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6 March 1986

MEMORANDUM FOR: Deputy Director for Administration

STAT FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (27 February - 5 March 1986)

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2. Representatives from IRMD met with the Records Management Officer, Office of Finance (OF), and other OF personnel to review the first draft of a records control schedule item for machine readable records pertaining to CIA Retirement and Disability System (CIARDS) payroll information.

3. OIS annuitants continued to search for unaccounted for Top Secret collateral documents. Annuitants continued to review the retired records of the Office of Global Issues and the Directorate of Operations (DO). Of the 2,814 documents reviewed in the DO, 2,728 were determined to be properly accounted for, but 86 will require further research to determine accountability. A representative from IRMD reviewed the results with personnel from the DO and discussed various methods for locating unaccounted for TS collateral documents. A representative group of DO divisions and staffs will be selected for searches in order to determine the best way to search the remaining DO components.

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4. An IRMD representative met with personnel from the New Building Project Office (NBPO) to discuss the establishment of Information Services Centers (ISC) in the new Headquarters Building. Discussions focused on the design of the centers, planning by the DO for a registry facility, copy center locations in the new building, and other matters. In addition, IRMD representatives met with representatives from the Office of Technical Service (OTS) to discuss requirements for ISC support.

5. OIS has developed tentative dates for the annual Information Security Oversight Office (ISOO) inspection of Agency classification practices. A formal request from the Director of ISOO to the DDA is expected shortly. Normally, an ISOO officer visits at least one component in each directorate to inspect the classification markings on documents and to determine if the personnel understand proper classification procedures. The tentative inspection dates are as follows:

- A. Directorate of Intelligence, 16 April 1986
- B. Directorate of Operations, 6 May 1986
- C. Office of the Director, 9 July 1986
- D. Directorate of Administration, 26 August 1986
- E. Directorate of Science and Technology, 24 September 1986

6. Representatives from IRMD participated in a meeting with Agency Records Management Officers to discuss the Privacy Act requirement that all records systems containing information on American citizens and resident aliens be identified and properly reported in the Federal Register. The meeting was chaired by the Chief, Information and Privacy Division. He called particular attention to computer systems that might contain personal information and reminded the participants that any records systems reported must be covered in an approved records control schedule. He said that a memorandum containing additional guidance will be provided.

7. The backlog of initial FOIA requests was reduced by 11 and is now at 1514. The backlog of administrative appeals increased by two and stands at 200. Litigation cases remained at 72. IPD completed one 1977, one 1978, and two 1981 Privacy Act requests during the reporting period. A separate report is attached.

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Attachment

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5 March 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (26 Feb. - 4 Mar. 1986)

1.	<u>The Week in Review</u>	<u>26 Feb. - 4 Mar. 1986</u>	<u>1986 Weekly Average</u>
	a. New cases	72	53.8
	b. Cases closed	83	68.0
	c. New appeals logged	4	3.3
	d. Appeals closed	2	1.9
	e. Manpower (man-weeks)	106.8	109.9
2.	<u>Current Backlogs</u>		
	a. Initial requests - 1514		
	b. Requests in administrative appeal - 200		
	c. Requests in litigation - 72		

3. Spotlighted Requests

[Redacted]

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IPD/FPO:sh, [redacted] (5 March 1986) (FINAL)

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- 1 - OLL
- 1 - OP
- 1 - OL
- 1 - C/IMS, [redacted]
- 1 - DDO/IRO
- 25 - DDO/IMS [redacted]
- 1 - DDI/IRO
- 1 - DDA/IRO
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4 March 1986

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 26 February - 4 March 1986

Cabling for WANG equipment was run this week and four WANG terminals installed in CRD offices. These new terminals work off the stand alone WANG system that CRD uses and increases our WANG terminals to six.

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Chief, CRD

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4 March 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[redacted]
Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (26 February - 4 March 1986)

1. WORK IN PROGRESS

25X1 a. TRIS Training. [redacted] Information Technology
Branch, met with registry personnel of the Offices of Scientific
and Weapons Research and Development and Engineering to review
25X1 their use of the CDOCS (Codeword/Collateral Document Control
System) portion of TRIS. [redacted] reviewed the way in which they
25X1 were inputting data into the system and their selection of key-
words to retrieve the data. She offered some suggestions on how to
25X1 make use of the system's features. [redacted] visit is part of
ITB's continuing effort to encourage components to make full use of
CDOCS and to assist them with any problems that they are
experiencing. In this connection, ITB has also sent a notice to
component records management officers advising them that it will be
sponsoring two-hour tutorials on CDOCS. The training, which will
be conducted during the week of 17 March, will cover such features
as standardization of data elements, maintenance, quality control,
filing, and records destruction.

