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

20 March 1986

MEMORANDUM FOR: Deputy Director for Administration

25X1

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (13 - 19 March 1986)

1. *Activities in the Historical Review Program are moving forward with the review of three distinct groups of historical documents: the Strategic Services Unit (SSU), the Office of the Director of Central Intelligence (O/DCI), and the U-2 Program. Some 20 feet of SSU records have been initially reviewed by the Classification Review Division (CRD). The results and the documents have been sent to the DO for coordination. No complications are expected at this first stage. The review of O/DCI records covering 1945 to 1955 is under way. The records of the U-2 Program—previously reported—are being examined to identify any special problems. For example, names of Agency personnel identified in the U-2 Program are being compiled preparatory to checking with the DO for possible covert status, and consultations are beginning with personnel from the Office of General Counsel on how to handle declassification problems involving corporations, their employees, and their experimental, developmental data.

25X1

2. The Agency transferred another 164 cubic feet of OSS records to the National Archives and Records Administration.

3. On 13 March, representatives from the Information Technology Branch of the Information Resources Management Division (IRMD) hosted a meeting of the major users of the Records Center Archives Management System (RAMS). Attendees included representatives from NPIC, the Offices of Finance and Personnel, and personnel from the Agency Archives and Records Center (AARC). The meeting provided helpful insights into the diverse needs of each office and how these needs could be incorporated into RAMS.

25X1
25X1

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

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

4. Representatives from IRMD met with the Records Management Officer for the Office of Security (RMO/OS) and a data programmer from the Office of Information Technology (OIT) to gather information on OS's Community-wide Computer-assisted Compartmentation Control System (4C) for an item on its records control schedule. When the draft of this records control schedule item is completed, it will be reviewed with RMO/OS. A second meeting will be scheduled with the OIT programmer responsible for the maintenance of the system, to review and revise the draft 4C System's schedule item. IRMD representatives also met with the RMO for the Office of Logistics and completed a major portion of a draft record control schedule item for OL's Contractor Information System (CONIF). Upon completion of the entire draft, a meeting will be arranged with OL to review and revise as needed.

5. Representatives from IRMD attended a conference on "Archival and Records Management Concerns in Electronic Record Keeping Systems" at the General Accounting Office Auditorium. Two of the topics presented were Electronic Records Keeping and Government-wide Policy Initiatives in reference to Records Management and Archival Considerations in Electronic Records Systems. The session provided some insights into what is being done with electronic records elsewhere and the problems that are being encountered.

6. Progress continues regarding the location of unaccounted for Top Secret (TS) collateral documents. In the case of a Directorate of Operations (DO) component, more than 15,000 TS documents required further research and review. Of that number, 426 were not recorded in TSCADS; research on the 426 revealed that 285 documents had been downgraded from Top Secret; a listing of these documents will be provided the DO for review and followup action. In addition to the 426 documents above, annuitants' research identified 381 documents that were previously unaccounted for and charged to the DO or to the Office of SIGINT Operations.

7. On 12 March, IRMD representatives met with the Executive Officer of the Office of Logistics (EXO/OL) to discuss plans for the Information Services Center (ISC) that will service OL and the Office of Finance in the New Headquarters Building. EXO/OL was given a copy of a 1984 Memorandum of Understanding signed by the Director of Logistics and the Director of Finance indicating their willingness to participate. He was also shown the design that was developed from requirements provided by both offices. The OL/RMO will serve as focal point with IRMD to update requirements.

8. The Director of the Information Security Oversight Office (D/ISOO) requested Agency views on a Department of Justice (DoJ) recommendation that ISOO develop standardized jackets and labels for classified computer diskettes. In response, the Director of Information Services (DIS) recommended against adoption of DoJ's recommendation because of its limited scope, i.e., it could be used with only one automated data processing (ADP) medium. Moreover, DIS advised D/ISOO that due to the Agency's concern for the protection of classified

2

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

information stored in ADP media, the Agency has developed three types of nonremovable labels to be affixed to all types of ADP storage media, not only diskettes. Samples of these labels were provided to ISOO suggesting that it promote the standardized use of nonremovable labels similar to these three types.

