

ADMINISTRATIVE - INTERNAL USE ONLY

9 October 1985

MEMORANDUM FOR: Deputy Director for Administration
FROM:
Director of Information Services
SUBJECT: OIS Weekly Report (3-9 October 1985)

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A. WORK IN PROGRESS

1. On 2 October, representatives from the Classification Review Division (CRD) and the Directorate of Operations (DO) began the first phase of the Agency's Historical Review Program (HRP). This involves searching the list of records of the Strategic Services Unit and the Central Intelligence Group dated 1946 and 1947. After the files have been identified, an assessment of the material will begin. During this latter phase a preliminary determination will be made as to historical value and declassification possibility.

2. TRIS TRAINING. Representatives from the Information Resources Management Division (IRMD) visited the Office of Communications/Office of Logistics Information Services Center (OC/OL ISC) to assist users of the new TRIS system. OC had asked for help in entering documents into the Codeword/Collateral Document Control System (CDOCS). The problems seemed to be based on operator reluctance to use the new system and a lack of standard procedures. Suggestions were made to facilitate entry and retrieval of information in CDOCS. IRMD has distributed a memorandum to all Agency Records Management Officers and registry control point personnel establishing standard CDOCS symbols for identifying offices, agencies, and other organizations. In addition, further CDOCS training will be provided on 4-5 November.

Separately, other IRMD representatives visited Top Secret control officers in the O/DDI, other DI Offices, and the DA registry to assist them with TSCADS entry procedures.

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3. CLASSIFICATION STATUS OF CERTAIN DOCUMENTS AT NARA. (For background on the topic, please refer to OIS Weekly dated 2 October, item B. 4.) In followup to CRD's discussions with NARA concerning classified documents possibly being seen or copied by the University Publications of America, the OIS Legal Advisor recommended against discussing the matter with ISOO. The recommendation was based on the fact that an authoritative declassification had not taken place because there was no physical evidence that the documents were declassified. CRD will recommend to NARA that the documents in question be segregated from declassified material and stored as classified records.

4. TS DOCUMENT SEARCH. OIS annuitants continued their search for unaccounted Top Secret documents. In the O/DDI holdings at the Records Center, 160 cubic feet were reviewed and 65 documents were located--47 were recorded as charged to the O/DDI but 18 require further analysis. Records of the Office of Scientific and Weapons Research (OSWR) were searched and 690 documents were located--576 were recorded as charged to OSWR but 114 require further research. Initial analysis indicates that seven documents were previously unaccounted for on the OSWR account.

B. SIGNIFICANT EVENTS AND ACTIVITIES

1. ADP RECORDS SCHEDULES. Representatives from IRMD met with representatives of the Office of Logistics (OL) to discuss Federal Automated Requisitioning System (FARS) data files and how information flows through the system. Information obtained will enable IRMD to prepare a machine-readable schedule item for FARS. Separately, IRMD representatives met with the Office of Finance RMO to go over previous work done on the OF schedule and to offer assistance in ensuring that all necessary data is incorporated.

2. NARA BRIEFING. Deputy Chief, IRMD, and representative briefed representatives from the National Archives and Records Administration (NARA) on the Agency's information management program. The NARA representatives also met briefly with the Director of Information Services and Chief, IRMD.

3. ICS REGISTRY SURVEY. IRMD has been requested by the Chief, Support Staff, Intelligence Community Staff (ICS) to survey the ICS Registry [redacted] The purpose is to assess the possible need for additional personnel. The survey is scheduled to begin the week of 12 October.

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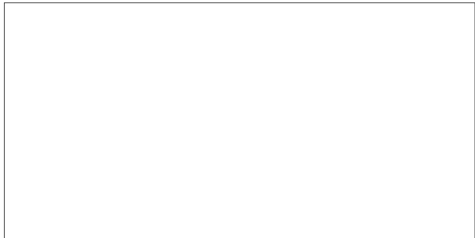
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4. AIR FORCE RECORDS MANAGEMENT SYSTEM. Representatives from IRMD were briefed by the U.S. Air Force RMO on a new office automation system. The system includes a records management module that requires front-end disposition instructions for each electronic document entered into the system. It preserves the record copy of a document in its original form and provides an audit trail and listing of all versions of the document. NARA has approved the system and will not require a paper back-up for the electronic record. NARA approval, however, is still required for the records control schedules on which the system is based.

