

ADMINISTRATIVE - INTERNAL USE ONLY

15 May 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (8 - 14 May 1986)

1. *The Chief, Classification Review Division (CRD) met with the Chief, History Staff (O/DCI) to discuss an incomplete Allen Dulles manuscript on the USSR which was found during the historical review of records from the Office of the DCI. The discussion lead to an agreement that CRD would make notes describing any material determined to be of outstanding historical value so it may be more easily relocated in the future.

2. *The Agency Security Classification Officer from IRMD and Steven Garfinkel, Director, Information Security Oversight Office (D/ISOO), met with Office of Security (OS) representatives for a briefing on 43 unauthorized disclosures of classified information that occurred during the past six months. These unauthorized disclosures have been referred to the Department of Justice (DoJ). OS's internal investigations have developed sufficient leads in 11 cases to justify further DoJ investigation. Investigations are not likely to be pursued in the remaining 32 cases because there is inadequate information to narrow the list of possible perpetrators. The meeting participants also exchanged views on the difficulties in bringing an investigation of unauthorized disclosure to a successful conclusion.

3. The 1986 inventory of the Agency's Top Secret (TS) collateral documents was initiated during the reporting period. Thirty components were provided listings of their TS documents for verification. After the inventories have been verified, an audit will be conducted of each component's TS holdings and document handling procedures.

4. OIS annuitants continued their search for Top Secret collateral documents in component holdings at the Agency Archives and Records Center. Their efforts focused on records of the Office of Development and Engineering and the Office of Scientific and Weapons Research. A total of 54 records deposits were searched and 366 TS documents were found. Of this number, 313 were on record as properly charged, but the ownership of the other 53 require followup research. Results of the searches and review continue to be put into TSCADS, a subset of TRIS.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

5. The OIS Planning Officer and representatives from the Information Technology Branch, Information Resources Management Division (IRMD), visited the Air & Space Museum to see a demonstration of its optical disk system. This system enters documents by optically scanning and then storing them in digital form. A user can retrieve information by word search without having to index individual documents. This technology can be adapted to the Officially Released Information System (ORIS). IRMD representatives will return to the Air & Space Museum with copies of documents released under FOIA to see a demonstration of their conversion to digital form. The estimated cost for such a system, including hardware and software, is \$120,000-\$130,000.

6. An IRMD representative visited the Kodak Company for a demonstration of the Kodak Information Management System (KIMS). This system uses both microfilm and optical disk technologies for converting film images to digital form and sending them to workstations. The system also can be adapted for use by the Officially Released Information Program. The cost for such a system, as applied to Agency needs, probably would be in excess of \$100,000.

7. An IRMD representative met with the Chief, Copier Management Staff, Printing and Photography Division, OL, and two members of his staff to discuss the possibility of establishing a copy center in the Information Services Center [redacted] The location of the AHS/ISC makes it attractive as a central copying facility. A followup meeting has been scheduled.

8. *The twelfth increment of OSS records, consisting of 212 cubic feet, was transferred to NARA on 13 May 1986. The records include intelligence reports prepared in Europe, the Middle East, and the Far East and cover all phases of military, political, and economic intelligence. The Agency has transferred a total of 1,698 cubic feet of OSS records to NARA.

9. With the expiration of the current sixty-day review period allowed the Senate Select Committee on Intelligence (SSCI), the new records control schedules of the Offices of Communications, Logistics, and Finance have been implemented. Moreover, The National Archives and Records Administration recently approved the records control schedules of the Offices of Information Technology and Personnel. Following SSCI review, all of the Directorate of Administration's schedules will have been revised and implemented.

10. The revised Agency Forms Catalog has been printed and distributed to all Agency Records Management Officers (RMOs) and Logistics Officers. The catalog contains a listing of all approved forms and should help users obtain needed forms in a more timely manner. Plans are being made to make this information available to RMOs on their computer terminals.

ADMINISTRATIVE - INTERNAL USE ONLY

11. *The Classification Review Division (CRD) continues its special review of OSS and National Security Council (NSC) records. The OSS segment consists of classified remnants of previously reviewed Research and Analysis (R&A) files later placed on microfilm by NARA which would like as many as possible to be declassified. The NSC records are the first under its new systematic review program wherein NARA is asked to coordinate their declassification with Agencies whose equities are affected. CRD has reviewed three boxes and anticipates a continuing flow of such material from the NSC.

