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26 September 1985

MEMORANDUM FOR: Deputy Director for Administration

25X1
FROM:


Director of Information Services

SUBJECT: OIS Weekly Report (19-25 September 1985)

A. WORK IN PROGRESS

1. ISOO INITIATIVES. The OIS Legal Advisor and representatives from IRMD met with the Chairman of the DCI Security Committee and representatives from the Office of the General Counsel and Office of Security to discuss the initiatives proposed by the five interagency Information Security Oversight Office (ISOO) task forces on information security. All of the task force recommendations were reviewed with special emphasis on initiatives that might have an adverse impact on the Agency. The IRMD representatives will prepare a coordinated response to the Director, ISOO, stating the Agency's position.

2. TRIS. Representatives in the Information Resources Management Division (IRMD) have completed two more training sessions on the document control and records management segment (CDOCS) of TRIS. Ten more people will receive instruction on CDOCS this week which will conclude most of the formal classroom training on this system. One-day training sessions have been scheduled for component Records Management Officers on 30 September and 1 and 2 October. These sessions will focus on records management capabilities.

3. TOP SECRET DOCUMENT SEARCH. An OIS annuitant has begun reviewing records holdings of the Office of the Deputy Director for Intelligence at the Records Center searching for Top Secret collateral documents. Two other annuitants have begun searching the holdings of the Office of Scientific and Weapons Research (OSWR). OSWR is the last DI component to be searched.

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Further to the search for TS collateral documents, an IRMD representative visited three components to audit their TS holdings: OIT, OF, and ORD. The audits went well and a memorandum will be sent to each office.

B. SIGNIFICANT EVENTS AND ACTIVITIES.



2. PRESIDENTIAL LIBRARY VISIT. Two classification reviewers from CRD are at the Eisenhower Presidential Library for a two-week TDY to complete the declassification review of all CIA material and collateral information. This will be the second Presidential Library to be completed; the Truman Library being the other one.

3. JOINT RMO MEETING. Chief, IRMD, and a representative attended a meeting of the Records Management Officers of the Directorate of Administration and the Directorate of Science and Technology. The meeting was called to determine if items in the DDA Vital Records Schedules could provide records that also would serve the needs of the DS&T in an emergency. The DA records could be made available to the component having need of them in a crisis, which would preclude the need for DS&T offices to have their own collection of these records at the Records Center.

3. ISSO VISIT. Steven Garfinkel, Director of the Information Security Oversight Office (ISOO), accompanied by the Agency Security Classification Officer from IRMD, paid a courtesy call on the newly appointed Director of Security. The meeting was requested

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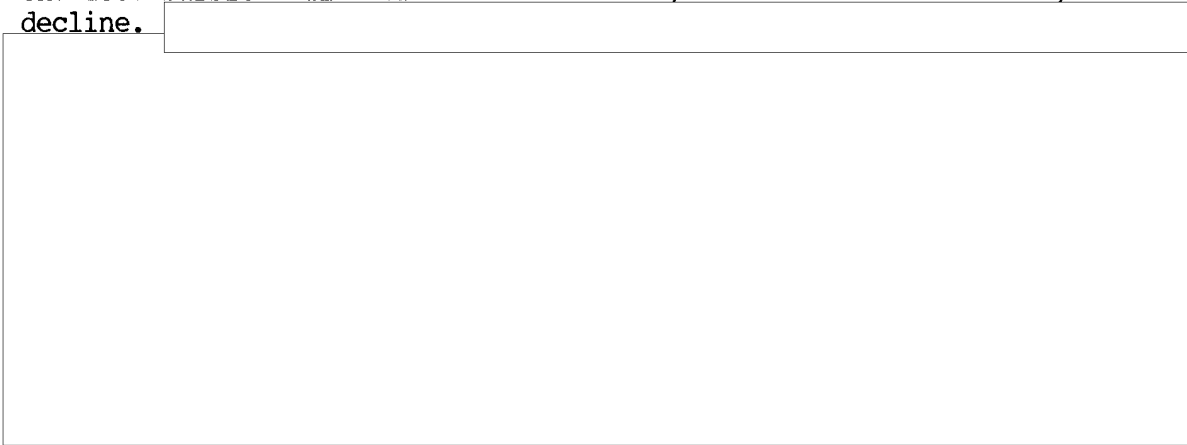
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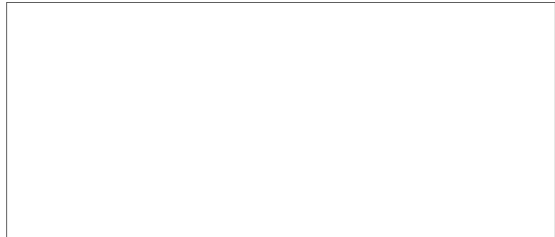
by the Director, ISOO, so that he could brief the Director of Security on ISOO's responsibilities for information security and its relationship with the Agency.

