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19 September 1985

MEMORANDUM FOR: Deputy Director for Administration

25X1  
FROM:

[Redacted]

Director of Information Services

SUBJECT: OIS Weekly Report (12-18 September 1985)

A. WORK IN PROGRESS

1. HISTORICAL REVIEW PROGRAM ACTIVITIES. Representatives from the Directorate of Operations (DO) and the Classification Review Division (CRD) met on 12 September to synchronize the first steps for reviewing the records of the Strategic Services Unit (SSU) and Central Intelligence Group (CIG) held by the DO. The representatives agreed to scan shelf cards and retirement sheets to identify records of importance and screen identified records to determine historical interest and potential for declassification. CRD will perform the first review unless the documents deal with people and activities that have carried on to the present. In the latter case, the DO will do the initial review to determine any particularly sensitive questions quickly. Once the records are selected and before a thorough review is begun, the DCI History Staff (HS) will assess the historical importance of the groups of records selected and the subjects covered within a group.

2. TRIS. Representatives from the Information Resources Management Division (IRMD) continue to train component personnel in the operation of the document control and records management segment (CDOCS) of TRIS. By 1 October 1985, two day training sessions will have been conducted for personnel representing some 22 registries throughout the Agency and they should be able to begin using the system. Thus far, the training has gone well, but the sessions have pointed out differences in the way registries process documents.

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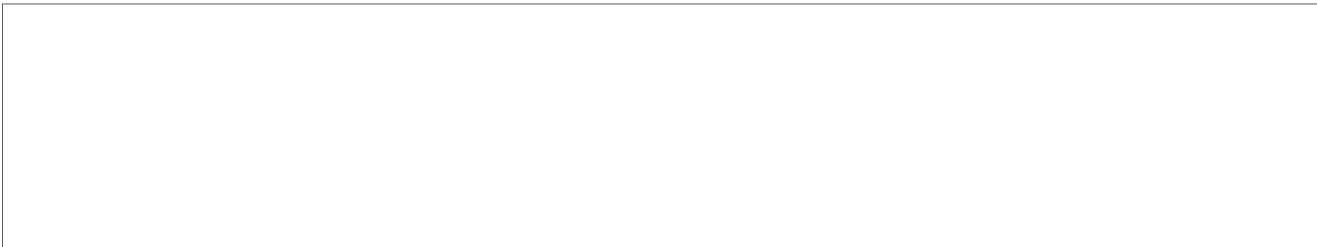
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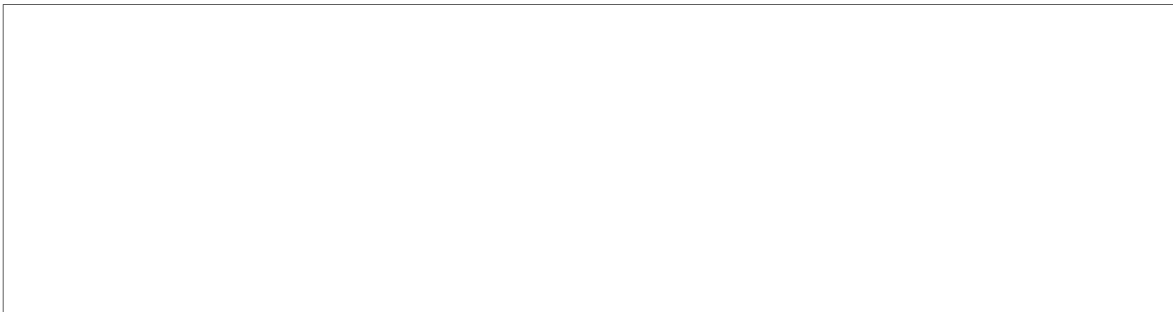
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3. (FOR DDA'S INFORMATION ONLY) TSCADS. On 16 September representatives from IRMD met with the Top Secret Control Officer for the DO (DO/TSCO) and another key DO representative to discuss the DO's failure to use the new TSCADS computer system to record the movement of TS collateral documents. IRMD had been told that a malfunctioning computer terminal was the reason. IRMD stressed the importance of using the new system immediately since failure to do so was having a detrimental effect on its use by other components. The component originating TS documents must enter data about the documents in the system; otherwise components receiving this material are unable to process it. The DO/TSCO promised to resolve the situation even if it required using a terminal elsewhere in the DO. On the following day, IRMD was informed that the DO had found a terminal and would begin using the new TSCADS system immediately.