5. (FOR DDA INFORMATION ONLY) REGULATORY POLICY ACTIVITY. The Regulatory Policy Division (RPD) forwarded memoranda to the office of General Counsel (OGC) concerning two long-delayed proposals. [redacted]

[redacted] RPD told OGC that it would proceed without OGC review and that the DDA would be so informed. The tactic was successful. Immediate action was taken by the responsible attorneys in OGC and final concurrence is all but completed.

6. INFORMATION AND PRIVACY DIVISION. The current backlogs are: initial requests 1951 and requests in administrative appeal 185. For details concerning significant requests and responses, please see IPD report, attached.



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As Stated

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As Stated

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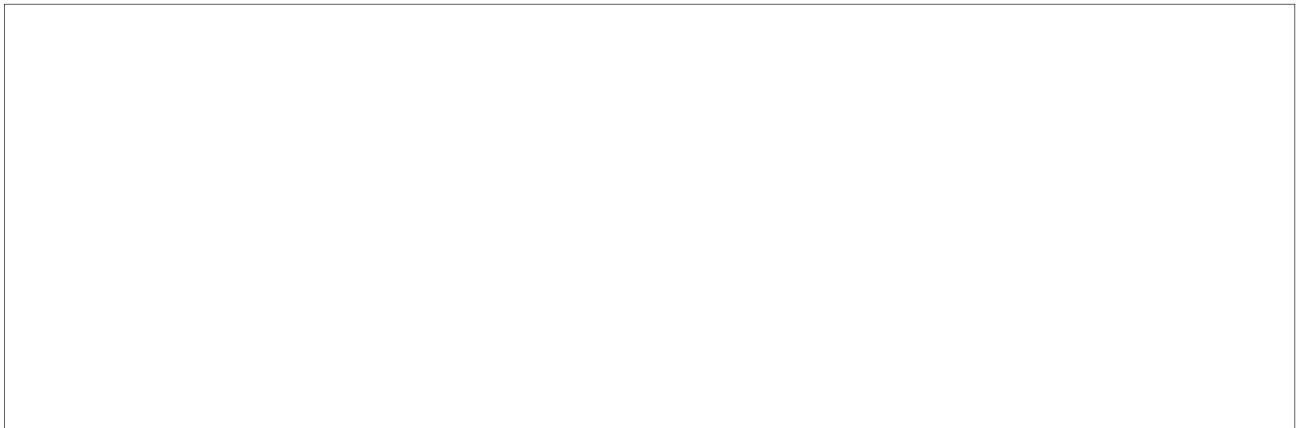
9 October 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (2 - 8 October 1985)

1. The Week in Review 2 - 8 October 1985 1985 Weekly Average
 - a. New cases 55 55.2
 - b. Cases closed 71 79.6
 - c. New appeals logged 5 2.6
 - d. Appeals closed 0 1.5
 - e. Manpower (man-weeks) 86.5 100.2
2. Current Backlogs
 - a. Initial requests - 1951
 - b. Requests in administrative appeal - 185
 - c. Requests in litigation - 81
3. Spotlighted Requests



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STAT IPD/ [redacted] (9 October 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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C-O-N-F-I-D-E-N-T-I-A-L

8 October 1985

MEMORANDUM FOR: Director of Information Services

FROM: [redacted]
Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 2 October through 8 October 1985

1. RPD is currently processing 142 jobs, down slightly from last week's 146. Edited and forwarded for approval to publish was [redacted]

[redacted]

[redacted] have been of ongoing interest to Agency

employees. Also of interest for Agency employees with thespian

aspirations was [redacted]

[redacted]

2. Initiated by the Chairman of the DCI Secretarial/ Clerical MAG was [redacted] The Chairman also

requested that a field counterpart be published but, since no draft was furnished, such an issuance [redacted] will be prepared by RPD. [redacted]

3. Circulated for information was draft B of [redacted]

[redacted] which contained the changes made as a

result of comments received on the initial draft from Agency

coordinators. RPD also prepared two memoranda for signature by the

[redacted]

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

Deputy Director for Administration (DDA) reminding Agency senior management that the time had come for all employees to read the current edition of the handbook and certify that they have done so. [redacted]

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4. Prepared for review by the Offices of Security (OS) and Personnel (OP), and the EO/DDA, were draft revisions of [redacted]

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[redacted] These drafts amalgamated material prepared by OS (the initiator) with material developed by RPD and considered necessary in permanent regulatory issuances. It is RPD's intention to have these

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revisions on the books by the time the two relevant notices, [redacted]

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[redacted] expire on 1 November 1985. [redacted]

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5. RPD forwarded memoranda to the Office of General Counsel (OGC)

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concerning two long-delayed proposals: [redacted]