9. Based upon the Agency's FY 1985 single-sampling report to ISOO showing that approximately one million more derivative classification decisions were made than in FY 1984, D/ISOO suggested that the Agency take additional samplings for future reports. In ISOO's view, the additional sampling would provide an indication of whether an increase in classification decisions is real or simply reflects unusually high classification activity during the particular sampling period. In response to the suggestion, the first of two such samplings will be taken during the week of 17 March. Following an analysis of the two samplings, a decision will be made on whether semi-annual samplings will be necessary.

10. A specialist in U.S. foreign policy from the Library of Congress has made an inquiry regarding declassified CIA material. He asked C/CRD if there were declassified CIA material available for use similar to that which exists in presidential library material. The specialist serves the Congressional Research Service which is writing a four-volume study for the Senate Foreign Relations Committee. He would like to include appropriate CIA material that may be declassified and available. CRD has obtained examples of such material from the declassified data system (DECAL) in the Information and Privacy Division (IPD) and from an AEGIS/RECON run from the Office of Central Reference (OCR). The specialist has been invited to visit CRD to view and to discuss the material.

11. While slowing down, the IPD FOIA backlog on public requests for information continues to decline; it is now 1501. The backlog of requests in administrative appeal has moved up by eight to 212 as well as has litigation cases; it is up by three to 75. Attached is a separate IPD report on items of interest concerning requests and responses.

25X1

Attachment

3

ADMINISTRATIVE-INTERNAL USE ONLY

19 March 1986

MEMORANDUM FOR: Deputy Director for Administration

STAT   FROM:

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (12 - 18 March 1986)

1.	The Week in Review	12 - 18 March 1986	1986 Weekly Average
a.	New cases	88	57.2
b.	Cases closed	92	77.0
c.	New appeals logged	9	3.9
d.	Appeals closed	1	1.6
e.	Manpower (man-weeks)	120.7	108.1

2. Current Backlogs

    a. Initial requests - 1501
    b. Requests in administrative appeal - 212
    c. Requests in litigation - 75

3. Spotlighted Requests

STAT

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

STAT IPD/FBR:sh [   ] (19 March 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

ADMINISTRATIVE-INTERNAL USE ONLY

18 March 1986

MEMORANDUM FOR: Director of Information Services

25X1

FROM:

Chief, Classification Review Division

SUBJECT: CRD Weekly Report, 12-18 March 1986

1. The Historical Review Branch accelerated to full throttle operation
with the restoration of normal funding for its annuitants. The HRB has been
operating with only 72 hours total time a week from its three reviewers, all
annuitants. Three groups of documents are under review. Some 20 feet of SSU
records have been initially reviewed by CRD and sent to the DO for
coordination; the returns so far have contained no significant differences in
judgment between CRD and the DO, and we anticipate easy sailing at least to
the point where coordination outside CIA begins (not required on the SSU
records however). The review of O/DCI records of the 1945-55 period is in the
early stage. U-2 records of the DS&T are being examined to anticipate special
problems that the review will present. A long list of names of Agency
personnel is being compiled preparatory to checks with the DO for covert
status; consultations are beginning with OGC personnel on how to handle
declassification problems involving corporations, their employees, and their

25X1

experimental-developmental data.

2. Mr. William C. Gibbons, specialist in U.S. foreign policy in the
Foreign Affairs and National Defense Division of the Congressional Research
Service, Library of Congress, recently asked whether CRD could tell him what
declassified CIA materials are available for use as presidential library
material is used in the Foreign Relations of the United States series. The
Congressional Research Service is writing a four-volume study for the Senate
Foreign Relations Committee on U.S. Government executive and legislative roles
and relationships during the Vietnam war, and would like to include
appropriate CIA material that is declassified and available. To answer Mr.
Gibbons we obtained computer printouts from the DECAL system, used by IPD to
record documents released through FOIA, and an AEGIS/RECON run from OCR.
C/CRD invited Mr. Gibbons to visit CRD offices to see and discuss how we might

25X1

help him. CRD now waits for Mr. Gibbons to set up a visit.

