

ADMINISTRATIVE - INTERNAL USE ONLY

27 November 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Director of Information Services

SUBJECT: OIS Weekly Report (21-27 November 1985)

A. WORK IN PROGRESS

1. CLASSIFICATION ACTIVITIES. *Representatives from IRMD and CRD met with the Director Information Services to discuss followup action in the case of the inadvertent compromise of two boxes of military intelligence records at the Washington National Records Center. (Please refer to item B.1 of the OIS Weekly dated 14 November 1985). The DO has asked for copies of the documents of interest in order to make a damage assessment. OIS will correspond with NARA regarding security procedures to avoid such occurrences in the future.

2. TOP SECRET DOCUMENTS. OIS annuitants from the Information Resources Management Division (IRMD) continued to search for unaccounted for Top Secret collateral documents. Seventy-one cubic feet of holdings at the Agency Archives and Records Center (AARC) from the Office of the Deputy Director for Intelligence (O/DDI) were reviewed and 597 Top Secret (TS) collateral documents were located; 465 are charged to O/DDI and 132 require further research. One hundred and three cubic feet of records from the Office of European Analysis were reviewed; 24 TS documents were found that require further analysis. Approval has been given to search for TS collateral material in the AARC holdings of the Office of Soviet Analysis as well as the Office of Scientific and Weapons Research that do not contain Restricted Data material.

An IRMD representative visited the Office of Central Reference (OCR) to show its Top Secret Control Officer how to receive TSCADS changes. These entries identify TS documents located by OIS annuitants that were not on the OCR account.

3. OC INFORMATION MANAGEMENT SURVEY. Representatives from IRMD briefed the Chief of Operations, Office of Communication (OC), on the findings made by the survey team concerning information handling and records management practices in the Administrative Management Division, OC. A number of recommendations were made. This is the first of a number of periodic briefings that will be provided during the survey.

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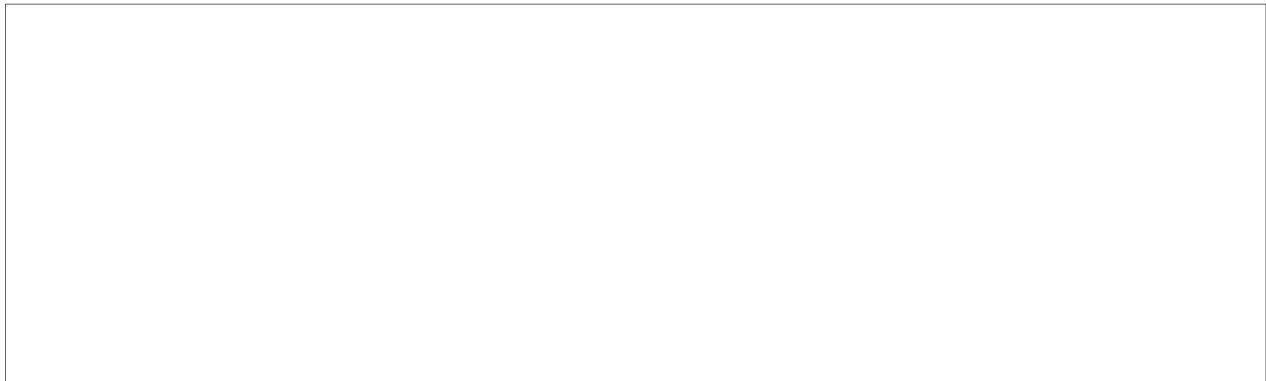
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4. ICS REGISTRY SURVEY. The Director and Deputy Director of Information Services, Chief, IRMD, and a division representative met with the Chief of the Administrative Staff, Intelligence Community Staff (ICS), to discuss the recent ICS Registry survey conducted by IRMD. A draft survey report was provided for review and comment.

5. RECORDS CONTROL SCHEDULES. The records control schedules of the Directorate of Intelligence, Office of the Deputy Director for Administration, and Office of Information Services have been approved by the Archivist of the United States, and the 60-day period for review of the schedules by the Senate Select Committee has expired. These components have been notified that temporary records due for disposal under the schedules should be destroyed and that files should now be related to the records control schedule instructions that specify their ultimate disposition.