25X1 b. Machine Readable Records. [redacted] and
25X1 [redacted] Information Management Branch, met with
Langston Augustus, Records Management Officer, Office of Finance,
25X1 Messrs. [redacted] ADP Control Officer, OF, and [redacted]
Chief, Retirement Pay Branch, OF, on 26 February to review the
first draft of a machine readable schedule item for the CIA
25X1 Retirement and Disability System (CIARDS). A second meeting on the
25X1 CIARDS System was conducted on 28 February with [redacted] and
[redacted] Office of Information Technology, who were unable to
attend the earlier meeting.

25X1 Messrs. [redacted] also met with
25X1 [redacted] RMO, Office of Logistics, and [redacted]
System Administrator for the Contract Information System (CONIF),
OL, to answer questions developed from an earlier meeting. They
also gathered additional data required to start writing a draft
schedule item for the CONIF System. The meeting went well, but
because there was additional data to review a third meeting was set
for 7 March.

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Where Marked

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c. TS Documents. OIS continued to make progress in reducing the number of unaccounted for TS documents. Annuitant [redacted] reviewed additional retired records of the Office of Global Issues. He found eight TS documents during the week, four of which were charged to OGI and three which will require followup research. [redacted] another annuitant, reviewed additional documents in the [redacted] Information Management Staff. He identified 2,814 documents, 2,728 of which were charged to the DO and 86 whose ownership could not be readily determined. [redacted] Information Control Branch, continued to process information on documents found by the annuitants.

[redacted] ICB, met with [redacted] Chief, [redacted] IMS, and other members of the [redacted] to review the results of [redacted] research [redacted]. The meeting also covered methods that could be used in searching DO office areas for missing TS collateral documents. It was agreed that a sample group of DO divisions and staffs would be selected for searches and the results of those efforts reviewed to determine how to proceed with the other DO components. [redacted] will participate in a followup meeting on these matters during the week of 10 March.

Other personnel in ICB continue to work on different aspects of the TS control program. [redacted] is processing information received from components certifying the destruction of TS documents or their transfer to other agencies. [redacted] provided assistance to the TS control officers in the Offices of Central Reference and Communications on the inputting of information into TSCADS. [redacted] is preparing a list of TS collateral documents that were identified by [redacted] in his current search work as having been downgraded in classification or declassified. The list will be provided to the DO for followup action.

d. Information Services Centers. [redacted] IMS, reported for duty to help staff the new Information Services Center [redacted] is one of four officers that eventually will staff the Center that will service all of the tenants [redacted] will spend one week in training in the use of communications equipment that will be used to process cable traffic [redacted]. The Center began providing limited service to COMIREX elements this week with assistance provided by [redacted] from the Intelligence Community Staff Registry.

[redacted] ICB, had several meetings last week relating to the establishment of Information Services Centers in the New Headquarters Building. [redacted] met first with [redacted] a New Building Project Office architect, on the design

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of the centers, DO's planning for a registry facility in the new building, copy center locations, and other matters. She also met with [redacted] Chief, NBPO, to discuss several issues relating to the ISCs. Finally, [redacted] Chief, ICB, met with [redacted] Chief, Support Group, Office of Technical Service, and [redacted] RMO for OTS, to discuss plans for the ISC that will support OTS in the new building. [redacted] briefed the OTS representatives on the current plans for the Information Services Center that will support their office. The OTS personnel provided [redacted] with updated requirements for the ISC and after some discussion agreed that the Center should be staffed by an additional person to handle office pouching and four additional terminals for document control. [redacted] invited [redacted] to attend an OTS meeting on 14 March which will discuss the office's move to the New Headquarters Building in 1987.