4. INFORMATION AND PRIVACY DIVISION ACTIVITIES. The current backlogs are: initial requests, 1994, and requests in administrative appeal, 178. OIS is hopeful that the breaking of the 2000 barrier will hold and the backlog will continue its steady decline.

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STAT IPD, [redacted] (25 September 1985) (FINAL)
Distribution:
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1 - OP
1 - OL
STAT 1 - C/IMS [redacted]
STAT 1 - DDO/IRO
25 - DDO/IMS [redacted]
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ADMINISTRATIVE-INTERNAL USE ONLY

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24 September 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Classification Review Division

SUBJECT: Weekly Report, 18-24 September 1985

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2. Two experienced CRD reviewers are at the Eisenhower Presidential Library in Abilene, Kansas for a two-week TDY to review CIA documents and information for possible declassification. They should finish the review of Agency records at the Eisenhower Library. This will be the second Presidential Library completed in this way as the Truman Library was finished earlier.

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24 September 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Information Resources Management Division

SUBJECT: IRMD Weekly Report (18 - 24 September 1985)

1. Work in Progress

25X1 a. TRIS. [Redacted]
Information Technology Branch, completed another two training sessions on the document control and records management segment--(CDOCS)--of TRIS. A class will be conducted for another 10 people on CDOCS this week that will conclude most of the formal classroom training on this system. One-day training sessions have been scheduled for component RMOs on 30 September and 1 and 2 October. These later sessions will focus on the records management capabilities of CDOCS.

25X1 Members of the Information Control Branch have been working with area Top Secret Control Officers to assist them in using the TSCADS portion of TRIS. [Redacted] visited control officers in the Office of the Comptroller and the Office of Central Reference to discuss and demonstrate TSCADS menu procedures. [Redacted] visited the DO to demonstrate the operation of TSCADS, to assist office personnel in recording information in upgraded TSCADS, and to answer user questions. [Redacted] provided the DO with a list of DO originated documents located in DI offices that will require the DO to enter data. Also, [Redacted] asked for a list of documents created and distributed by DO, but not entered into TSCADS. Top Secret Control Officers in the DCI's Collection Requirement and Evaluation Staff and Office of European Analysis were also visited and provided with guidance on entering information into TSCADS.

25X1 b. Top Secret Document Search. OIS annuitants have begun searches in new areas for missing TS collateral documents. [Redacted] began to review the holdings of the Office of the DDI at the Records Center. Annuitants [Redacted] and [Redacted] have begun searching the holdings of the Office of Scientific and Weapons Research for missing documents. OSWR is the last DI office that must be searched to complete OIS efforts to find this material in the DI.

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25X1 [redacted] ICB, visited three components to audit their holdings of TS collateral material: OIT, OF, and ORD. The audit is part of the annual review of this material as provided for in ISOO Directive No. 1. The audits went well; all TS documents requested were accounted for and procedures for handling this material were in good order. A memorandum discussing the results of [redacted] efforts will be sent to each office.

25X1 c. Information Services Center. [redacted] Chief, Information Control Branch, and [redacted] Ames ISC, met with [redacted] Chief, Mail and Courier Branch, Office of Logistics, to discuss the status of the MOU between OIS and OL on the ISC, and the possible transfer of the courier position for the Ames Building to OIS. [redacted] reminded [redacted] that the October anniversary date for the MOU is rapidly approaching. He indicated that OL is pleased with the results of the MOU and willing to consummate the agreement and transfer the position. If the position is transferred to OIS, it would have to be filled by an OIS careerist. No agreement was made on this matter, pending discussion with OIS senior management.

2. Significant Events and Activities

25X1 a. Joint RMO Meeting. Chief, IRMD, and [redacted] Information Management Branch, attended a joint meeting of the Records Management Officers of the Directorate of Administration and the Directorate of Science and Technology. The meeting was called by Messrs. [redacted] to determine to what extent items in the Vital Records Schedule of the DA would provide records needed by components in the DS&T during an emergency. The DA records could be made available to the component having need of them in a crisis, which would preclude the need for DS&T offices to have their own collection of these records at the Records Center.

25X1 b. ISOO Initiatives. [redacted] IMB, met with [redacted] Chairman, DCI Security Committee, [redacted] Office of General Counsel, [redacted] Office of Security, and [redacted] OIS Legal Advisor, to discuss the initiatives proposed by the five interagency Information Security Oversight Office (ISOO) task forces on information security. All of the task force recommendations were reviewed with special emphasis on those initiatives that might have an adverse impact on the Agency if adopted. The IMB representatives will prepare a draft reply to the Director, ISOO, stating the Agency's position on these initiatives. The response will be coordinated with all members at the meeting before a final Agency response is submitted to ISOO.