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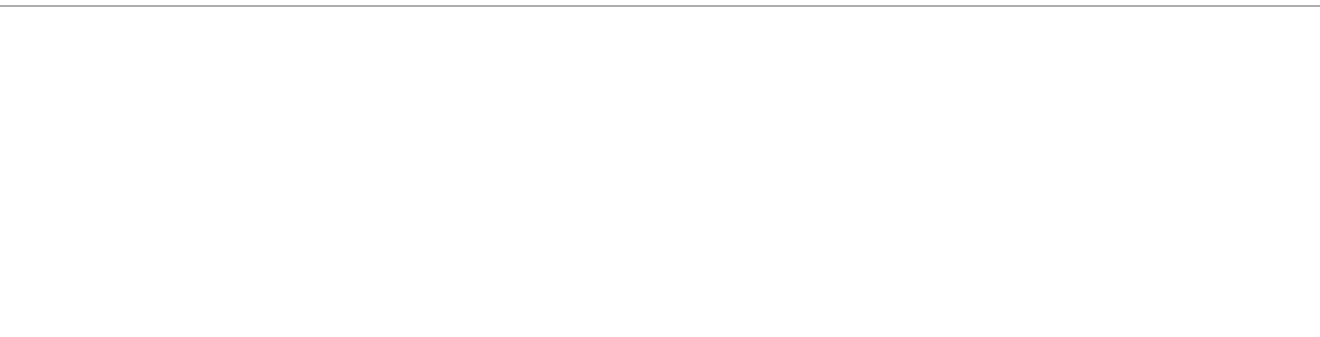
B. SIGNIFICANT EVENTS AND ACTIVITIES OF INTEREST



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2. AMES BUILDING ISC. A representative from IRMD met with representatives from the Consulting and Assistance Group, Office of Information Technology (OIT), to discuss final plans for the installation of two laser printers and two Hetra printers in the Ames Building Information Services Center (ISC). OIT is currently conducting tests regarding equipment needs. Once the tests are completed and the appropriate equipment is installed--circa 1 October--the Ames ISC will be operating as a full service information processing facility.



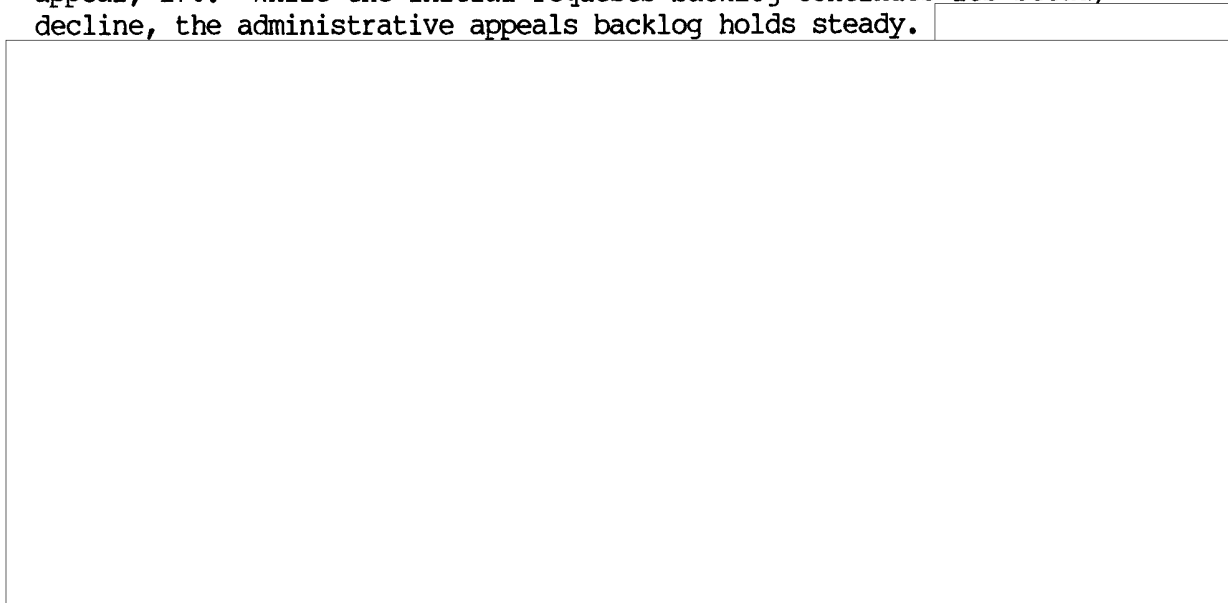
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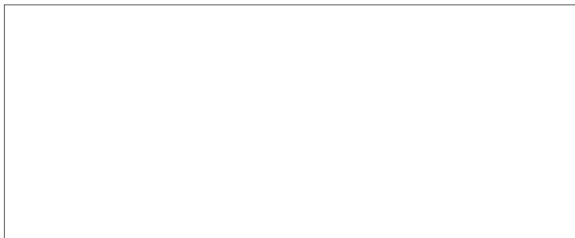
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4. INFORMATION AND PRIVACY DIVISION ACTIVITIES. The current backlogs are: initial requests, 2025, and requests in administrative appeal, 176. While the initial requests backlog continues its steady decline, the administrative appeals backlog holds steady.

