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17 April 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Director of Information Services

25X1

SUBJECT: OIS Weekly Report (10 - 16 April 1986)

25X1

[Redacted]

2. A representative from the Information Resources Management Division (IRMD) and the Records Management Officer, Office of Finance, resumed work on a machine-readable records control schedule item for the

[Redacted]

25X1

3. Representatives from IRMD met with the Chief of the Administrative Staff, Intelligence Community Staff (ICS), to discuss the services provided ICS by the Ames Building Information Services Center. The ICS representative said that he is satisfied with the support ICS is receiving.

4. IRMD has completed a survey of the records and information handling activities of the Intelligence Community Staff's National Foreign Intelligence Board (NFIB) Secretariat Staff. The survey focused on records retention methods and ways to automate procedures for handling materials. A report is being prepared for the Chief, NFIB Secretariat.

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[Redacted]

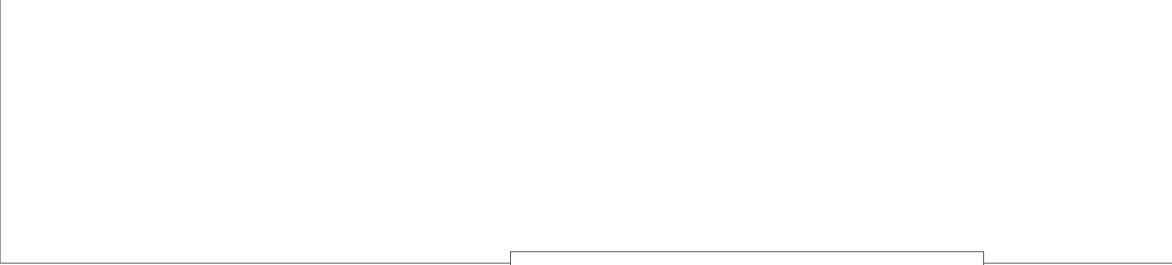
[Redacted]

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

5. *The backlog of initial FOIA requests continues to fall and is now at 1,466. The backlog of requests in administrative appeal has risen

25X1



25X1



Attachment

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16 April 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (9 - 15 April 1986)

<u>1. The Week in Review</u>	<u>9 - 15 April 1986</u>	<u>1986 Weekly Average</u>
a. New cases	75	62.2
b. Cases closed	80	73.9
c. New appeals logged	7	3.8
d. Appeals closed	3	2.6
e. Manpower (man-weeks)	118.6	105.4
<u>2. Current Backlogs</u>		
a. Initial requests - 1466		
b. Requests in administrative appeal - 205		
c. Requests in litigation - 72		
<u>3. Spotlighted Requests</u>		

[Redacted]

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STAT IPD/CMR:sh/[] (16 April 1986) (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 - OCA
1 - OP
1 - OL
STAT 1 - C/IMS []
1 - DDO/IRO
STAT 25 - DDO/IMS []
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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15 April 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[redacted]
Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (9 - 15 April 1986)

1. WORK IN PROGRESS

25X1 a. Machine-Readable Records. Information Management
Branch representatives, in anticipating the reassignment of
25X1 [redacted] Records Management Officer, OL, extended an
offer to the Chief, Information and Management Support Staff
(C/IMSS/OL), to continue writing machine-readable records control
25X1 schedule items for OL computer systems. This arrangement would
continue until [redacted] replacement is on board and settled
25X1 into the job. The C/IMSS accepted IMB's offer and has designated
[redacted] Data Administrative Services, Information and
25X1 Management Support Staff, to assist IMB until the new RMO can
assume this responsibility. On 14 April 1986, [redacted]
25X1 and [redacted] met with [redacted] to acquaint him with the
process of developing the schedule items. The OL has designated
the Agency Real Property Summary Reporting System (REALESTATE) as
the next system to be scheduled. Work will commence as soon as the
Contractor Information System (CONIF) draft item is completed and
25X1 approved. Meanwhile, [redacted] will determine if a REALESTATE
System User Manual is available and provide IMB with a copy to
25X1 begin the research for this system. [redacted]

25X1 On 15 April 1986, [redacted] IMB, and
25X1 [redacted] Office of Finance Records Management Officer
(OF/RMO), resumed work previously begun on the records control
25X1 schedule item for the [redacted]
25X1 This session consisted of a detailed review of the [redacted] User
Manual to expand upon a system outline that was completed earlier.

25X1 b. Search for TS Documents. Annuitants, [redacted]
25X1 and [redacted] continue their review of DS&T/OD&E document
25X1 holdings at the Records Center. Their review of 49 retirement jobs
resulted in 6 documents being located, all were on record as being
25X1 assigned to OD&E. Another annuitant, [redacted] continued his

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25X1 review of DI/OSWR holdings at the Records Center. His review activity for the week resulted in 15 jobs being searched with no documents being located. [redacted] review of DI/OGI retirement holdings resulted in 10 jobs being searched with 6 unlisted documents being located that will require followup by DAS. Search activity will continue on the 400 remaining OD&E, OSWR, and OGI retirement jobs.