12. A survey of the information management practices of the Office of Logistics began on 14 May 1986.

13. *The backlog of initial FOIA requests fell by five cases this week and stands at 1420. This compares with 2396 cases one year ago and 3103 cases two years ago. The Department of Justice is promoting a bill that would substantively amend the Freedom of Information Act (FOIA). Among other things, the bill contains new and troublesome provisions concerning fees that would effectively eliminate the recovery of any sums, exponentially increase the number of requests received and the time required for response, and, in turn, the costs of administering the act. More details as well as other items of interest are included in a separate report from the Information and Privacy Division.

STAT



Attachment

ADMINISTRATIVE-INTERNAL USE ONLY

14 May 1986

MEMORANDUM FOR: Deputy Director for Administration

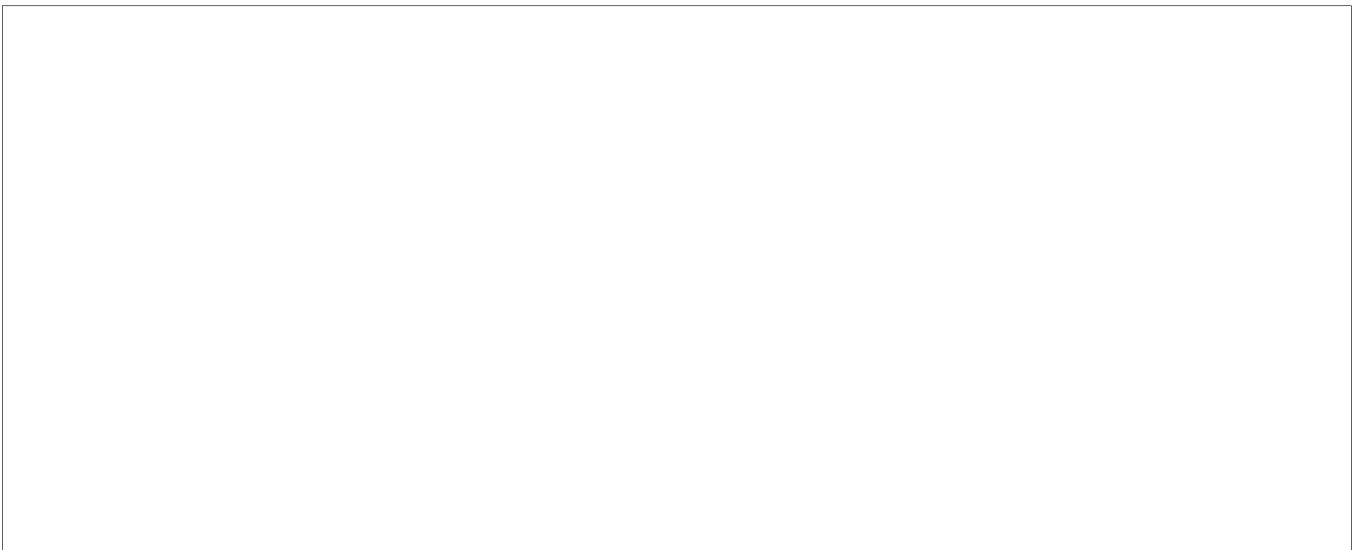
FROM:



Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (7 - 13 May 1986)

1. <u>The Week in Review</u>	<u>7 - 13 May 1986</u>	<u>1986 Weekly Average</u>
a. New cases	60	61.3
b. Cases closed	65	73.0
c. New appeals logged	2	3.6
d. Appeals closed	1	2.5
e. Manpower (man-weeks)	116.5	103.7
2. <u>Current Backlogs</u>		
a. Initial requests - 1420		
b. Requests in administrative appeal - 208		
c. Requests in litigation - 57		
3. <u>Spotlighted Requests</u>		



ADMINISTRATIVE-INTERNAL USE ONLY

Page Denied

ADMINISTRATIVE-INTERNAL USE ONLY

STAT

5. Special Items of Interest

a. As reported last week, the Department of Justice continues in its efforts to promote a bill, also endorsed by Representative English, to substantively amend the FOIA notwithstanding the strong opposition of the other Executive Branch agencies and departments. Our concerns are numerous.

