, and any related topics. A separate report from the Information and Privacy Division is attached.

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Attachment

ADMINISTRATIVE-INTERNAL USE ONLY

4 June 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted Name]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (28 May - 2 June 1986)

| 1. | <u>The Week in Review</u> | <u>28 May - June 1986</u> | <u>1986 Weekly Average</u> |
|----|---|---------------------------|----------------------------|
| a. | New cases | 65 | 61.8 |
| b. | Cases closed | 70 | 73.2 |
| c. | New appeals logged | 0 | 3.6 |
| d. | Appeals closed | 2 | 2.6 |
| e. | Manpower (man-weeks) | 80.1 | 102.3 |
| 2. | <u>Current Backlogs</u> | | |
| a. | Initial requests - 1392 | | |
| b. | Requests in administrative appeal - 209 | | |
| c. | Requests in litigation - 58 | | |
| 3. | <u>Spotlighted Requests</u> | | |

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STAT IPD/FBR:sh [redacted] (3 June 1986) (FINAL)

Distribution:

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- 1 - DCI History Staff
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- 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

STAT 25 - DDO/IMS [redacted]

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ADMINISTRATIVE-INTERNAL USE ONLY

3 June 1986

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 28 May-3 June 1986

1. On 28 May, OIS obtained the approval of the Directorates and of O/DCI to record in the ORIS database system the documents that will be transferred to NARA through the historical Review Program. This approval was in the form of a consensus among the IRO or RMO of the O/DCI and each Directorate--except the DS&T which was not represented--who attended a meeting on the above date. At the meeting, OIS representatives made a presentation on how the ORIS system, formerly DECAL, has been modified to handle HRP as well as FOIA-mandatory material. A general discussion followed that answered questions of the Directorate-O/DCI representatives on the details of the system and on potential problems the representatives perceived.

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2. The use of ORIS for the HRP is a major step toward centralizing information on what has been released to the public. The inclusion of FOIA, mandatory, and Historical Review releases means that ORIS will contain the information that CIA releases either through systematic review type programs in which CIA takes the initiative or through public-request programs. The documents transferred to NARA via the Historical Review Program, like FOIA releases, will be recorded in verbatim text as well as by data elements that facilitate identification and searches. The ORIS system will be able to separate out HRP material from material released through FOIA and mandatory requests.

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3. The Office of Congressional Affairs (OCA) has asked CRD to review a sampling of classified WWII records of the Library of Congress for declassification, and to provide declassification guidelines for the remaining documents in the series. The records are the reports of Manuel Sanchez, who served in the Mediterranean Theater (Italy, Algeria, Spain and Portugal) as the Library's Foreign Representative. Mr. Sanchez was attached to the Military Intelligence Detachment in Italy, and in addition to his duties of acquiring publications and maps for the Library, performed similar classified duties on behalf of the OSS and military intelligence. Our review of the sampling indicates no currently classified information, but we have offered to review the entire holdings for possible CIA/OSS equities, including the names of OSS personnel that may not have been acknowledged. The report of our findings was sent to OCA

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Chief, Classification Review Division

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3 June 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Information Resources Management Division

SUBJECT: IRMD Weekly Report (28 May - 3 June 1986)

1. WORK IN PROGRESS

25X1 a. TRIS Usage. [Redacted] Information Technology Branch, visited the OC/OL registry on 29 May 1986, to address problems or concerns regarding CDOCS. The computer printouts reviewed indicated some inconsistencies in data entered in the "TO" and "FROM" fields in TRIS. OC/OL explained that the discrepancies were due to a new person entering data into the system. OC/OL are having no other problems with TRIS.

25X1 b. Top Secret Documents. OIS annuitants, [Redacted] and [Redacted] 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 470 documents being located; 408 were on record as charged to OSWR and 62 were listed for follow-up review by the DAS. Search activity will continue on the remaining 63 OSWR retirement jobs.

25X1 [Redacted] DAS, continues the 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. 117 items were deleted this week from the system. [Redacted] DAS, continues to process information on collateral TS documents located by the OIS annuitants. The search of the DO/Evaluation and Planning Staff retired holdings identified 1102 documents being located. A comparison of these findings with DAS files identified 440 documents previously on record as being downgraded to Secret. A list of these documents, along with amending TSCADS data entries, will be identified to the DO/TSCO for action.

25X1 [Redacted]

[Redacted]

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CONFIDENTIAL2. SIGNIFICANT EVENTS/ACTIVITIES

25X1 a. Micrographics Seminar. The Office of Information
 25X1 Services' sponsored Introduction to Micrographics Seminar was
 conducted at the Chamber of Commerce Building, 28 through 30 May
 1986. [redacted] Information Management Branch, served
 as the Course Coordinator. [redacted] reported that the light,
 informative approach to the subject by instructor Bill Doudnikoff,
 micrographics consultant, was well received by the 29 attendees.
 The purpose of the seminar was to provide a general overview of
 micrographics technology - its processes, procedures, and
 equipment, as well as to show how micrographics technology can be
 applied in archival and office applications. It was also intended
 to acquaint the students with the Agency's centralized
 micrographic services provided by Printing & Photography Division,
 OL; the Agency Micrographics Program and the role of the Agency
 Micrographics Officer (AMO/OIS) in managing Agency micrographics.
 An initial review of student critiques indicates that these goals
 were successfully achieved.

