

30 October 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (24-30 October 1985)

A. WORK IN PROGRESS

1. TS DOCUMENTS. OIS annuitants continue to make progress in their search for TS collateral documents. The final search in OSWR, which required a safe-by-safe review, has been completed. The results are being processed. An annuitant returned to the Office of European Analysis to search one division that was not accessible earlier. Seven TS documents were found. One was charged to EURA and the others will require followup research. Another OIS annuitant continues to search the retired folders of the Office of the DDI. Last week he reviewed 75 cubic feet of material and located 450 TS documents. Thirteen were charged to O/DDI and 437 require followup action.

2. AMES BUILDING ISC. Two laser and two hetra printers were installed in the Ames Building Information Services Center last week. With OIT assistance, one of each type was activated and began providing computer printouts for components in the Ames Building. The other two printers will be activated as soon as a line problem is resolved. With the printer activation, the Ames Building Information Services Center will become fully operational. During the next 12 months, the integrated registry operation and the co-located data access center will be tested.

3. HISTORICAL REVIEW. Representatives from CRD and the DO spent several days reviewing DO records from the 1946-47 period for materials suitable for the Historical Review Program. Because it covered only a two year period, the information was fragmented and of limited value. Moreover, one group of records that consisted of raw unevaluated field intelligence reports did not lend itself to declassification. The representatives will jointly explore other avenues of review to determine if suitable information from the 1946-47 period can be located.

4. REGULATORY POLICY. RPD currently has 146 regulatory proposals in process, of which 10 were received during the week. Among the noteworthy is a Bulletin on [redacted]

and a [redacted]

B. SIGNIFICANT EVENTS AND ACTIVITIES

1. ISOO INITIATIVES. The Chief, Information Management Branch, IRMD, and representatives from the Offices of General Counsel and Security attended a meeting of the agencies that participated in ISOO's recent efforts to identify initiatives for improving the government's information security system. The purpose of the meeting, chaired by the Director, ISOO, was to discuss the initiatives that ISOO plans to recommend to the National Security Council (NSC). Although a consensus was not reached on most of the initiatives, ISOO plans to forward them to the NSC in early November with clarifying footnotes regarding the pros and cons of each.

An IRMD representative prepared for DDA signature a letter to the Director, ISOO, forwarding the Agency's Information Security Program Data Report for the period 1 October 1984 through 30 September 1985. The report consisted of statistics on Agency classification decisions, original classification authorities, mandatory review requests, and the number of security inspections, as required annually under EO 12356. The Agency's original classification decisions declined during FY 85, but the number of derivative classification decisions increased.

2. MICROGRAPHICS. At a recent meeting the A. B. DICK senior sales representative mentioned to the Agency Micrographics Officer that its latest model updateable camera has several new features including an automatic feed. Arrangements are being made for personnel in OF and the Credit Union to attend a demonstration of this new camera. Both offices use updateable cameras that are over 10 years old in their microfilming programs and could benefit from new technology.

3. ARCINS TRAINING. The Chief, Computer Section, Agency Archives and Records Center Branch, will conduct a workshop on the use of the Archives and Records Center Inventory System (ARCINS) by Records Management Officers in the Directorate of Administration. This system generates shelf lists for RMOs to keep track of the material they have stored at the Center. After the training, they will be able to key this information directly into ARCINS eliminating the need to record it on a form and then have it keyed at ARCB. The ARCB Computer Section will monitor component inputting to ensure that the data is entered correctly.

