

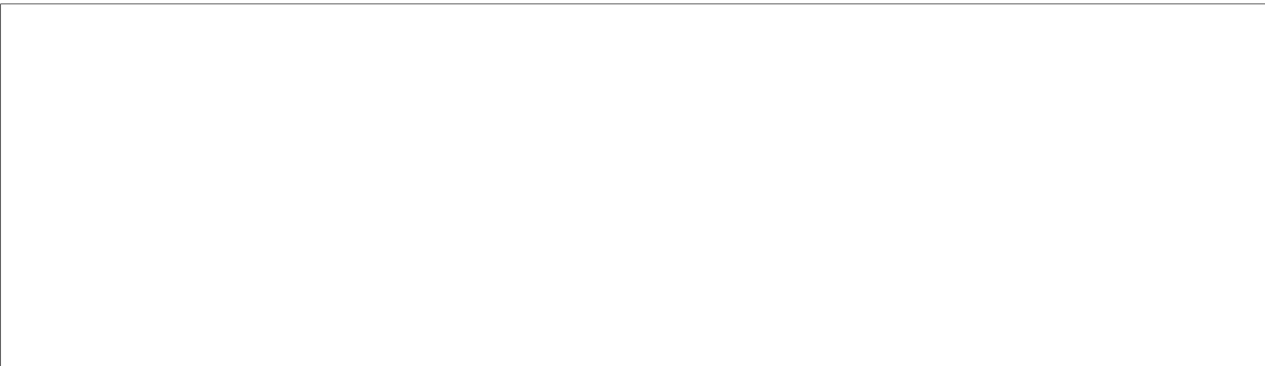
11 December 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Director of Information Services

SUBJECT: OIS Weekly Report (5-11 December 1985)

A. WORK IN PROGRESS



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2. TOP SECRET DOCUMENTS SEARCH. Two annuitants have reviewed 62 Office of Soviet Analysis (SOVA) records deposits at the Agency Archives and Records Center (AARC). They have located 289 TS documents; 239 are charged to SOVA and 41 require further research. A review of the Office of Scientific and Weapons Research holdings has begun, and approval has been received to search the AARC holdings of the Office of the Comptroller.

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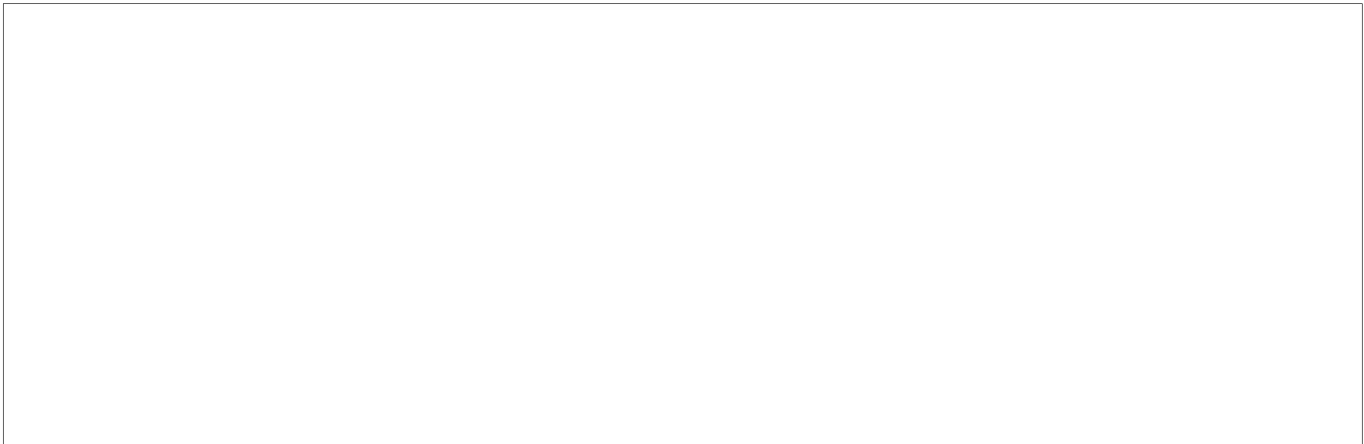


C O N F I D E N T I A L

3. NITRATE FILM IN OSS RECORDS. Personnel from the Directorate of Operations have completed their search of OSS records for nitrate film. (Please refer to item B. 2., OIS Weekly, 27 November, for background.) Some additional nitrate film was found and destroyed. Before destruction, a duplicate was made if one did not already exist.