6. The Classification Review Division (CRD) continues its systematic page-by-page review of permanent DO records from the period 2 October 1945 to 31 December 1946. This is responsive to a commitment given by the DO to NARA to accession the records of the Strategic Services Unit (SSU) immediately following those of the Office of Strategic Services (OSS). CRD is developing procedures to record action taken on these records into a computerized data base.

B. SIGNIFICANT EVENTS AND ACTIVITIES



2. NITRATE FILM IN OSS RECORDS. Personnel from the Information Management Staff (IMS), Directorate of Operations, have begun searching boxes of Office of Strategic Services (OSS) records at AARC to determine if any contain nitrate film. Some of this type of film has been found among OSS records recently transferred to the National Archives and Records Administration (NARA). Because nitrate film is extremely flammable, NARA destroyed the original film after reproducing it. In the current IMS review, some additional nitrate film has been found. This film will be reprocessed on other than nitrate film before transfer to NARA. Other old records retired prior to 1953 will be searched to determine if they might also contain nitrate film.

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3. UNAUTHORIZED DISCLOSURE BRIEFING. The Director of the Information Security Oversight Office (ISOO), accompanied by a representative from IRMD, attended a briefing by the Office of Security on the status of 20 unauthorized disclosures to the media that were reported to the Department of Justice during the last six months. The Director, ISOO, spoke about the need for increased action in information security and the damage done to the credibility of the information security system by the absence of prosecutions or even administrative sanctions against individuals who leak classified information to the media.

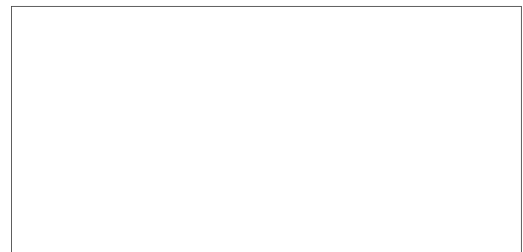
4. ACTIVITIES OF THE REGULATORY POLICY DIVISION. The final draft of in Accordance With the Provisions of Secrecy Agreements, was approved by the Deputy Director for Administration. At the request of an OGC attorney, a copy of the approved draft was provided for an OGC conference. In reviewing the draft, OGC attorneys decided that a change was needed. RPD has suspended the final processing of this proposed issuance while OGC develops the desired language.

5. INFORMATION AND PRIVACY DIVISION ACTIVITIES. *The backlog of initial cases continues to fall. It is now at 1752. It is not unreal now to hope that, if the same progress continues, the backlog of initial requests could be down to 1650 by the end of CY 1985. If that should occur, the decrease in the backlog would be a whopping 1300 in 1985. In addition, we have focussed on the real old cases; i.e., pre-1980. At the beginning of 1985, there were 177 such cases. IPD has already closed 83 of these cases and expects to close more by the year's end. For highlighted initial requests and spotlighted responses, please see the separate IPD report, attached.

C. SCHEDULED MEETINGS

1. On 27 November, representatives from IRMD will meet with the Chief of the Printing and Photography Division (P&PD) to arrange to survey P&PD's dissemination process. An OIS survey of this process was recommended in a recent study by the Inspector General.

Attachment



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STAT IPD, [redacted] sh, [redacted] (27 November 1985) (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 - OLL
1 - OP
1 - OL
STAT 1 - C/IMS, [redacted]
STAT 1 - DDO/IRO
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

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26 November 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted Name]

Chief, Classification Review Division

SUBJECT: Weekly Report, 20-26 November 1985

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1. In response to the President's 12 November memorandum on the State Department's Foreign Relations of the United States series (FRUS), CRD this week initiated a reply summarizing CIA support to this series since 1978. CRD reviews each page of all rough drafts of each volume of the FRUS, there now being between two and three thousand pages per volume, and up to twenty-six volumes per annual issue. The reviewer sanitizes passages, or denies entire documents, as necessary for security reasons, usually under Section 1.3(a)(4) of Executive Order 12356 (sources and methods), and forwards the pages thus selected to the Directorates for concurrence. After reconciling the various replies, CRD forwards the CIA response to State. The State to State cycle usually takes about six months, but CRD often sees the deleted passages again, since the State History Office often sends back reclaims on our deletions for further study and reconsideration as to their releasability. Chief, Classification/Declassification Center, Security Review at State has told CRD that State is happy with the system and the way it works, and that we reply faster than many other agencies.