25X1 c. ISOO Visit. Steven Garfinkel, Director of the Information Security Oversight Office (ISOO), accompanied by [redacted] the Agency Security Classification Officer, paid a courtesy call on the newly appointed Director of Security. The

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25X1 meeting was requested by the Director, ISOO, so that he could brief
25X1 [redacted] on ISOO's responsibilities for information security and
its relationship with the Agency. Messrs. [redacted] had
a useful exchange of views.

25X1 d. Information Resources Management Conference.

[redacted] IMB, and [redacted] ITB, attended the annual
Information Resources Management Conference sponsored by the
General Services Administration. The conference was held at the
Hyatt Hotel in Richmond, Virginia, from 7-20 September 1985. The
highlight of the conference was Dr. Carl Hammer, a 70-plus year old
computer scientist, who spoke on "Beyond Data Processing
Horizons". Presentations on the use of optical disk technology by
the Internal Revenue Service and the development of "Life Card" by
Health Management Systems, Inc., for Blue Cross/Blue Shield were
particularly interesting.



25X1 f. Records Center Visit. [redacted] Deputy Chief,
25X1 Ground Photography Branch and 10 employees of that branch visited
the A&RC for a briefing. They were given a detailed tour of the
center by [redacted] and seemed impressed with its activities.
The visit was meaningful, in that NPIC is one of the Center's
largest depositors. Several A&RC employees have expressed an
interest in visiting NPIC, and arrangements are being made to
accomplish this. [redacted]

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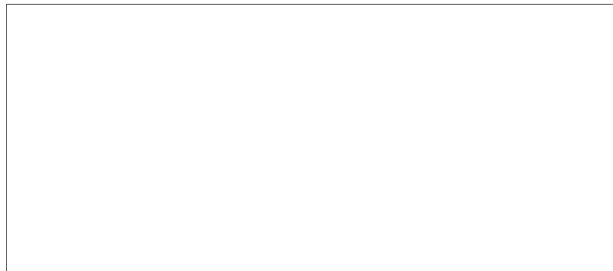
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Records Center personnel performed the following activities during the week:

RAMS:	Made 10 additions, and 2 deletions.
ARCINS:	Jobs received/edited: 13.
	Jobs keyed: 3 consisting of
	3,400 entries.
	Jobs completed: 12.
ACCESSIONS:	Received 12 jobs totaling
	124 cubic feet.
REFERENCES:	Serviced 1,357 requests for
	records.
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3. Scheduled Meetings/Events

The Directorate RMOs will meet on 27 September to hear a presentation from OIT on its proposal to change the retention time of computer tapes sent to the Records Center.



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24 September 1985

MEMORANDUM FOR: Director of Information Services

FROM: [redacted] Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 18 September through 24 September 1985

1. RPD is currently processing 139 jobs, a decrease of six from last week's 145. (U)

2. Of the nine proposals received during the week, six are bulletins among which is [redacted] In this issuance the Office of Medical Services announced the first in a series of health risk reduction clinics. These clinics have the vital interests of our employees at heart. A high number (10) of issuances, including bulletins, regulations, and notices, were published during this reporting period. (U)

3. [redacted] processed [redacted] wherein OGC and OLL coordinated on this bulletin. RPD handled this issuance with immediate precedence since the WWSB had been forwarded inadvertently to the SSA/DDA for release directly from the Office of Personnel instead of sending both issuances to the EO/DDA for simultaneous release. (A-IUO)

4. The proposed revisions to [redacted] Mobility Incentive Payment were not consistent with [redacted] subject. An OP officer said that he would clarify the matter. (A-IUO)

5. Proposed revisions to [redacted] [redacted] OF forwarded to us a revised draft of the HR/FR. OGC has rewritten the authority section and consequently the HR must

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STAT go to the DCI for approval. [redacted] will mention these changes to OF and, if there is no objection, will send DRAFT A to the coordinators for information incorporating the OGC changes along with those of OP and DO which were included in OF's revised draft. [redacted]

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6. RPD received a telephone call from a personnel officer in a DO Division requesting copies of expired notices, [redacted]
[redacted] The DO Division had destroyed its copies of these expired notices and wanted to see them again as they were both referenced in a publication written by IMS. [redacted]

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STAT 7. [redacted] was prepared for DDA approval following incorporation of an OGC revision. This required additional activity because the revision dealt with a change to a quote from a revision to [redacted] which was about to be published. After a dialogue among RPD, OGC, and OIG, the change sought by OGC was accepted by OIG. The revision to the revision of [redacted] will have to be made before final printing which may require DDA reapproval. [redacted]

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STAT 9. [redacted] began a week's leave on 20 September. [redacted]

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