25X1

3. One of the main purposes of CRD's Released Information Management System (RIMS) is to make available to declassification reviewers official Agency statements on activities related to the CIA. Some of the most official and widely disseminated registers of such statements are the publications of various Congressional committees before which various Agency officials are called upon to testify. In searching for the best documents to input into RIMS, CRD has found about 35 shelves of as of yet-unindexed Congressional publications with CIA interest in the files of the Historical Collection in the Agency library. CRD is arranging with the Historical Collection a program of utilizing these publications for RIMS input.

25X1

25X1

CONFIDENTIAL

ADMINISTRATIVE - INTERNAL USE ONLY

18 March 1986

MEMORANDUM FOR: Director of Information Services

STAT   FROM:

Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (12 - 18 March 1986)

1.   WORK IN PROGRESS

STAT   a.   TRIS Training.   Chief, Information
STAT   Technology Branch,
ITB, conducted two refresher training classes on the CDOCS
(Codeword/Collateral Document Control System) for registry
personnel and Records Management Officers. Ten officers attended
each of these sessions which addressed subjects, such as quality
STAT   control, maintenance, filing, and document retrieval.
provided instruction on keyword indexing and provided some
practical exercises for the participants to test their
understanding. Three more training sessions on CDOCS are scheduled
for 19-21 March 1986.

          b.   TRIS Enhancement. Members of ITB hosted a meeting of
the major users of the RAMS system on 13 March. Attendees included
representatives from NPIC, the Offices of Finance and Personnel,
and personnel from the Agency Archives and Records Center.
Personnel from the Information Management Staff, DO, were not in
attendance, but provided comments by telephone. RAMS is a
sub-system of TRIS that allows the user to access the records at
the Agency Archives and Records Center. The meeting provided ITB
personnel insights into the diverse needs of each office and how
these needs could be incorporated into RAMS to make it a more
effective system. There will be additional meetings of this type
STAT   once the RAMS menus have been revised.   the
programmer responsible for this enhancement, chaired the meeting.

STAT   c.   Machine Readable Records. Messrs.
STAT   and   Information Management Branch, met with
STAT   Records Management Officer for the Office of
STAT   Security, and   OIT, to gather information on the
Office of Security's (OS) Community-Wide Computer-Assisted
Compartmentation Control System (4C). When the draft of this
STAT   records control schedule item is completed, Messrs.   and
STAT   will return to OS and review this writeup with

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

STAT

STAT
STAT

STAT

STAT
STAT
STAT

STAT

STAT

STAT

STAT

STAT

STAT

who will then draft the records control schedule items for the remaining OS systems. A second meeting will be scheduled with _____ the OIT Programmer responsible for the maintenance of the system, to review and revise the draft 4C System schedule item.

Messrs. _____ also met with _____ Records Management Officer for the Office of Logistics, and completed a major portion of a draft schedule item for OL's Contractor Information System (CONIF). Upon completion of the draft, a meeting will be arranged with _____ Data Base Administrator, to review and revise the information as needed. It is anticipated that this followup meeting will be scheduled on or about 21 March.

On 12 March 1986, the Chief, IRMD, _____ Chief, IMB, and Messrs. _____ IMB, met with _____ Chief, Publications Center, Office of Current Production and Policy Support, DI, to discuss a recently formed Agency Microcomputer User's Group (MUG). _____ described the nature of the group and what had happened at earlier MUG meetings. The IRMD representatives explained their interest in the disposition and maintenance of records created on PCs and expressed an interest in attending and participating in future MUG activities. The next meeting is tentatively scheduled for September 1986 and _____ indicated that representatives from IRMD are welcome to participate.

Messrs. _____ attended a conference on "Archival and Records Management Concerns in Electronic Record Keeping Systems" at the General Accounting Office Auditorium. The conference was sponsored by the Information Resources Administration Councils, Records Management and Micrographics Council and Society for History in the Federal Government. The major topics presented by a number of speakers included: Agency Organization Structure, IRM, and Electronic Record Keeping, and Government-wide Policy Initiatives re Records Management and Archival Considerations in Electronic Records Systems. The session provided some insights into what is being done with electronic records elsewhere and problems that are being encountered.

d. TS Documents. Progress continued to be made in our efforts to locate unaccounted for TS collateral documents. Annuitant _____ continued his review of the retired records holdings of the Office of Global Issues during the week. He found 14 documents, eight of which were charged to OGI and another six which will require followup research. _____ another annuitant, began reviewing the retired records of the Office of Development and Engineering. She found 15 TS collateral documents, 10 of which were unaccounted for and five others whose ownership could not be determined. A third annuitant, _____

2
ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

STAT continued his review of the retired records holdings of the Office of Scientific and Weapons Research, finding 10 documents: six of the documents were charged to OSWR and four will require followup research. ⎣_____⎦Information Control Branch, continued to process the information on documents found by the annuitants.