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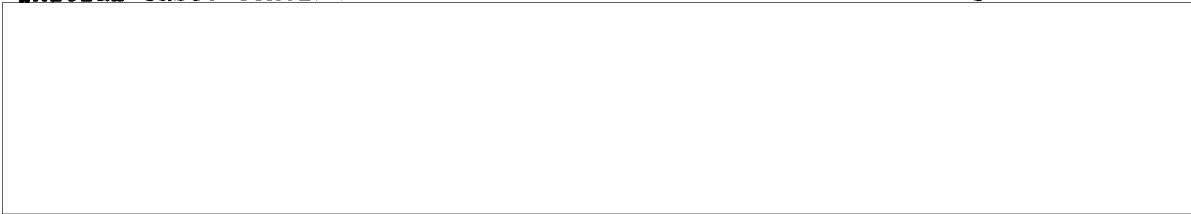
4. NEW HEADQUARTERS BUILDING. Two IRMD representatives met with the Chief, New Building Project Office, and the NBPO Engineer to discuss the status of the New Headquarters Building Information Services Centers. The IRMD representatives explained that despite recent changes affecting new building occupancy, OIS intended to work toward establishing the five ISCs already planned. The Chief, New Building Project Office, stated that he had no plans to change the design of the ISC support packages. Current plans call for elements from the DDI to occupy the space in the north tower that originally had been earmarked for OD&E. The former OD&E ISC space can easily be converted to provide registry support to the DDI elements moving to the New Building. IRMD has asked the Deputy Director of Management, Planning and Services, DDI, for his assistance in making DDI senior managers aware of our proposal for the establishment of ISCs in the New Headquarters Building.

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6. INFORMATION AND PRIVACY DIVISION ACTIVITIES. The backlog of initial cases continues to fall and now stands at 1894. A requester in

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30 October 1985

MEMORANDUM FOR: Deputy Director for Administration

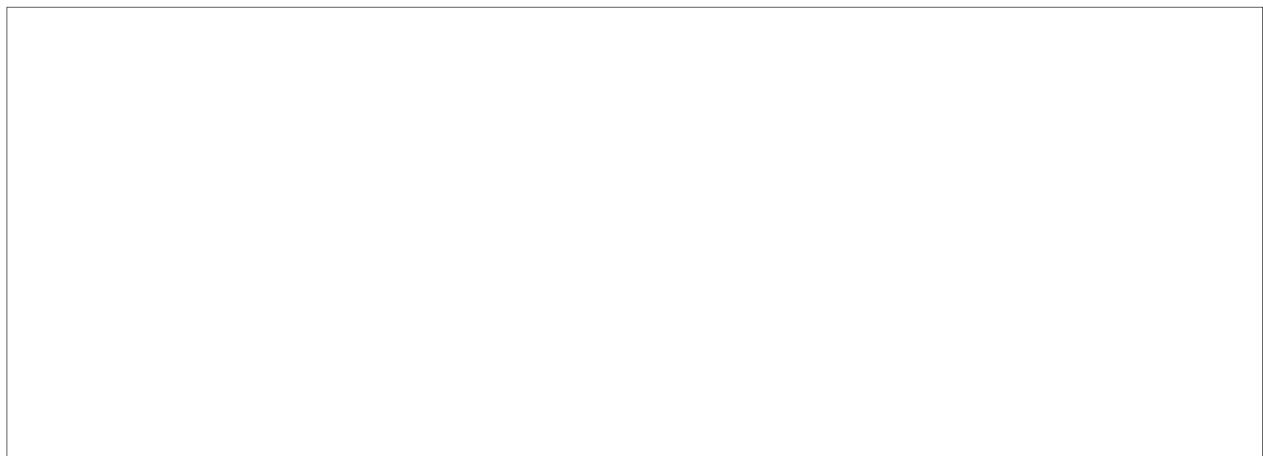
FROM:



Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (23 - 29 October 1985)

- | 1. <u>The Week in Review</u> | <u>23 - 29 October 1985</u> | <u>1985 Weekly Average</u> |
|--|-----------------------------|----------------------------|
| a. New cases | 59 | 54.6 |
| b. Cases closed | 74 | 78.6 |
| c. New appeals logged | 9 | 2.8 |
| d. Appeals closed | 3 | 1.6 |
| e. Manpower (man-weeks) | 122.9 | 100.3 |
| 2. <u>Current Backlogs</u> | | |
| a. Initial requests - 1894 | | |
| b. Requests in administrative appeal - 187 | | |
| c. Requests in litigation - 77 | | |
| 3. <u>Spotlighted Requests</u> | | |