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Attachment

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ADMINISTRATIVE-INTERNAL USE ONLY

STAT IPD, [redacted] (18 September 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

ADMINISTRATIVE-INTERNAL USE ONLY

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

17 September 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Information Resources Management Division

SUBJECT: IRMD Weekly Report (11 - 17 September 1985)

A. WORK IN PROGRESS

25X1 1. TRIS.

[Redacted]

of the

Information Technology Branch continued to train component personnel in the operation of the document control and records management segment (CDOCS) of TRIS. By 20 September, two day training sessions will have been conducted for 47 individuals representing some 22 registries throughout the Agency. On 1 October 1985, all of these registries will have had at least one individual trained in CDOCS and should be able to begin using the system. Training sessions will be scheduled for Agency records management officers once additional class dates can be secured for the use of Room 336 Ames Building. Thus far, the training has gone well, but the sessions have pointed out differences in the way registries process documents.

25X1 2. TS DOCUMENTS.

[Redacted]

Records Management Officer for the DI, received approval from the Office of Scientific and Weapons Research (OSWR) for OIS annuitants to begin a safe-by-safe search of its office holdings for Top Secret collateral documents. OSWR is the last major component in the DI that has not been searched for missing TS documents. Because they do not have RD clearances the annuitants will not search the Nuclear Energy Division which has a large collection of documents containing restricted data documents. Other arrangements will be made with OSWR to validate NED's holdings.

25X1 [Redacted] two of our annuitants will begin the search of the other elements of OSWR on 18 September.

25X1 [Redacted] is also working out arrangements with the Top Secret Control Officer for ODDI for our third annuitant, 25X1 [Redacted] to review ODDI holdings at the Records Center.

25X1 3. TSCADS.

[Redacted]

25X1 Chief, Information Control

Branch, and [Redacted] ICB, met with [Redacted] Top Secret Control Officer for the DO and Chief, Operations Group, IMS, to discuss the DO's failure to use the new TSCADS computer system to record the movement of TS collateral documents. The ICB representatives had been told that a malfunctioning computer

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[Redacted]

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terminal and the DO's inability to get it repaired was the  
 25X1 reason for its failure to use the system. [redacted]  
 stressed the importance of the DO beginning to use the new  
 TSCADS immediately since their failure to do so was having a  
 detrimental effect on the ability of other components to use the  
 system. The component originating TS documents must enter data  
 about them in the system, otherwise components receiving this  
 25X1 material are unable to process them. [redacted] promised to  
 25X1 resolve the situation even if it required using a terminal  
 elsewhere in the DO. On the following day, [redacted] was  
 informed that the DO had found another terminal to use for this  
 inputting and would begin doing so immediately. [redacted] 25X1