First, while the bill provides some relief to the FBI (relating to intelligence, CI, or terrorism), it fails to protect similar files in the hands of other agencies. Indeed, by the absence of appropriate language, it could be argued that this provision limits to the FBI and thus abrogates to the other agencies the existing, judicially-established "glommar."

Second, as to fees, the bill contains new and troublesome provisions which effectively would eliminate the recovery of any sums, exponentially increase the number of FOIA requests received, and, in turn, the costs of administering the Act as well as the time required for a response.

Third, as to sanctions, the bill provides that a Court may issue a finding not only with respect to the wrongful withholding of records, but also (1) destruction, removal or alteration of records, (2) fee estimates and denials of fee waivers, and (3) denials of expedited access. The practical effect of this proposal would be to increase litigation demands and burdens on all Executive Branch agencies.

Fourth, as to expedited access, the bill requires all requests for expedited access to be decided and responses transmitted within five (5) days of receipt. Moreover, failure to comply would subject the government and individual officers to the new penalty provisions irrespective of good faith, due diligence, or other defense. In addition, the proposed section does not purport to define "compelling need," but rather authorizes each agency to promulgate regulations thus insuring yet more litigation.

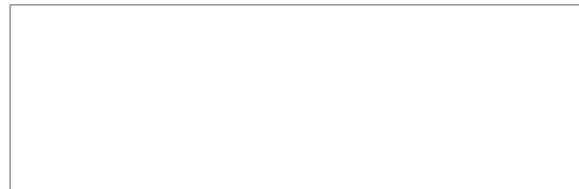
ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

In sum, while the FBI has clear needs for the relief provided, it must be applicable government-wide if it is to have any efficacy, and, moreover, the totality of the provisions would significantly impede our general operations, our improved level of compliance with the FOIA, and the gains made to date through the CIA Information Act.

At the last inter-agency meeting on the proposed bill, chaired by the DOD General Counsel on 7 May, and attended by C/IPD and CIA General Counsel, the Assistant Attorney General stated his surprise at the strong level of opposition from the various agencies and promised to reconsider the Department's position before moving forward. A response from DOJ is expected by this Friday.

STAT



ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

STAT IPD/CAS:sh, [redacted] (13 May 1986) (FINAL)

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

STAT 25 - DDO/IMS [redacted]

1 - DDI/IRO

1 - DDA/IRO

1 - IC/IRO

1 - OTE/MAT

1 - OIS/LA

1 - IRG/OS

1 - IPD Subject

1 - IPD Chrono

1 - IPD Reading Board

1 - HGH

ADMINISTRATIVE-INTERNAL USE ONLY

13 May 1986

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 6 May - 14 May 1986

25X1 1. At the request of the Office of Security, CRD conducted a security analysis of numerous documents believed to have been compromised by Larry Chin, a former Agency employee convicted of espionage on behalf of the PRC. This analysis was primarily for use by the Department of Justice in preparing its case against Chin. A complete damage assessment has not yet been made, and since the damages would involve more than one Agency component, it has not been determined whether the task will be assumed by the CI staff or the EA desk in the DO. Both have stated that they are shorthanded for making such a damage assessment and the records are expected to number in the thousands. CRD has contacted both CI Staff and EA Division and has offered to assist them in preparing the assessment. [redacted]

25X1 2. On 12 May, HRB/CRD briefly discussed with Chief, DCI History Staff, an uncompleted Allen Dulles manuscript on the USSR found during Historical Review of O/DCI records. The subject of discussion was then extended to all material that may be encountered that would be of outstanding historical value, such as the original CIA-Lockheed contract for the U-2 or the original mission plots for U-2 flights annotated with modifications noted by President Eisenhower. It was informally agreed that HRB will make notes describing the material and its location in CIA's records so that they may be easily re-located in the future. [redacted]