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STAT IPD, [redacted] (30 October 1985) (FINAL)

Distribution:

Orig - Adse

- 1 - DCI/DDCI/Executive Director
- 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 - OLL
- 1 - OP
- 1 - OL

STAT 1 - C/IMS [redacted]

STAT 1 - DDO/IRO [redacted]

- 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
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- 1 - IPD Reading Board
- 1 - HGH

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29 October 1985

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: Weekly Report, 23-29 October 1985

After several days of examining DO records looking for materials from 1946-47 to review for the Historical Review Program (HRP), CRD and DO representatives came up empty. The two-year limitation broke up the records badly and made them fragmentary and the one large group, raw unevaluated field intelligence reports, did not lend themselves to declassification to any significant degree. To prepare a final effort to search all reasonable avenues for DO records from the 1946-47 period for possible inclusion in the HRP, CRD personnel met with representatives of the DO. We jointly reviewed about 200 file cards to select those that referred to documents and files of apparent interest to the HRP. These cards, about 50 in number, lead to certain files that we will doublecheck to see if they might contain material of interest to us. also suggested that we examine about 50 boxes of records that she had withdrawn from the material contained in the OSS records group because they post-dated the OSS era. Some of this material may have been reviewed already by the OSS team or may be fragmentary like the other files that we have examined. Arrangements have been made to jointly visit the AARC to examine these identified records. This we anticipate will take one to two days and should end the search for DO records for the 1946-47 period.

Chief, CRD

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29 October 1985

MEMORANDUM FOR: Director of Information Services

FROM: [redacted]
Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (22 - 29 October 1985)

1. Work in Progress

a. Machine-Readable Records. [redacted]

[redacted] Information Management Branch, continued to assist [redacted] Office of Finance, Records Management Officer, with the review of documentation for the [redacted] and the CIA Retirement and Disability System (CIARDS). A limited amount of useful information was obtained for the [redacted] User Manual, but the documentation for CIARDS lacked sufficient detail to use in drafting a machine-readable schedule item. Meetings have been scheduled with the ADP Control Officer, OF, and the Office of Information Technology personnel responsible for operation and maintenance of these systems.

b. New TSCADS. Members of the Information Control Branch continue to take steps to make the new, on-line TSCADS work better. [redacted] is reviewing the entry of data into TSCADS, specifically the manner in which components are entering dates of documents that they received. Ten control points were identified as having one or more incomplete entries in this field, so they were advised of need to provide the necessary information.

[redacted] Chief, Document Accountability Section, ICB, has been working with the Information Technology Branch on procedures for providing information on documents charged to a control point. ITB has provided [redacted] with four such procedures, two of which concern generating computer listings of holdings. [redacted] has requested some changes in these two procedures that ITB should complete by 20 October; a review of the other two procedures has resulted in valid information and are currently in use.

[redacted]

[redacted]

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c. TS Documents. OIS annuitants continued to make progress in their search of components for TS documents.

25X1 [redacted] has completed her search efforts in the final OSWR division that required a safe-by-safe review of its document holdings. The results of her efforts are being processed by

25X1 [redacted] ICB. Another annuitant,

25X1 [redacted] returned to the Office of European Analysis to search one division that was not accessible during an earlier scheduled search. [redacted] efforts resulted in seven TS documents being

25X1 found, one charged to EURA, and the others requiring followup research to determine their office of assignment. [redacted]

25X1 the third OIS annuitant, continues to search the retirement jobs of the Office of the DDI. Last week, [redacted] reviewed 75 cubic feet of material, locating 450 TS documents, 13 charged to O/DDI, and 437 requiring followup action.

d. Ames Building ISC. Two laser and two hertra printers were installed in the Ames Building Information Services Center last week. With OIT assistance, one of each type printer was activated and began providing computer printouts for tenants of the Ames Building. The other two printers will be activated as soon as some line problems are resolved. With the activation of these printers, the Ames Building Services Center will become fully operational for the first time since the Center opened its door last fall. During the next 12 months, the integrated registry operation and the co-located data access center will be tested to determine if this approach is viable in the New Headquarters Building.