25X1 b. ISOO matters. [redacted] Agency Classification
 25X1 Security Officer (ACSO), briefed the Directorate Records
 Management Officers' meeting on 30 May. [redacted] discussed the
 upcoming Information Security Oversight Office's (ISOO) two day
 review of selected Agency documents scheduled for late July.
 Since the review will be limited to finished intelligence
 disseminated to the Intelligence Community, the Directorate of
 Intelligence was selected as the directorate for the review.
 A memorandum is being prepared for the DDA's signature advising
 the DDI of the upcoming review. Preliminary arrangements for the
 review are being worked out with the DI Records Management Officer.

25X1 [redacted] ASCO, has made arrangements to brief
 the Directorate of Operations (DO) Information Management
 Officer's (IMO) on classification procedures and policy on 11
 June. In addition to discussing routine classification
 procedures, classification problems unique to the DO will also be
 addressed.

25X1 c. Records Center Space. [redacted] Chief, Agency
 Archives and Records Center (AARC), briefed the Agency's senior
 records management officers on the acute shortage of space in the
 Records Center at the Directorate Records Management Officers
 (RMO) meeting on 30 June. Currently, records can be temporarily
 recalled by the Agency components and the Records Center space is
 reserved for the records when they are returned. Some records
 have been charged-out to Agency components for over one year. The
 policy of reserving Records Center space for recalled records has
 become burdensome and is not the most effective and efficient way
 to use the limited space available. The RMOs agreed unanimously
 to limit the recall of temporary records to six months. If the
 records are not returned within that time, or justified for an
 extended retention period, the reserved space will be cancelled
 and used for new records deposits accessioned to the Records
 Center. The charged-out records would then have to be deposited
 under a new job number for deposit in the Records Center. [redacted]

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d. Personal Computer (PC) Security Messrs. [redacted] and [redacted] ISSD/Office of Security, were guest speakers at the Directorate Records Management Officers (RMO) meeting on 30 June. They addressed all aspects of Personal Computer security. The control of all data by the user and the fact there is no auditing of PC data such as that associated with mainframe controlled data cause OS considerable concern. Other items discussed were the need to protect used disks, OS involvement in the planning stage, the requirement to have a security plan, where the PC is placed, level of classification stored in the PC, fixed-disk vs. removable disk and use of PCs in a controlled environment. [redacted]

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e. Laser-Optical Filing System. [redacted] Chief, Information Technology Branch, Chief and Deputy Chief, Information Privacy Division, and other Office of Information Services representatives attended a briefing by TAB Products on their Laser-Optical Filing System on 28 May. The initial workstation, which includes a laser scanner, printer, and PC, costs \$125,000. Depending upon additional equipment, the cost of the system could be as high as \$250,000. The laser scanner with its high resolution was very impressive. The retrieval aspect of the system, however, was somewhat limited in its capabilities.

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f. Information Handling Surveys. [redacted] ICB, met with the Deputy Director of Communications, Chief of Operations, four division chiefs, and the Records Management Officer (RMO) to discuss the draft report concerning the survey of the Office of Communications' information management program. The survey report contains twenty seven recommendations to simplify or improve OC's existing information handling and records management practices. [redacted] C/OPS, expressed OC's acceptance of the study's recommendations and designated the OC/RMO as the focal point to work with appointed division representatives to implement the changes. The report will be put in final form as agreed to at the meeting, and officially submitted to the Director, OC for action. [redacted]

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g. ISC Activities. The Ames ISC continues to cross train ISC personnel in the DAC operations. [redacted] has completed a month's training in DAC. [redacted] begins the same training session this week. [redacted] are starting their second month of training in registry procedures in the ISC which will be dedicated to TRIS training.

The OC/OL ISC received its third Delta Data terminal which will be used primarily to maintain OC's cable suspense system.

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h. Records Center. Records Center personnel performed the following activities during the week:

| | |
|---------------|--|
| RAMS: | Made 10 additions and one deletion. |
| ARCINS: | Jobs received/edited: 7. |
| | Jobs keyed: 8 consisting of 671 entries. |
| | Jobs completed: 4. |
| | Title searches: 8. |
| Accessions: | Received 16 jobs totaling 157 cubic feet. |
| References: | Serviced 1,575 requests for records. |
| Special Runs: | One to DO which required two hours of overtime. |

3. SCHEDULED MEETINGS

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[redacted] ICB, will be attending the DDS&T Orientation Course on 4 June at the Headquarters auditorium.

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[redacted] RPD, will report to the Ames Building ISC for training in registry procedures, on a half day basis for at least two weeks.

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3 June 1986

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Regulatory Policy Division, OIS

SUBJECT:

Regulatory Policy Division Activities
27 May - 3 June 1986

1. RPD is currently processing 116 jobs, a slight decrease over last weeks total of 121. [Redacted]

2. The DDS&T/IRO advised RPD that the Deputy Director for Science and Technology was cancelling the Employee Bulletin commemorating the 30th anniversary of U-2 overflights. The bulletin contained information on a new exhibit at the Smithsonian Institution's National Air and Space Museum entitled "Looking at Earth." The exhibit depicts the history of aerial reconnaissance and includes an actual U-2, its camera system, and examples of photography from U-2 missions. However, because of the sensitivity still associated with the U-2 program, the bulletin was cancelled.

3. The Chief and Deputy Chief, RPD and [Redacted] met with [Redacted] and [Redacted] from the Office of Finance (OF) to discuss the proposed revision of [Redacted]. The Office of Finance wants this revised regulation published by 1 July 1986 in order to conform to a Government-wide General Services Administration (GSA) regulation that will become effective on that date. A Headquarters Notice and a cable to field stations will also be required to alert employees of the impending changes. Chief, RPD agreed to expedite the processing of this regulation to meet the 1 July deadline, but reminded Messers [Redacted] that this revision will supersede two other changes to [Redacted] now being processed by RPD that were almost ready for publication.

[Redacted]

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