25X1 In summary, a total of 12 TS documents were found in
25X1 the 74 retirement jobs reviewed. Six of these documents belonged to OD&E and the remaining 6 required followup research to determine ownership. [redacted] continue to process the information into the TSCADS data base. [redacted] Document Accountability Section, Information Control Branch, has provided an annuitant to assist in reviewing Directorate of Operations' holdings at the Agency Archives and Records Center beginning 15 April. In addition, DO personnel are now searching Near East Division files at Headquarters. [redacted]

2. SIGNIFICANT EVENTS/ACTIVITIES

a. Required Reporting for Systems of Records.

25X1 [redacted] Records Management Officer, OIS, attended a Directorate of Administration RMO meeting held to discuss the Privacy Act requirement to report systems of records in the Federal Register. The RMOs were requested to conduct a review of their office systems of records and compile a classified list of those systems that can be searched by name or other personal identifier. The list of systems of records is to be forwarded to the Information Control Branch (IMB), for the system of records to be identified with its corresponding records control schedule item. The list will then be used to update the Agency's system of records presently reported in the Federal Register.

b. IBM PC Planning. On 11 April 1986,

25X1 [redacted] Chief, Information
25X1 Technology Branch, and [redacted] Plans and Management Staff (PMS),
25X1 OIS, met with [redacted] System Development Staff, Office of Central Reference (OCR), to learn how the IBM personal computer has been applied in OCR. Also discussed were the hardware configurations and equipment and software capabilities of the family of IBM PCs. An additional meeting has been scheduled with Office of Information Technology (OIT) representatives to discuss OIT's current position on the IBM PC as the new Agency standard computer terminal, the availability of TEMPEST approved terminals for outlying buildings, and to collect preinstallation planning information as well as additional details on the IBM PC hardware and software capabilities. This information will aid OIS personnel in identifying the PC most able to meet the requirements in ITB and IMB.

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25X1 c. Information Services Center. [redacted] Chief,
 25X1 Information Control Branch, and [redacted] Chief, Ames Building
 25X1 Information Services Center, met with [redacted] Chief,
 25X1 Administrative Staff, Intelligence Community Staff, to discuss
 25X1 support provided by the ISC. [redacted] indicated that there were
 25X1 no problems being surfaced to his knowledge and that ICS is
 25X1 satisfied with the support provided by the ISC. [redacted]
 commented that he is still trying to determine what has happened to
 the computer terminal request that was to be provided to ISC by ICS.

25X1 d. Registry Survey. [redacted] ICB, has completed the
 survey of the records and registry activities of the Intelligence
 Community Staff's National Foreign Intelligence Board Secretariat
 Staff. The survey focused specifically on methods of records
 retention and ways to improve automated procedures for handling
 NFIB/NFIC/SIG(I) material. A survey report is now being prepared
 including our recommendations and will be forwarded to the Chief,
 NFIB Secretariat.

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

- RAMS: Made 15 additions, 3 changes, and 37 deletions.
- ARCINS: Jobs received/edited: 19.
Jobs keyed: 37 consisting of 2516 entries.
Jobs completed: 15.
- Accessions: Received 16 jobs totaling 136 cubic feet.
- References: Serviced 2390 requests for records (482 were for annuitants)
- Special Runs: One to DO/IMS. [redacted]

3. SCHEDULED MEETINGS

25X1 [redacted] and
 25X1 [redacted] ITB, and [redacted] Plans & Management Staff, are
 25X1 scheduled to meet with [redacted] Engineering Services Division,
 OIT, on 25 April to discuss IBM PC hardware and software
 capabilities.

25X1 [redacted]

15 April 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[REDACTED]

Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities -
7 - 15 April 1986

25X1 1. RPD is currently processing 111 jobs, up slightly from last
25X1 week's total of 99. [REDACTED]

25X1 2. [REDACTED] has been
submitted to the DDA for approval. This revised issuance includes
extracts from Executive Order 12333, United States Intelligence
Activities, as it applies to the Agency. It also establishes a
requirement for all employees to read the handbook twice yearly, April
and October, and to sign their full names on the routing sheet to
acknowledge that they have read the handbook.

25X1 3. [REDACTED] completed Draft C of [REDACTED]
25X1 [REDACTED] This latest draft will be reviewed by Chief, Classification
Review Division, Chief, Information and Privacy Division, the OIS Legal
Advisor, and Chief, DCI History Staff before being distributed
Agency-wide for final coordination.

25X1 4. The Chief and Deputy Chief, RPD met with [REDACTED] Chief,
25X1 Review Branch, Office of Personnel (OP), and [REDACTED] Chief, Policy
& Review Staff, OP, to discuss the procedures used by RPD in processing
OP regulations and handbooks. The discussion was of mutual interest
because of recent personnel changes in both components. Following the
discussion, Chief, Policy & Review Staff advised that he had been given a
25X1 management objective (MBO) for revising selected HR and HHB [REDACTED]
series which would result in all policy statements being contained in the
HR's and their implementing procedures in the HHB's. Although RPD
would support these changes, further discussions will be needed to more
accurately assess the impact of implementing such massive revisions.

5. The CIA Guest Speaker Program will feature political humorist
Mark Russell as the CIA guest speaker on Wednesday, 21 May 1986 in the
Headquarters Auditorium. Mr. Russell will discuss "The Laughter and Song
of Politics" and will be introduced by the DCI.

25X1 [REDACTED]

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