4. MACHINE-READABLE RECORDS. [redacted] and  
 25X1 [redacted] IMB, and [redacted] Records Management Officer,  
 25X1 OL, received a demonstration of the Federal Automated  
 Requisitioning System (FARS), used by the Office of Logistics.  
 With a better understanding of the information process by FARS  
 25X1 and how it is used, Messrs. [redacted] were able to  
 begin drafting a schedule item for the FARS system. They were  
 also briefed on the Inventory Control System (ICS) which  
 interfaces with the FARS System and is the next OL system to be  
 reviewed.

In addition, [redacted] met  
 25X1 [redacted] the Records Management Officer, Office of  
 25X1 Communications, and the OC ADP Control Officer to discuss the  
 scheduling of the office's machine-readable records.  
 25X1 [redacted] suggested that IMB personnel attend the Director of  
 Communications bi-weekly staff meeting to discuss the procedures  
 and objectives of the machine-readable records program. The  
 OC/RMO will arrange for IMB personnel to attend a future staff  
 meeting.

#### B. SIGNIFICANT EVENTS AND ACTIVITIES OF INTEREST

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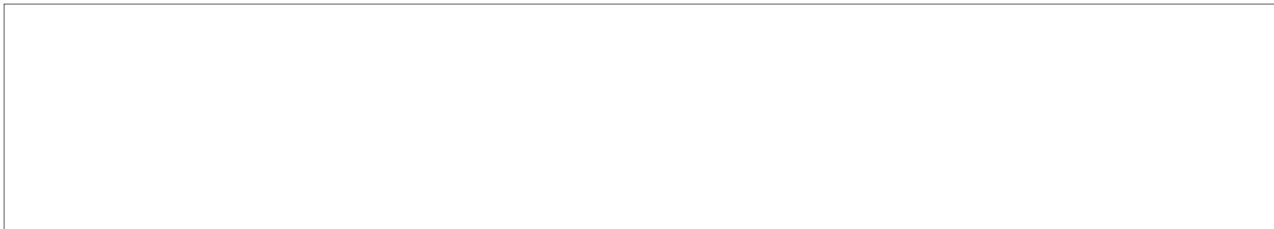
2. CLASSIFICATION GUIDE. [redacted] IMB, met with  
 25X1 [redacted] Information Management Staff, DO, and a  
 25X1 representative from the Central Cover Staff, to discuss a  
 derivative classification item that CCS requested be withdrawn  
 25X1 from the draft revision of the [redacted]

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3. AMES BUILDING ISC. [redacted] ICB, met with Ernie Smith, Bob Kazenas, and [redacted] Consulting and Assistance Group, OIT, to discuss final plans for the installation of two laser printers and Hetra printers in the Ames Building ISC. The location of the printers within the ISC will depend on the outcome of tests being conducted by OIT between the [redacted] Center and the Data Access Center currently operated by ORD in the Ames Building. All printouts currently run off in batch mode and from Hetra printers in the DAC are being run on the newer and more reliable IBM 6670 laser printers. Rosslyn area customers of ORD's DAC are being given the opportunity to evaluate the new laser printer format. If it does not meet their needs, the Ames Building ISC will accept two Hetras to satisfy these customers in addition to the two IBM laser printers. The installation of this equipment in the ISC is scheduled to be completed by 30 September. Their installation will allow the Center to operate as a full service information processing facility for the first time since it was activated last year.