25X1 Chief, IRMD, [redacted] Chief, Information Control
25X1 Branch, and Vince Riordan, ICB, met with [redacted] and
25X1 [redacted] OIT, to discuss outstanding issues relating to the operation of the DAC portion of the ISC. It was agreed that for the next two months OIT would be responsible for providing the backup personnel when the DAC is short-handed. Also OIT will make available to the DAC all the equipment required to support its operation. During this two-month period, every effort will be made to train the ISC personnel in the activities of the DAC, so they can provide some limited backup support when necessary. Another meeting will be held in mid-January 1986 to evaluate the DAC's operation, staffing, equipment requirements, and the results of a workload study to be conducted by [redacted] Chief ISC.

2. Significant Events and Activities

a. RMO Meeting. Chief, IRMD, and IRMD Branch Chiefs met with the Directorate RMOs for their monthly discussion of current records management issues. [redacted] brought the group up to date on problems with the new courier receipt. He indicated that the only problem of consequence was the difficulty registry

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25X1 [redacted] personnel were experiencing in tearing off copies of the receipt; [redacted] indicated that he has dealt with this problem by making arrangements with the printer to make the next batch of the forms easier to tear. The Directorate RMOs were asked to check by the next month's meeting if there are any additional problems being experienced in registries. The remainder of the meeting consisted of a briefing by Major Jim Valdez, the Air Force Records Officer, on the Air Force records management program and his efforts at automating the process. The Air Force program features decentralized planning with decentralized execution and strong support from the top. Some of his on-going activities include a program whereby records generated on computer terminals must have disposition data included; the use of electronic signature for authorizing actions; the establishment of electronic links to all base RMOs to provide immediate notification of changes in records management policy; approval by NARA to accept the transfer of computer data in digital data rather than on computer tape or in hard copy; and a large scale computer assisted retrieval project using optical disk storage for maintaining financial records. IRMD will be monitoring Major Valdez' progress with these programs and determining if any can be adopted to the Agency's records management environment.

25X1 b. ISOO Initiatives. [redacted] Chief, Information
25X1 Management Branch, [redacted] IMB, and representatives from the Offices of General Counsel and Security attended an interagency meeting, chaired by the Director of the Information Security Oversight Office (ISOO), of the agencies that participated in ISOO's recent efforts to identify initiatives to enhance and improve the government's information security system. The purpose of the meeting was to discuss those initiatives that ISOO plans to recommend to the National Security Council (NSC). Even though a consensus was not reached on most of the initiatives, ISOO plans to forward them to the NSC in early November with clarifying footnotes regarding the pros and cons of each initiative on which there was no consensus.

25X1 [redacted] IMB, prepared a letter for DDA signature to the Director, ISOO, forwarding the Agency's Information Security Program Data (SF 311) report for the period 1 October 1984 through 30 September 1985. This report consisted of statistics on Agency classification decisions, original classification authorities, mandatory review requests, and the number of security inspections, as required annually under EO 12365. The Agency's original classification decisions declined during FY 85, but the number of derivative classification decisions increased.

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25X1 c. Micrographics. At a recent meeting of AIIM's Capitol
 25X1 Chapter, [redacted] the Agency Micrographics Officer, met
 25X1 the senior sales representative of A. B. DICK, who mentioned that
 the new model of their updateable camera has several new features,
 including an automatic feed. [redacted] is arranging for
 personnel in OF and the Credit Union to attend a demonstration of
 the new model camera. Both offices use updateable cameras that are
 over 10 years old, in their microfilming programs and could benefit
 from new technology.