STAT   The processing of the results of the search efforts of
STAT ⎣_____⎦in⎣_____⎦
STAT ⎣_____⎦Information Management Staff, DO, showed that more than 15,000 documents were reviewed. Of that number, they located 426 documents that were not recorded in TSCADS. Research on these 426 documents showed 285 had been downgraded from Top Secret; a listing of these documents will be provided for IMS review and followup action. The annuitants' search identified 381 documents that were previously unaccounted for and charged to the DO or to the Office of SIGINT Operations.

STAT   e. Information Services Center. ⎣_____⎦Chief,
STAT Information Control Branch, and⎣_____⎦ICB, met on 12 March
STAT with⎣_____⎦Executive Officer, Office of Logistics, to discuss plans for the Information Services Center that will service the OL and the Office of Finance in the New Headquarters Building.
STAT ⎣_____⎦was given a copy of the 1984 Memorandum of Understanding signed by the Director of Logistics and Director of Finance indicating their willingness to participate in this ISC.
STAT ⎣_____⎦was also shown the design for the Center that was developed from requirements provided by both offices in 1984. He agreed to name a member of the Information and Management Support Staff, OL, to serve as focal point with ICB to update
STAT requirements. A subsequent call from⎣_____⎦IMSS, named the OL Records Management Officer as the referent.

2. SIGNIFICANT EVENTS/ACTIVITIES

STAT   a. Professional Meeting. ⎣_____⎦ITB, attended an Association of Records Managers and Administrators (ARMA) meeting on 12 March 1986. The featured speaker was Dr. David Batty, a private consultant, who discussed "Indexing and the Microcomputer". Dr. Batty, who has been involved with computers and library science for many years, discussed the historical progress, the usage, and the storage capability of computers from the use of vacuum tubes to the small micros of today. He emphasized the need for building a keyword dictionary for retrieving the information that is stored on micros. Dr. Batty conducts workshops on the design and program development for personal computers and a two-day seminar on thesaurus construction.

3
ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

STAT
STAT
b. Optical Character Reader. [   ] Chief, ITB, and [   ] ITB, visited Word Processing Associates, Inc., for a briefing and demonstration of their Optical Character Recognition (OCR) page reader. The TOTEC TO-5000B model is a compact desk-top design OCR page reader, which interfaces to most leading data processing and word processing systems. Using advanced microchip technology, the TOTEC recognizes most popular office type styles, up to eight. To read accurately, the OCR system requires a reasonably good quality printed page. This OCR does not read handwritten items, such as signatures, comments, etc., that may be part of the document. Additional information is needed to see if this system might have any application for systems used by OIS. A Tempest version of this system is available.

c. ISOO Request. The Director of the Information Security Oversight Office (ISOO) requested Agency views on a Department of Justice (DoJ) recommendation that ISOO develop standardized jackets and labels for classified diskettes. In a
STAT letter prepared by [   ] the Director of Information Services (OIS) advised ISOO that due to the Agency's concern for the protection of classified information stored in automatic data processing (ADP) media, the Agency has developed three types of nonremovable labels to be affixed to all types of ADP storage media, not only diskettes. The labels would be used to identify classified, as well as unclassified information, stored in these media. Samples of the three Agency labels were provided to ISOO with our recommendation that ISOO promote the standardized use of nonremovable labels similar to those used in the Agency. We recommended against adoption of DoJ's recommendation to use standardized jackets to identify diskettes containing classified information because of its limited scope, i.e., it could be used with only one ADP medium.

d. Classification Decisions. The first of two samplings of Agency classification decisions will be taken during the week of 17 March 1986. Our FY 85 report to the Information Security Oversight Office (ISOO) showed that approximately one million more derivative classification decisions were made in FY 85 than in FY 84. The increase triggered a suggestion from the Director, ISOO, that the Agency take an additional sampling rather than relying on the results of just one. In ISOO's view, the additional sampling would provide an indication of whether an increase in classification decisions is real or simply reflects unusually high classification activity during a sampling period. A memorandum
STAT prepared by [   ] the Agency Records Management Officer, informed all RMOs of the need to take two samplings this year. Based on an analysis of the results of the two samplings, a decision will be made on whether semi-annual samplings will be necessary.