[Redacted]

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2. The Historical Review Branch (HRB) has been occupied conducting the systematic page-by-page review of permanent DO records for the period from the end of OSS, 2 October 1945, to 31 December 1946. This covers all DO records of the SSU and fulfills the commitment given by the DO to NARA to accession SSU records immediately following those of the OSS. The HRB is developing its procedures in detail and is heavily occupied in trying to determine what requirements for information concerning their actions should be recorded in a computerized data base. Once these data elements have been determined with reasonable certainty then they will have to identify a data base system to use, such as DECAL, or design a new one.

[Redacted]

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[Redacted]

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3. Representatives of IRMD and CRD met with the Director, OIS, to discuss follow-up actions to be taken in the case of the inadvertent compromise of two boxes of military intelligence records at the Washington National Records Center (see CRD Weekly Report for 6-12 November 1985). The military records included 45 documents of interest to CIA. The DO has requested that we ask NARA for copies of the documents of interest to us so a damage assessment can be made in our own offices. A letter is now being prepared for NARA that will express Agency concern over this lapse, request copies of documents of interest to CIA for making a damage assessment, and will suggest that NARA brief CIA representatives on NARA procedures to reassure us that they are sound in the way classified material is handled. [redacted]

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ADMINISTRATIVE - INTERNAL USE ONLY

26 November 1985

MEMORANDUM FOR: Director of Information Services

STAT FROM:

[redacted]
Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (20 - 26 November 1985)

1. WORK IN PROGRESS

STAT a. Top Secret Documents. OIS annuitants continued to search
STAT for unaccounted Top Secret collateral documents. [redacted]
reviewed 71 cubic feet of O/DDI holdings at the Records Center,
locating 597 documents: 465 are charged to O/DDI, and 132 require
further research. [redacted] reviewed 103 cubic feet of Office
of European Analysis holdings at the Records Center, locating 24
documents that require further analysis.

STAT Through the efforts of the DI RMO, approval has been
gained to search Office of Soviet Analysis holdings, as well as
Office of Scientific and Weapons Research holdings at the Records
Center that do not contain Restricted Data material.

STAT [redacted] Information Control Branch (ICB),
visited the Office of Central Reference Top Secret control officer
to show her how to receive TSCADS changes recorded for her by ICB.
These entries identify documents located by OIS annuitants that
were not on the the OCR account.

STAT b. OC Information Management Survey. [redacted]
STAT [redacted] ICB, briefed the Chief of Operations, OC, on their
findings concerning information handling and records management
practices in the Administrative Management Division, OC. A number
of recommendations were made for improving these practices. This
is the first of a number of periodic briefings that will be
provided during the OC information management survey.

STAT c. ICS Registry Survey. The Director and Deputy Director of
STAT Information Services, Chief, IRMD, and [redacted] ICB, met with
the Chief, Administrative Staff, Intelligence Community Staff
(ICS), to discuss the ICS Registry survey conducted by [redacted] A
draft survey report was provided for ICS review and comment.

d. Records Control Schedules. The DI, O/DDA, and OIS records
control schedules have been approved by the Archivist of the United
States, and the 60-day period for review of the schedules by the

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Senate Select Committee has expired. These components have been notified that temporary records due for disposal under the schedules should be destroyed and that files should now be related to the records control schedule instruction that specify their ultimate disposition.

e. ADP Records. With the completion of a draft machine-readable records schedule item for the Federal Automated Requisitioning System (FARS) in the Office of Logistics (OL), Information Management Branch (IMB) personnel and the OL RMO turned their attention to the Inventory Control System (ICS), the next OL system to be scheduled. [redacted] IMB, and the OL RMO met with the Chief, Data Control Branch, Supply Division, OL, and the ICS Data Base Administrator to obtain answers to questions resulting from an earlier meeting and to raise additional questions prompted by a review of the ICS User Manual. Messrs. [redacted] then continued to help the RMO write a draft schedule item for the ICS System.