4. P&PD DISSEMINATION SURVEY. The Information Resources Management Division (IRMD) concluded its survey of the document dissemination process in the Printing and Photography Division (P&PD), Office of Logistics, as recommended by the Inspector General. (Please see item B. 1 of OIS Weekly, 3 December, for background.) A draft report will be prepared for review by P&PD before it is submitted in final.

B. SIGNIFICANT EVENTS AND ACTIVITIES



2. P&PD MICROGRAPHICS SURVEY. In response to another recommendation in the IG study referred to in paragraph A. 4. above, IRMD is surveying the micrographics program in P&PD to determine if available resources are being used efficiently.

3. TRIS ACTIVITIES. IRMD has activated the HELP feature for users of the Classified Collateral Document Control System (CDOCS) and the Top Secret Control Automated Data System (TSCADS). This feature makes it easier for TRIS users to find the proper menus. Next week, a representative from IRMD will help DDA Registry personnel make the transition to TRIS.

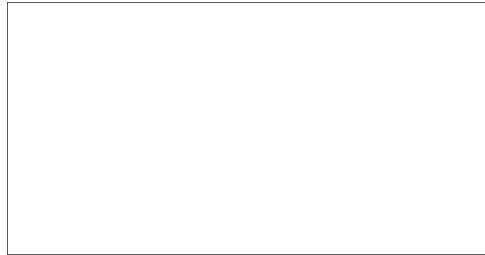
4. REGULATORY POLICY DIVISION ACTIVITIES. The proposed revision of [redacted] initiated by the Office of General Counsel (OGC), has received a non-concurrence from the Comptroller, the Directorate of Intelligence, and the Directorate of Science and Technology. In addition, the Public Affairs Office along with two divisions in OIS (CRD and IRMD) raised a number of questions. All comments have been sent to OGC.

5. INFORMATION AND PRIVACY DIVISION ACTIVITIES. The backlog of initial cases is on the threshold of breaking 1700. It now stands at 1706. A separate report from the Information and Privacy Division is attached. New information requests of particular interest include three

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Attachment

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11 December 1985

MEMORANDUM FOR: Deputy Director for Administration

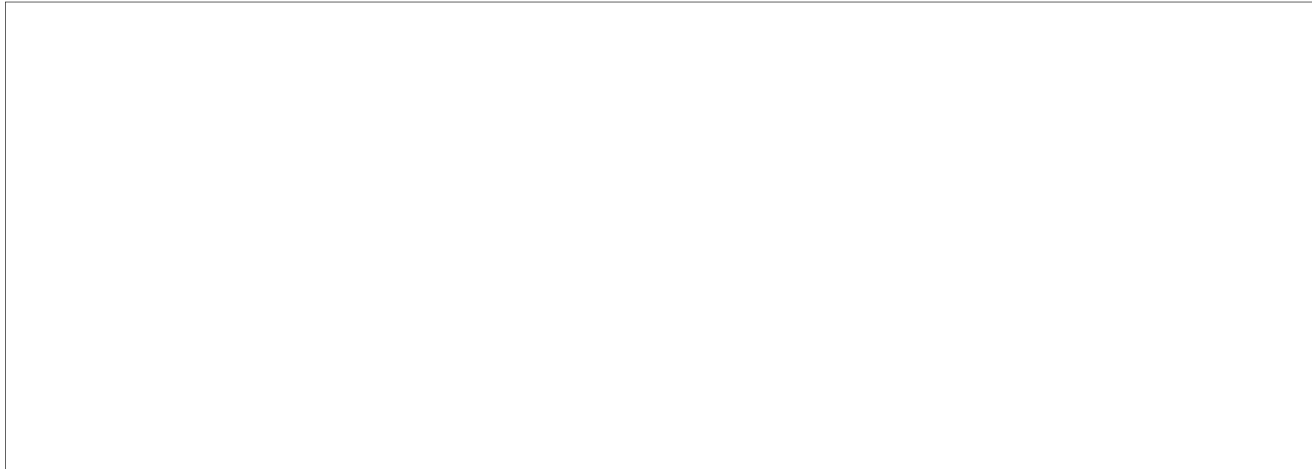
FROM:



Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (4 - 10 December 1985)

- | 1. <u>The Week in Review</u> | <u>4 - 10 December 1985</u> | <u>1985 Weekly Average</u> |
|--|-----------------------------|----------------------------|
| a. New cases | 65 | 54.8 |
| b. Cases closed | 84 | 79.7 |
| c. New appeals logged | 8 | 2.9 |
| d. Appeals closed | 4 | 1.9 |
| e. Manpower (man-weeks) | 114 | 100.8 |
| 2. <u>Current Backlogs</u> | | |
| a. Initial requests - | 1706 | |
| b. Requests in administrative appeal - | 187 | |
| c. Requests in litigation - | 78 | |
| 3. <u>Spotlighted Requests</u> | | |



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STAT IPD, [redacted] (11 December 1985) (FINAL)

Distribution:

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1 - Comptroller

1 - IG

1 - OGC

1 - OLL

1 - OP

1 - OL

STAT 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

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10 December 1985

MEMORANDUM FOR: Director of Information Services

FROM: [redacted]

Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (4-10 December 1985)

1. WORK IN PROGRESS

a. Top Secret Documents. OIS annuitants continued to search for unaccounted Top Secret collateral documents. [redacted] and [redacted] reviewed 62 Office of Soviet Analysis (SOVA) retirement jobs at the Agency Archives and Records Center (AARC), locating 289 documents; 239 are charged to SOVA and 41 require further research. [redacted] Information Control Branch (ICB), are adjusting the SOVA account in TSCADS to reflect the search results. A review of Office of Scientific and Weapons Research holdings has also begun at AARC, and approval has been received to search Office of the Comptroller holdings there.

b. TRIS. Information Technology Branch (ITB) personnel activated the HELP procedure for CDOCS and TSCADS users. This procedure will make it easier for users to find the proper menus in TRIS. Next week, [redacted], ITB, will be helping DDA Registry make the transition to TRIS.

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2. SIGNIFICANT EVENTS AND ACTIVITIES

a. P&PD Dissemination Survey. [redacted] ICB, concluded their survey of the document dissemination process in the Printing and Photography Division (P&PD), Office of Logistics. This survey was recommended in an Inspector General (IG) study. A draft report will be prepared for review by P&PD before it is submitted in final to OIG.

b. P&PD Micrographics Survey. In response to another recommendation in the same IG study, [redacted] Information Management Branch (IMB), is surveying the micrographics effort in P&PD to determine if available resources are being used effectively and efficiently. At the conclusion of this survey, a report will be prepared for the DDA.

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c. OSS Records. [redacted] IMB, and [redacted] IPD, met with representatives of the Information Management Staff, DO, to discuss DO's review of two indexes of OSS operational records for possible transfer to the National Archives and Records Administration. The meeting also served to introduce [redacted] as the new IRMD referent for DO information management matters.

d. OIS Records Inventory. [redacted] IMB, completed the annual inventory of OIS records holdings. This inventory shows quantities and growth trends for planning purposes, and is integrated into the yearly report of Agency holdings. Preliminary analysis shows that during FY 1985 OIS office files decreased by about 57 feet and card-size files by about 45 feet.

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e. Files Management Seminar. [redacted] IMB, attended a Files Management Seminar sponsored by 3M. The seminar included presentations on IBM's use of 3M equipment in document control, document management, and office automation; records management for the small office; and microform and optical disk applications. The highlight of the seminar was a presentation on optical disk applications. Within the next five years, 3M plans to deliver an optical disk with a retention life of 125 years.