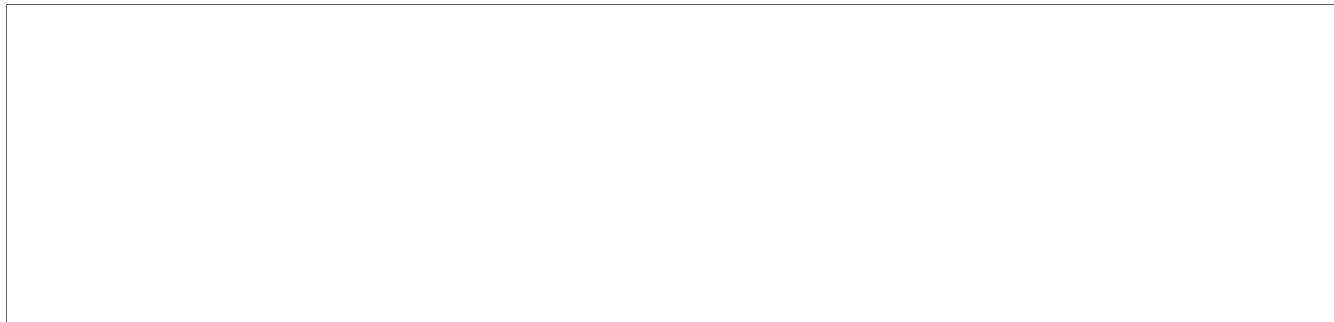
4. Records Center personnel performed the following activities during the week:

RAMS:	Made 20 additions, 4 changes, and 14 deletions
ARCINS:	Jobs received/edited - 9 Jobs keyed - 11 consisting of 2,550 entries
ACCESSIONS:	Received 25 jobs totaling 393 cubic feet
SPECIAL RUNS:	One to [redacted]

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C. SCHEDULED EVENTS

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CONFIDENTIAL

17 September 1985

MEMORANDUM FOR: Director of Information Services  
FROM: Chief, Classification Review Division  
SUBJECT: Weekly Report, 11-17 September 1985

1. C [ ] IMS/DO convened a meeting on 12 September to synchronize the first steps by the DO and OIS in the review of DO held SSU and CIG records for the Historical Review Program (HRP). CRD personnel represented OIS, while IMS and FPLG personnel attended for the DO. Agreement was reached that joint teams of CRD and DO personnel will (1) scan shelf cards and retirement sheets to identify records that contain important CIG material and (2) initially screen identified records to determine historical interest and degree of declassifiability. Once records are selected for the HRP, CRD normally will perform the first review. However, in cases where the records deal with people and activities that have carried on to the present, the DO may elect to do the first review, drawing on its records and facilities to research any particularly sensitive questions quickly. There was also agreement that the DCI History Staff (HS) should be called in once the identified records are to be examined on a more thorough basis. The HS will make an assessment of the historical importance of groups of records and of the relative historical importance of the various subjects covered within a group. [ ]

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Chief, CRD

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ADMINISTRATIVE - INTERNAL USE ONLY

17 September 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Regulatory Policy Division

SUBJECT:

Regulatory Policy Division Activities - 11 September through 17 September 1985

1. RPD is currently processing 145 jobs, an increase of five from last week's 140. [Redacted]

[Large redacted block]

3. [Redacted] of the Office of Personnel called RPD to ask for a copy of expired [Redacted] The Special Activities Branch wanted to know the policy in effect at the time the notice was valid. We provided [Redacted] with a copy of the notice. [Redacted]

4. [Redacted] processed [Redacted] [Redacted] on an immediate basis sending it up for approval and publication the same day received. [Redacted]

[Large redacted block]

6. On 16 September C/RPD delivered some priority issuances to the DDA and then went to [redacted] building to meet with Chief, Administrative Law Division, and Chief, Intelligence Law Division, to discuss the status of [redacted] which is long overdue for updating. [redacted]

7. RPD was able to render unexpected assistance to the Printing and Photography Division. In the latter part of August, a P&PD officer called [redacted] with a request to borrow the set of photographs of Agency award medallions which [redacted] had obtained during the processing of the revision of [redacted] P&PD did not have its own set and knew only of the one in the hands of RPD. As a set was needed for a project in P&PD, we loaned RPD's to the requesting office. P&PD returned the photos to us on 11 September with a thank you note that concluded "... a lot of time was saved." [redacted]

10. The Division received a proposed notice from Office of Finance on 16 September along with a covering memorandum dated 9 September requesting publication as soon as possible of [redacted]

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