25X1 d. ARCINS Training. [redacted] Chief, Computer
 Section, Agency Archives and Records Center Branch, will be
 conducting a workshop on the use of the Archives and Records Center
 Inventory System (ARCINS) by Records Management Officers in the
 25X1 Directorate of Administration. With few exceptions, [redacted]
 section has been keying material prepared by component RMOs into
 ARCINS. This system generates shelf lists which the RMOs use to
 keep track of the material that they have stored at the Center.
 After this training, the RMOs will be able to key this information
 directly into ARCINS eliminating first the need to record it on a
 25X1 form and then have it keyed at ARCB. [redacted] section will
 monitor component inputting to ensure that the data is entered
 correctly; quality control of data entry is critical to the
 retrieval of information on the records stored in the system. The
 workshop will take approximately a half day and will be conducted
 in Room 336, Ames Building. Members of ITB will provide support
 for this training effort. [redacted]

25X1

25X1 e. New Headquarters Building. [redacted] and
 25X1 [redacted] ICB, met with [redacted] Chief, New Building Project
 25X1 Office, and [redacted] NBPO Engineer, to discuss the status of the
 New Headquarters Building Information Services Centers. The ICB
 representatives explained that despite recent changes affecting new
 building occupancy, OIS intended to work towards establishing the
 25X1 five ISCs already planned. [redacted] stated that his office
 recognized the continuing need for ISC services and had no plans to
 change the design of the ISC support packages. Current plans call
 for elements from the DDI to occupy the space in the north tower
 that originally had been earmarked for OD&E. The former OD&E ISC
 space can easily be converted to provide registry support to the
 25X1 DDI elements moving to the New Building. [redacted] asked
 25X1 [redacted] Deputy Director of Management, Planning and
 Services, DDI, for his assistance in making DDI senior managers
 aware of our proposal on the establishment of ISCs in the New
 25X1 Headquarters Building. After [redacted] has reviewed background
 material on the ISC and surfaced the matter within the DI, ICB
 members will approach the DI offices to attempt to secure their
 support for this approach to registry operation.

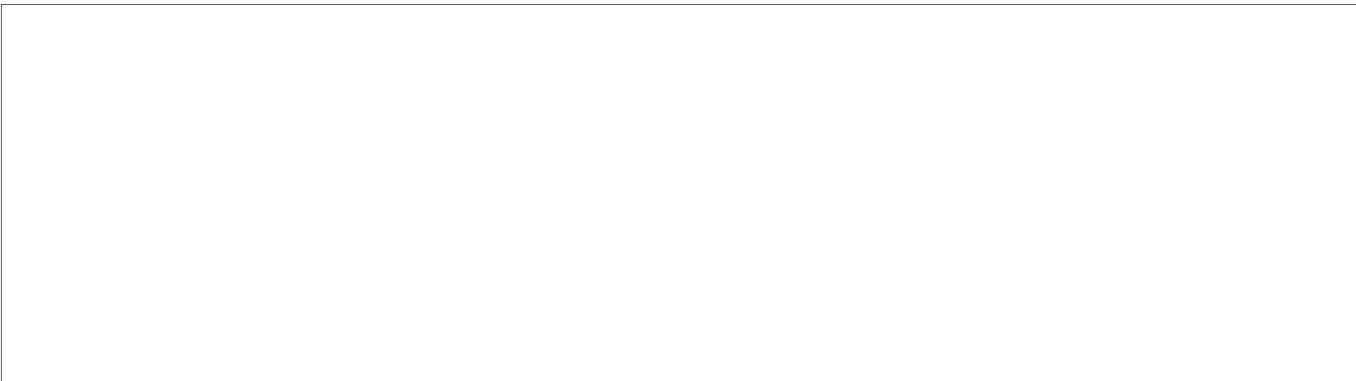
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f. Records Center. Records Center personnel performed the following activities during the week:

RAMS: Made 16 additions, 1 change, and 7 deletions.
ARCINS: Jobs received/edited: 7.
Jobs keyed: 3 consisting of 1,579 entries.
Jobs completed: 10.
Accessions: Received 23 jobs totaling 178 cubic feet.
References: Serviced 2,238 requests for records.
Special Runs: Two: one to and one to O/DDS&T.