25X1 3. Consultation was held with C/IPD and DC/IPD to make available to CRD completed mandatory review cases so CRD can:
1) check the final result to see if the coordinating review agreed with that of the CRD reviewer and if not to record the differences; and,
2) to put items of questionable classifiability into the Released Information Management System (RIMS) to help us be consistent in future classification decisions. [redacted]

25X1
25X1 [redacted]

[redacted]


CONFIDENTIAL

13 May 1986

4. CRD continues to expend two man days each week at NARA on a special review of OSS and NSC records. The OSS records are the classified remnants of the Research and Analysis (R&A) files originally reviewed 1972-75 and which are now to be put on microfilm to preserve the paper records. To maximize the microfilm effort NARA wants as many of the documents declassified as possible. We have reviewed about six feet of R&A records during recent weeks and have about seven feet left to do. About ten percent are being declassified. The NSC material is the first reviewed by NSC in their new systemic review program. In their review NSC tabs each document to indicate which agencies must be coordinated with and sends the boxes to NARA to handle the coordination process. CRD has review three boxes since the beginning of 1986 and we anticipate the modest flow of such records will continue indefinitely.

25X1

25X1


Chief, Classification Review Division

CONFIDENTIAL

CONFIDENTIAL

13 May 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM: [REDACTED]

Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (7 - 13 May 1986)

1. WORK IN PROGRESS

25X1 a. TS Documents. OIS annuitants continued their search for TS collateral documents in component holdings at the Agency Archives and Records Center. Their efforts focused on records for the Offices of Development and Engineering, and Scientific and Weapons Research. A total of 54 retirement jobs were searched and 366 TS documents were found. Of this number, some 313 were on record as charged to those offices, while the ownership of the other 53 required followup research. [REDACTED] Information Control Branch, continued processing information on documents located by the annuitants into the TSCADS system. Processing of other information provided by the Directorate of Operations by [REDACTED] 25X1 resulted in the identification of four unaccounted for documents.

DO officers continued their search for unaccounted for TS documents in the office areas of the Near East Division. No additional TS documents were found last week.

25X1 The 1986 inventory of the Agency's Top Secret collateral documents was initiated. Thirty offices were issued instructions for the inventory this week and provided listings of their TS documents for verification. This material was prepared by [REDACTED] ICB. After the inventories have been verified, an audit of the component's TS holdings and document handling procedures will be conducted.

25X1 b. Machine-Readable Records. [REDACTED] and [REDACTED] 25X1 Information Management Branch, completed the review of the Office of Logistics' (OL) REALESTATE System User Manual. They then met with representatives of the Real Estate and Construction Division, OL, to conclude their research on the REALESTATE System. The REALESTATE System was found to be housekeeping in nature and the information processed by the system was identified as disposable under the provisions of NARA's General Records Schedule 20, Machine-Readable Records. A system description has been written and it will be added to the inventory of Agency computer systems.

25X1 [REDACTED] CONFIDENTIAL [REDACTED]

CONFIDENTIAL

2. SIGNIFICANT EVENTS/ACTIVITIESa. New Technology. [redacted] Chief, Information

25X1 and [redacted] OIS Planning Officer, visited the Air & Space Museum
 25X1 on 6 May to see a demonstration of its optical disk system. The
 25X1 software allows documents concerning museum aircraft to be entered
 into the system by means of a scanner and stored in digitized
 form. Through the software, a user would have the capability to
 retrieve information on any word in the text with the exception of
 "noise words" as defined by the program; the user would no longer
 have to index individual documents. This system could easily be
 applied to OIS' ORIS (Officially Released Information System) and
 ITB will continue to explore the feasibility of this application.
 In the next few weeks, members of ITB will return to the Air &
 Space Museum with examples of documents released under FOIA to see
 how well they can be converted to digitized form. A rough estimate
 of the system's cost, including hardware and software, is
 25X1 \$120,000-\$130,000.