4
ADMINISTRATIVE - INTERNAL USE ONLY

STAT

STAT
STAT   e. Special Survey. ☐ Chief, ICB, ☐
STAT   and ☐ ICB, met with ☐ Chief, Secretariat
STAT   Staff, Intelligence Community Staff, in response to ☐
STAT   request for assistance in resolving some information handling and
STAT   management problems in his staff. ☐ and one of his
        staff members provided a brief overview of the problems they are
        experiencing. The IRMD representatives felt improvements could be
        made in several areas and indicated that a division member should
STAT   review the operation. ☐ will conduct the survey beginning
        the first week in April.

        f. OSS Records. The Agency transferred another 164 cubic
    feet of OSS records to the National Archives and Records
    Administration.

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

RAMS:	Made 33 additions, 4 changes, and 12 deletions.
ARCINS:	Jobs received/edited: 20.
	Jobs keyed: 20 consisting of 3373 entries.
	Jobs completed: 16.
Accessions:	Received 49 jobs totaling 361 cubic feet.
References:	Serviced 2659 requests for records.
Dispositions:	Transferred 120 cubic feet of material to the hammermill for destruction.
Special Runs:	One to OP.

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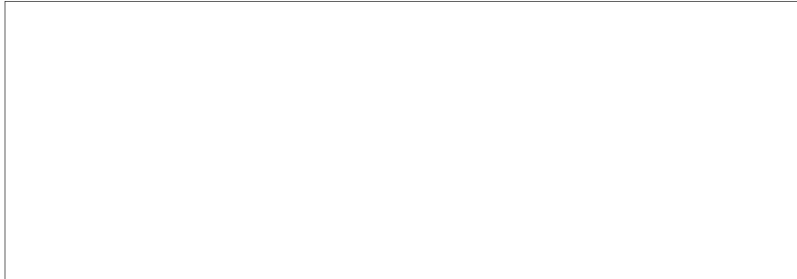
C-O-N-F-I-D-E-N-T-I-A-L

18 March 1986

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities –
12 – 18 March 1986

1. RPD is currently processing 115 jobs, up from last week's 110.

2. [ ] spent the majority of the reporting period preparing the tables of contents for headquarters issuances and the checklists for both field and headquarters issuances for printing. The tables of contents and the headquarters checklist have been forwarded to P&PD/OL. The field checklist was sent to the DO for approval.

3. For the commemoration of the death of Dr. Sherman Kent, the distinguished historian who was one of the Agency's founding fathers, RPD received, and processed on a priority basis, EB No. 1355, "Sherman Kent: 1 December 1903 – 11 March 1986, Father of Literature of American Intelligence," to inform employees of his distinguished service to the Agency.

5. Received for processing in RPD were [ ] These hardy perennials from the Office of Personnel set forth a policy of continuing Agency concern.

6. Processing of [ ] required the circulation of a second draft of the proposal for Agency review.

7. [ ] returned from training and is processing RPD's workload. She is being assisted by [ ] who has joined RPD pending a new assignment.

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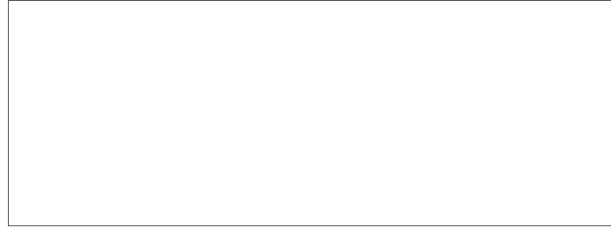
C-O-N-F-I-D-E-N-T-I-A-L

25X1

    8.   has begun using his newly installed Wang word
processor and has found the experience both pleasant and

25X1

rewarding.

25X1

25X1

Page Denied

Next 2 Page(s) In Document Denied