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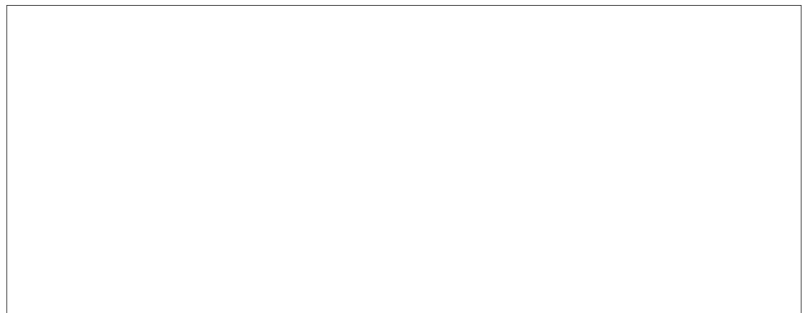
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3. Scheduled Events

Training on the CDOCS portion of TRIS will be held during the week of 4 November for approximately 20 registry personnel. There will be two sessions, each of two days duration.

25X1



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29 October 1985

MEMORANDUM FOR: Director of Information Services

FROM: [redacted]
Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 23 October through 29 October 1985

1. RPD is currently processing 146 jobs among which are 10 initiated proposals received during the week. Most interesting are a pair of bulletins [redacted]

and a notice

2. [redacted] is processing a proposed revision of [redacted]

prepared by OP to add the

definition of [redacted] to the regulation. RPD has recommended to OP

that the proposal be withdrawn for the following reasons: OP classified

the paragraph Confidential despite the fact that the definition of

[redacted] (and those of the examples) are long in the public domain;

this inclusion, if left classified, would necessitate classifying the

entire regulation and reprinting all 33 pages; even without

classification, the insertions of this definition would require

reprinting 31 pages of the regulation. The cost of this revision far

outweighs the questionable value of adding this definition. [redacted]

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STAT 3. Prior to forwarding [redacted]

STAT [redacted] to the DDA for approval to publish, RPD obtained coordination from appropriate components in the Agency including the Deputy Chief, Administrative Staff in the Intelligence Community Staff because the action required also involves the community.

[redacted] STAT

STAT 4. [redacted] performed a quick review of proposed [redacted]

STAT [redacted]

STAT [redacted] was not available to O/DDA by late Friday, 25 October; C/RPD handcarried the draft bulletin and requisition to Headquarters.

Personnel in the O/DDA typed the bulletin and forwarded it to the Printing and Photography Division for printing on Saturday morning.

[redacted] STAT

STAT 5. [redacted] has received the final modifications to [redacted]

STAT [redacted] and is now preparing it for DCI approval; also [redacted] is in the final stage of processing before putting it in finished form for DDA approval.

OP currently is adjusting the regulation in accordance with comments received by RPD from the ExDIR. [redacted]

STAT 6. [redacted] completed the extensive coordination of [redacted]

STAT [redacted] resolved the differing views, added new information, obtained DDO approval, and forwarded the handbook to P&PD for page-proofs. [redacted]

STAT 7. [redacted] edited an employee bulletin proposed by OMS on an upcoming seminars starting 18 November, subject: Stop Smoking with Self-Hypnosis. [redacted]

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8. RPD received requests from all four Directorates for copies of various issuances during the reporting period.

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