25X1 [redacted] Chief, ITB, [redacted] and
 25X1 [redacted] ITB, visited Kodak on 7 May to see its information
 25X1 management system known as KIMS (Kodak Information Management
 System). This system uses both microfilm and optical disk
 technologies, converting film images to digital form for
 transmission to the workstations. When a document image is
 requested, the system automatically accesses the proper microfilm
 magazine, locates the documents, scans it, and loads the digitized
 images onto the high-speed KIMS network. The KIMS display
 workstation incorporates state-of-the-art features, such as the
 ability to access mainframe data and stored information
 simultaneously, stack document images, view several document images
 simultaneously, update/annotate documents and data, pan, scroll,
 and zoom in on an areas of interest. The cost for such a system is
 contingent upon the configuration of the workstation but probably
 would be in excess of \$100,000. This system could also have
 application to ORIS/DECAL, but would be more costly than the
 Smithsonian system and be more labor intensive to maintain.

b. Office Surveys. The survey of the information
 management program and registry operations of the Office of
 Logistics will begin on 14 May. In preparation for the survey,
 25X1 [redacted] ICB, met with [redacted] Chief, Information Management
 25X1 Support Staff, OL, [redacted] the Records Manager for OL,
 25X1 [redacted] Chief of the [redacted] Information Services Center
 25X1 that supports OL, and [redacted] replacement, to
 25X1 discuss and plan the survey process. [redacted] gave an in-depth
 25X1 briefing on all OL components, describing their functions and
 25X1 interaction. [redacted] ICB, will form the survey
 team, which will begin its work in the Supply Division.

CONFIDENTIAL

CONFIDENTIAL

c. Information Services Centers (ISC):

25X1

[redacted]
 ISC, met with representatives from the Foreign Network Division, Office of Communications, and Message and Data Communication Activity (formerly known as Cable Secretariat) to discuss the updating of FND's cable requirements. Since OIT does not have the manpower to assign a profile writer to work with FND, a working group consisting of a member from each FND section will work on updating the profiles.

25X1

25X1

[redacted] Chief, ICB, met with [redacted] Chief, Copier Management Staff, Printing and Photography Division, OL, and two members of his staff to discuss the possibility of establishing a copy center in the ISC at [redacted]

25X1

25X1

[redacted] The location of the ISC, as well as the copier requirements of Agency tenants [redacted] make the ISC attractive for the establishment of a central copying facility. [redacted] will contact Chief, ICB, at a later date after he has reviewed the [redacted] copier requirements.

25X1

25X1

25X1

25X1

25X1

Ames Building ISC: [redacted] ICB, and [redacted] Chief of the Ames Building ISC, met with [redacted] Chief, Administrative Staff, Office of Global Issues, and [redacted] Chief, OGI Registry, to discuss the service provided by the ISC to OGI elements located in the Ames Building. [redacted] briefed [redacted] who recently joined OGI, on the ISC concept and the extent of OGI's commitment to the Ames Building ISC. [redacted] indicated that the office was pleased with the service provided and was not aware of any problems. [redacted] was invited to visit the Ames ISC to become more familiar with its operation. (C)

25X1

d. OSS Records. The twelfth increment of OSS records, consisting of 212 cubic feet, was transferred to the National Archives and Records Administration (NARA) on 13 May 1986. The records represent Item 22 of the OSS Records Control Schedule: The Washington Registry Intelligence Field Files. This series includes Intelligence Reports prepared in Europe, the Middle East, the Far East and covers all phases of military, political and economic intelligence. To date, the Agency has transferred a total of 1,698 cubic feet of OSS records to NARA.

e. Records Control Schedules. The Senate Select Committee on Intelligence's (SSCI) sixty-day period for reviewing the records control schedules for the Offices of Communications, Logistics, and Finance, expired on 6 May. These schedules had previously been approved by the National Archives and Records Administration, and then forwarded to the SSCI for review. The three approved schedules were forwarded to their respective offices for implementation on 7 May. The records control schedules for the Offices of Information Technology and Personnel recently were approved by NARA and are being prepared for transmission to the

3

CONFIDENTIAL

CONFIDENTIAL

SSCI for review. Upon completion of the SSCI's review of the OIT and OP schedules, all of the Directorate of Administration's schedules will have been revised and implemented. NARA currently is processing the last two Agency schedules in its possession, those for the DCI area and the DS&T. Work is expected to be completed on these later this month.