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25X1

[redacted] OGC attorneys were advised that RPD would proceed without

OGC review and that the DDA would be so informed. The tactic was

successful: the former proposal (and its field counterpart) were

concurrent in by OGC and the attorney responsible for the latter was

galvanized into completing her review and submitting the proposal to the

General Counsel for final concurrence. [redacted]

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6. Prepared for DDA approval was [redacted]

following resolution of questions raised concerning its provisions by the

Director of Information Services (D/OIS). A memo to the D/OIS

synopsizing OP's answers to these questions was prepared for signature by

C/RPD. Prepared for forwarding to P&PD/OL for initial page proofs,

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following DCI approval, were [redacted]

25X1

25X1 7. RPD mounted a substantial research effort in response to a
25X1 request from OP for material on previous versions of [redacted]

[redacted] Material going back to the 1950's was located
and documentation pertaining to each edition of this regulation since its
initial promulgation in 1961, including background memoranda, was
compiled and forwarded to OP. [redacted] 25X1

25X1 8. RPD provided the Directorate of Operations (DO) with 25 copies

[redacted]
[redacted] were forwarded to the Public Affairs
Office, and the Offices of SIGINT Operations and Scientific and Weapons
Research in the Directorate of Science and Technology. Individual copies
of various other regulatory issuances were sent to DO, OGC, the Audit
Staff, and the Agency Archives and Record Center. [redacted] 25X1

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8 October 1985

MEMORANDUM FOR: Director of Information Services

25X1
FROM:

[Redacted]

Chief, Classification Review Division

SUBJECT:

Weekly Report, 2 October - 8 October 1985

1. On 2 October 1985 the Chief and two members of CRD met with representatives of DO/IMS and began the first phase of identifying material in DO files that will be considered for the Historical Review Program. The team searched through lists of files that had been retired to the Agency Records Center searching for files that contained material dated during either 1946 or 1947. Once these files have been identified, the next phase will be to travel to the Records Center and begin assessing the material in the files themselves. In this phase a preliminary determination will be made as to the declassifiability and historical value of these specific DO records.

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[Redacted]

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3. [Redacted] of CRD spent 23 September through 1 October at the Eisenhower Library in Abilene, Kansas, screening material containing CIA equities. Forty three archive boxes with an estimated 30,000 pages of 1952-54 documents originated mostly by the Psychological Strategy Board and the Operations Coordination Board were given a preliminary screening. An estimated 60 percent were set aside as material not requiring CIA protection. The remainder was held either solely to protect CIA identities or to protect both CIA identities and sources/activities. There was a large volume of OCB Daily Intelligence Abstracts or Daily Notes that contained CIA material explicitly identified or deducible as of CIA origin; these would require sanitization at CIA through the regular mandatory review process to declassify for release. Another category that loomed large in volume consisted of reports on national psychological warfare and refugee exploitation programs.

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[Redacted]

[Redacted]

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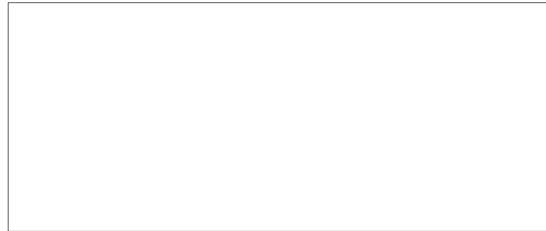
The reviewers adopted the principle that the protection of the "D" series plans that governed these programs is the responsibility of the NSC. However, they held anything that recorded or implied CIA participation. Other subjects in the material included agendas, personnel information, project status reports, civil defense exercises, economic programs (rubber stockpiles, PL-480 food disposal, mid-east oil supplies) and Korea-related problems (refugees, POW return, CW warfare charges against the United States). CRD has now completed the screening of all material in the Truman and Eisenhower Libraries identified by their archivists as involving CIA equities. Next up should be either the Johnson or Kennedy Library.

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4. After consulting with the OIS legal advisor, IRMD decided not to discuss with the CIA member of ISOO the problem of the nine classified documents possibly photographed at Suitland by University Publications of America, about which we mentioned in the last weekly report. Their decision was based on the opinion that the documents were never legally declassified, and suggested that CRD write NARA that the documents remain classified and that NARA should "take whatever steps are necessary to ensure that they will be treated and stored as classified records in the future."