2. SIGNIFICANT EVENTS AND ACTIVITIES

a. RMO Meeting. Chief, IRMD, Deputy Chief, IRMD, and IRMD branch chiefs met with the Directorate RMOs for their regularly monthly meeting. The session consisted primarily of a briefing by [redacted] Office of Development and Engineering, on the BioStar Project. [redacted] discussed the origin of the requirement, the work that has been accomplished till now, and the benefits that will accrue from the use of optical disk technology from this program. Because of funding uncertainties, it is not yet certain how many people will have direct access to the data and when the project will be completed. Other items discussed at the meeting were the new courier receipt (no additional problems were identified although [redacted] DCI area RMO, suggested that the possibility of combining the courier receipt with a document receipt), the use of acid-free containers for permanent records housed at the Record Center (Center personnel will send the containers to components when they are about to retire permanent records), and the annual records inventory (no questions were raised about the new form that will be used this year to record information).

b. Nitrate Film in OSS Records. Personnel from the Information Management Staff (IMS), DO, began searching boxes of OSS records at the Archives and Records Center to determine if any contain nitrate film. Some of this type of film was found among OSS records transferred recently to the National Archives and Records Administration. Because nitrate film is extremely flammable NARA destroyed the original film after reproducing it. In the current IMS review, some additional nitrate film has been

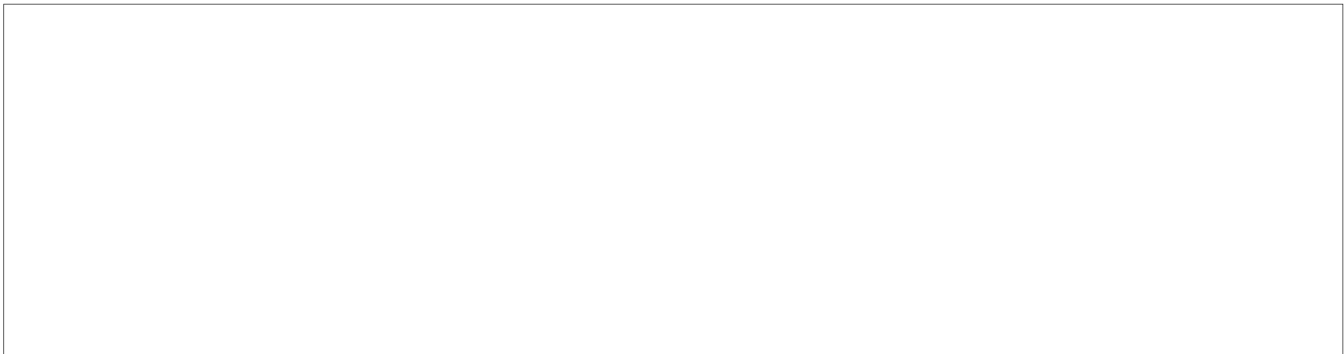
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found among OSS records and will be reproduced before transfer to NARA. Thus far, some 700 cubic feet of OSS records have been searched and another 200 cubic feet remain to be reviewed. Other old records retired prior to 1953 will be searched to determine if they might also contain nitrate film.

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c. OSS Records at NARA. [redacted] IMB, and IMS representatives met with personnel of the Military Projects Branch, National Archives and Records Administration (NARA), to discuss potential research problems with the OSS operational records recently transferred to the National Archives. The Agency has been unable to provide NARA with a index covering the entire collection, thus making the research process for NARA extremely difficult and costly. The DO representatives explained that files information was contained in five separate indexes consisting of over 500,000 3" x 5" cards and thousands of feet of microfilm, and that the cost to the Agency of sanitizing and combining this material into one comprehensive index would be prohibitive. The IMS representatives did agree to study the OSS missions and projects index for possible sanitization and transfer to NARA. This index consists of 32,000 3" x 5" cards and is thought to be more manageable.