25X1

f. Unauthorized Disclosures. [redacted] Agency Security Classification Officer, and Steven Garfinkel, Director, Information Security Oversight Office (ISOO), met with Office of Security (OS) representatives for a briefing on 43 unauthorized disclosures of classified information that occurred during the past six months. These unauthorized disclosures have been referred to the Department of Justice for investigation. OS internal investigations developed sufficient leads in 11 cases to justify further DoJ investigation. There is little likelihood, however, that the remaining 32 cases will be investigated by DoJ because OS could not find adequate information to narrow the list of possible suspects. OS personnel provided details on the internal investigation, as well as a brief analysis of each unauthorized disclosure. There was also an exchange of views between Mr. Garfinkel and OS representatives on the difficulties in bringing an investigation of an unauthorized disclosure to a successful conclusion. The Director of ISOO commended the Office of Security on the thoroughness of the briefing.

25X1

g. Agency Forms Program. The revised Agency Forms Catalog has been printed and was distributed to all Agency Records Management Officers (RMO) and Logistics Officers on 13 May. The catalog is intended to assist Agency personnel in determining the availability of various types of forms and the procedures for obtaining them. The catalog contains all approved forms available for use and will be beneficial to users in obtaining needed forms in a timely manner. [redacted] the Agency Forms Management Officer, revised the catalog, and is working with ITB to make the information on forms available to RMOs via their computer terminal.

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

RAMS:	Made 9 additions, 20 changes, and 9 deletions.
ARCINS:	Jobs received/edited: 8. Jobs keyed: 22 consisting of 3,090 entries. Jobs completed: 27.
Accessions:	Received 10 jobs totaling 134 cubic feet.
References:	Serviced 2,479 requests for records.
Dispositions:	Transferred 260 cubic feet of material to the hammermill for destruction.
Special Runs:	Five: one each to NCD, OCA, ORD, O/DDA, and OF.

CONFIDENTIAL

3. SCHEDULED MEETINGS

25X1 [redacted] Chief, ITB, will attend a BIOSTAR briefing
on 14 May.

25X1 Deputy Director of OIS, Chief, IRMD, [redacted]
25X1 (Chief, IRMD designee), [redacted] Chief, ITB, and
25X1 [redacted] ITB, will attend at meeting on 19 May with
representatives from OIT to discuss OIS programming requirements.

25X1 Chief, IRMD, [redacted] Chief, ICB, and [redacted]
25X1 ICB, will meet with [redacted] Chief, Dissemination
Branch, OCR, on 20 May to discuss registry operations.

25X1 [redacted]

13 May 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities
6 - 13 May 1986

1. RPD is currently processing 125 jobs, a modest increase over last weeks total of 111. [Redacted]

25X1

2. On 7 May 1986 the Regulatory Policy Division (RPD) began using TRIS to log and control all regulatory issuances. Although it is too soon to make an accurate assessment, the system seems to be working well and we have received very good support from the Ames Building ISC in resolving the many procedural difficulties that have developed.

25X1 3. [Redacted] addressed the Office of Personnel's Regulations Workshop. The workshop was attended by Personnel Officer Trainees and other OP personnel who are involved in the regulatory process.

25X1 [Redacted] presentation included a discussion of the types of regulatory issuances handled by RPD, the steps involved in processing each of these issuances, and ways in which OP and RPD personnel can work together to improve the system.

25X1 4. The Deputy Chief, RPD met with [Redacted] Chief, Fields Systems Group (DO/IMS) to discuss any present or future plans they might have to include Field Regulations in the DO automated field support system. This discussion was in response to the recommendation made by the CIA Travel Policy Committee that proposed eliminating FR's and replacing them with a single regulatory series that would provide field stations the same policy information available at Headquarters. Although the DO has not considered including FR's in their automated field system, 25X1 [Redacted] indicated that implementing such as system would be difficult because of the amount of storage media required. Further discussions are planned with other IMS personnel.

25X1 [Redacted]

25X1
DOWNGRADED TO A-IUO WHEN
SEPARATED FROM ATTACHMENT

C-O-N-F-I-D-E-N-T-I-A-L

Page Denied

Next 1 Page(s) In Document Denied