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8 October 1985

MEMORANDUM FOR: Director of Information Services

STAT FROM:

[redacted]
Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (2 - 8 October 1985)

1. Work in Progress

STAT a. TRIS [redacted] Information Technology Branch (ITB),
visited the Office of Communications/Office of Logistics
Information Services Center (OC/OL ISC) as part of ITB's continuing
effort to assist users of the new TRIS system. OC had asked for
STAT help on entering documents into CDOCS. Their problems seemed to be
based primarily on operator reluctance to use the new system, and a
lack of standard procedures. [redacted] advised them of several
ways to facilitate entry and subsequent retrieval of information in
CDOCS, such as establishing a keyword file, entering information in
standard format, and performing quality control checks.

ITB also distributed a memorandum to all Agency RMOs and
registry control point personnel establishing standard CDOCS
symbols for identifying offices, agencies, and other
organizations. In addition, ITB notified these personnel that
further CDOCS training will be provided on 4-5 November in Ames
Building.

STAT Separately, [redacted] Information Control Branch
(ICB), visited Top Secret control officers in the Offices of Near
Eastern and South Asian Analysis, Global Issues, African and Latin
STAT American Analysis, and Soviet Analysis to assist them in TSCADS
use. In addition, [redacted] ICB, visited the O/DDI Top Secret
control officer and the DA Registry to assist with TSCADS data
entry procedures.

STAT b. TS Document Search. OIS annuitants continued their search
for unaccounted Top Secret documents. [redacted] reviewed
STAT 160 cubic feet of O/DDI holdings at the Records Center and located
65 documents--47 on record as charged to the O/DDI and 18 requiring
STAT further analysis. [redacted] searched
Office of Scientific and Weapons Research office areas, locating
690 documents--576 on record as charged to OSWR and 114 requiring
further research. Initial analysis indicates that seven documents
were previously unaccounted for on the OSWR account.

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c. ADP Records Schedules. [redacted]

Information Management Branch (IMB), met with representatives of the Office of Logistics (OL) and the OL RMO to discuss Federal Automated Requisitioning System (FARS) data files and how information flows through the system. This information will enable

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Messrs. [redacted] to complete a draft machine-readable schedule item for the FARS System. Separately, in an effort to complete the Office of Finance (OF) draft schedule, they visited the OF RMO to go over previous work done on the schedule. There are still at least two systems which are not covered by schedule items. The OF RMO will identify the items that still need additional data before starting on the remaining systems.

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Messrs. [redacted] promised to provide whatever assistance is needed.

2. Significant Events and Activities

a. NARA Briefing. Deputy Chief, IRMD, and Chief, IMB, presented a briefing on the Agency's information management program to Kenneth Rossman, Chief, Records Appraisal and Disposition Division, National Archives and Records Administration (NARA), and Ray Tagge, the NARA liaison representative to the Agency. The NARA representatives also met briefly with the Director of Information Services and with Chief, IRMD. Mr./Rossman seemed favorably disposed toward our program efforts, and we expressed our appreciation for Mr. Tagge's fine work in appraising our records.

b. ICS Registry Survey. IRMD has been requested by the Chief, Support Staff, Intelligence Community Staff (ICS) survey the ICS Registry in [redacted]. The purpose of the survey is to ascertain the need for additional personnel to handle the registry's workload. The survey will be conducted by Shirley King, ICB, and is expected to begin the week of 12 October.

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c. Air Force Records Management System. [redacted] and [redacted] IMB, were briefed by the U.S. Air Force Records Management Officer on a new office automation system that moves the Air Force closer to the "paperless office." The system includes a records management module that requires front-end disposition instructions for each electronic document entered into the system. The system preserves the record copy of a document in its original form and provides an audit trail and listing of all versions of the document. When a document reaches the end of its scheduled life cycle, the system notifies the custodian that the document is to be disposed of and then automatically does so unless the disposition is changed. Items that are designated permanent or that require long term retention will be transferred electronically to NARA or a Federal records center. NARA has approved the system and will not require a paper back-up to the electronic record. NARA approval is still required for the records control schedules on which the

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system is based. All future Air Force multi-user computer systems must employ the records management module. The IMB representatives and the Air Force RMO agreed to maintain contact on the subject of machine-readable records and other information management matters.

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

RAMS:	Made 25 additions and 3 deletions.
ARCINS:	Jobs received/edited: 19. Jobs keyed: 15 consisting of 3,045 entries. Jobs completed: 7.
Accessions:	Received 25 jobs totaling 404 cubic feet.
Reference:	Serviced 1,994 requests for records.
Special Run:	Four: 3 to OP and 1 to <input type="text"/>
Other:	The current CT class will visit the Agency Archives and Records Center for a tour and briefing on 9 October.

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