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

| | |
|---------------|--|
| RAMS: | Made 20 additions, 1 change and 21 deletions. |
| ARCINS: | Jobs received/edited: 36. Jobs keyed: 17 consisting of 2,053 entries. |
| Accessions: | Jobs completed: 18. Received 15 jobs totaling 94 cubic feet. |
| References: | Serviced 2,154 requests for records. |
| Dispositions: | Transferred 300 cubic feet of material to hammermill for destruction. |
| Special Runs: | Two: one to OC and one to OF. |

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Other: DO personnel have completed their search of OSS records for nitrate film. Some additional nitrate film was found and was removed from the collection. The film was duplicated or destroyed if there was a duplicate located.

[redacted]

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10 December 1985

MEMORANDUM FOR: Director of Information Services

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FROM:


Chief, Classification Review Division

SUBJECT: Weekly Report, 4-10 December 1985

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2. CRD has received from CDC/State copies of two declassified documents (one sanitized) which State historians found in the Library of Congress. They are a memo to McGeorge Bundy from Walter Elder, dated 8 April 1961 which encloses a memo with a sanitized attachment to General Clifton signed by DCI Allen Dulles on 7 April 1961. The documents described the case of Alan Pope, a former CAT pilot shot down in 1958, while on a bombing raid in behalf of Indonesian colonels revolting against Sukarno. Pope's case received considerable publicity at the time since Pope's wife made personal appeals to world leaders, including the U.S. President and Sukarno, to release him from the death sentence imposed by Indonesia when he was captured. The Agency, as in any such case, had denied any connection between CIA and the rebel colonels and Pope, but this report to the White House shows that Pope was in Agency employ. It was declassified and released, possibly in response to one of the

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10 December 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 04 December through 10 December 1985

1. RPD is currently processing 127 jobs. [Redacted]

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2. The Director, Equal Employment Opportunity, Office of Personnel, originated proposed EB No. 1316, Dr. Martin Luther King, Jr., National Holiday. [Redacted] RPD's newest editor, processed this bulletin for the signature of the Director of Central Intelligence. It announces a new legal holiday on the third Monday in January, beginning in 1986, in honor of the memory of Dr. Martin Luther King, Jr. [Redacted]

3. [Redacted] reviewed and revised the text of [Redacted]

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[Redacted] Prior to sending this proposed issuance to coordinators, we forwarded it to C/CRD and C/History Staff for concurrence of the final text. [Redacted]

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4. The Comptroller, Directorate of Intelligence, and the Directorate of Science and Technology did not concur in the proposed revision of [Redacted] initiated by the Office of General Counsel. In addition, the Public Affairs Office along with IRMD and CRD raised a number of questions which will have to be answered before RPD can proceed. We sent all comments to OGC. [Redacted]

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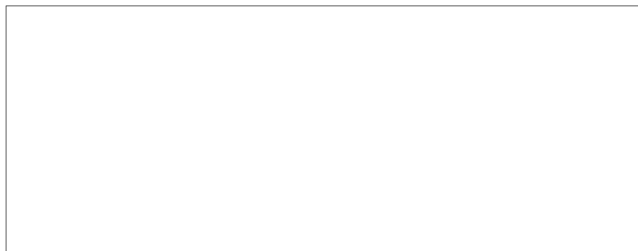
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5. While RPD is waiting for the Office of Personnel to complete a new draft of [redacted] OP did send us [redacted] with a request that the Office of Legislative Liaison forward it to the Oversight Committees for review. The DDCI had approved the [redacted] Meanwhile, OP will prepare an HN for us to publish after the Oversight Committees have approved the allowance. At this point, RPD will incorporate the paragraph on [redacted] when OP forwards the complete new draft. [redacted]

6. RPD sent [redacted] and [redacted] to the coordinators, including OGC. The revision to these regulations would give the Director of Security greater flexibility in delegating authority to render disapproved decisions for staff and staff-like clearances processed by OS. (A-IUO)

7. At the request of C/RPD, our chief of research, [redacted] and RPD editors researched those regulatory issuances initiated in 1985 in response to the Excellence Program. They located 19 jobs that appeared to fall in this category. [redacted]

8. [redacted] will be in training for one week starting on 9 December.



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