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e. Unauthorized Disclosure Briefing. Steven Garfinkel, Director, Information Security Oversight Office, accompanied by [redacted] Agency Security Classification Officer, attended a briefing by the Office of Security on the status of 20 unauthorized disclosures to the media that were reported to the Department of Justice during the last six months. Mr. Garfinkel spoke in general terms about the need for increased action in the field of information security and the damage done to the credibility of the information security system by the absence of prosecutions or even administrative sanctions against individuals who leak classified information to the media.

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

RAMS:	Made 19 additions, 13 changes, and 7 deletions.
ARCINS:	Jobs received/edited: 8. Jobs keyed: 13 consisting of 1,128 entries. Jobs completed: 26. Title searches: 8.
Accessions:	Received 16 jobs totaling 156 cubic feet.
References:	Serviced 2,275 requests for records.
Special Runs:	One to <input type="text"/>

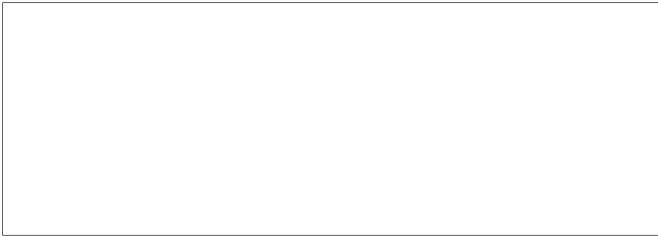
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3. SCHEDULED MEETINGS AND EVENTS

On 27 November, ICB, will meet with Chief, Printing and Photography Division (P&PD), OL, to arrange survey of P&PD's dissemination process. An OIS survey of this process was recommended in a recent IG study.

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

26 November 1985

MEMORANDUM FOR: Director of Information Services

FROM: [redacted]
Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 20 November through 26 November 1985

1. RPD is currently processing 130 jobs with the 12 proposals received during this reporting period. Among those received for processing were bulletins, headquarters and field notices, and a regulation; one-third of this total was given priority precedence. [redacted]

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2. The final draft of [redacted] [redacted] in Accordance With the Provisions of Secrecy Agreements, was approved by the Deputy Director for Administration. While the editor, [redacted] was reviewing the page proofs sent by P&PD, an OGC attorney hurriedly called the Division seeking a copy of the approved draft for an OGC conference taking place on the next day. Arrangements were made by RPD to provide a copy that afternoon. In reviewing the draft at the conference, however, OGC attorneys decided that a change was needed in this draft. RPD has suspended the final processing of this proposed issuance while OGC develops the desired language. [redacted]

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[redacted]

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

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

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[REDACTED]

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4. The Office of Security initiated [REDACTED]

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[REDACTED] to announce a

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continuing critical need for special escorts. [REDACTED] handled the request of OS that this notice be published on a priority basis. RPD used the "20" subject category due to the topic and this was agreeable to OS and OP. (A-IUO)

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5. [REDACTED] RPD's chief of research, received a telephone

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call from [REDACTED] DDA/IRO, who asked when [REDACTED] became Chief,

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Information Review Staff, vice [REDACTED] Chief, Information Systems

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Analysis Staff. [REDACTED] located the information in [REDACTED]

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[REDACTED]

(A-IUO)

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6. [REDACTED] also received a telephone call from

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[REDACTED] of OGC/L&PLD in the Page Building. He was working on a

project that required him to know the background of paragraphs

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[REDACTED]

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[REDACTED] In particular, [REDACTED]

wanted to know why the restrictions were so comprehensive. After

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perusing the microfiche, [REDACTED] did not locate any background

information for paragraphs 13a and b. Our chief of research did advise

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

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

the caller, however, that the handbook had been revised and was in the

25X1 form of page proofs. [redacted] read the newly revised version of

25X1 [redacted] who was pleased with the new wording

which was extremely helpful to him. A copy of the new wording for

paragraph 13 was forwarded. [redacted]

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7. Among other accomplishments during the week, Division editors, at the request of C/RPD, prepared a list of Agency regulations, Employee Bulletins, notices, and memoranda that were approved and signed by the DCI during FY 1985. [redacted]

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25X1 [redacted]

25X1 [redacted]

Attachment

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