2. SIGNIFICANT EVENTS/ACTIVITIES

a. ARCINS Training. [redacted] ITB, provided training in the use of the Archives and Records Center Inventory System to records managers in the Offices of Finance, Medical Services, and the DDA. [redacted] reviewed their procedures and ensured that each office had the updated files needed to use ARCINS. After completing this review, eight retirement jobs were sent to the Records Center for processing. [redacted] and personnel from the Computer Section at the Records Center have been familiarizing DA personnel with the process of inputting data on retired records directly into ARCINS. Until last year, the Computer Section had been doing all of this inputting, but the long-term goal is to have components input their own material directly into ARCINS.

b. ISOO Inspections. [redacted] IMB, has developed tentative dates for the Information Security Oversight Office to inspect the classification practices of Agency components. ISOO normally conducts an annual classification inspection of each Agency for which it has oversight responsibility. Normally an ISOO officer will visit at least one office in each directorate to inspect the classification markings on documents and to determine if office personnel understand proper classification procedures. Working with directorate RMOs, [redacted] has developed the following schedule: the first inspection will take place in the Directorate of Intelligence on 16 April, followed by the Directorate of Operations on 6 May, the Office of the Director on 9 July, the Directorate of Administration on 26 August, and the Directorate of Science and Technology on 24 September. A formal request from the Director of ISOO for this inspection schedule is expected shortly.

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25X1 c. Reporting on Records Systems. [] Chief, IMB,
 25X1 and [] IMB, participated in a meeting with all Agency
 25X1 Records Management Officers to discuss the necessity of ensuring
 25X1 that all records systems containing information on American
 25X1 citizens and resident aliens are identified and properly reported
 25X1 in the Federal Register. The meeting, chaired by []
 25X1 Chief, Information and Privacy Division, called attention to
 25X1 computer systems that might contain such information and reminded
 25X1 the RMOs that any records systems reported had to be covered in an
 25X1 approved records control schedule. The attendees were advised that
 25X1 a memorandum containing additional guidance would be prepared by
 25X1 C/IPD and disseminated within the next two weeks.

25X1 e. Records Center Holdings. [] Chief, Archives
 25X1 and Records Center Branch, [] Deputy Chief, ARCB, and
 25X1 [] Chief, Disposition Section, ARCB, met with
 25X1 [] Records Management Officer, Office of Current
 25X1 Production and Policy Support, and other CPAS officers to discuss
 25X1 CPAS' supplemental holdings at the A&RC. Supplemental deposits
 25X1 include the extra copies of DDI intelligence reports that are
 25X1 disseminated by CPAS. These copies are held at the Center in the
 25X1 event that an additional or supplemental dissemination is required,
 25X1 and are systematically reduced in number each year, over a period
 25X1 of five years. Last week's discussions centered on streamlining
 25X1 the system of manually maintaining these reports and periodically
 25X1 reporting their status to CPAS. It was also decided to reduce the
 25X1 number of supplemental copies that the Record Center holds.
 25X1 [] will discuss the possibility of automating the system
 25X1 with ITB representatives during the next week. [] and
 25X1 his staff members were also given a detailed tour of the Center. [] 25X1

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

RAMS: Made 32 additions, 4 changes, and 16 deletions.

ARCINS: Jobs received/edited: 21.
Jobs keyed: 23 consisting of 2,646 entries.
Jobs completed: 1.

Accessions: Received 46 jobs totaling 439 cubic feet.

References: Serviced 2,427 requests for records.

Other:

A&RC personnel completed the annual inventory of the Center's holdings on 26 February. The staff must now re-label, re-box, and re-stamp various items throughout the Center. No major discrepancies were encountered during the inventory.

3. SCHEDULED EVENT

Chief, IRMD, [redacted] Chief, ICB, [redacted] ICB, [redacted] Chief, IMB, and [redacted] IMB, will meet with [redacted] Chief, Printing and Photography Division, OL, and members of his staff on 6 March to discuss recommendations resulting from the Inspector General's inspection of P&PD.

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

4 March 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[REDACTED]
Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 26 February
through 4 March 1986

1. RPD is currently processing 115 jobs.

25X1 2. RPD was notified by the Office of Congressional Affairs that Paragraph 1a of [REDACTED] was approved by SSCI and HPSCI. It will now be forwarded for DDA approval and subsequent publication.

3. Just as RPD was planning to send EB 1348, Update on Association Benefit Plan Rebate, forward for approval, we were informed by the Insurance Operations Division, OP, that the President had signed legislation allowing retirees to receive the same refunds as Government employees. OP is rewriting the bulletin to include this information.

4. RPD is updating the checklists for headquarters and field regulatory issuances. The checklists are updated annually and include all current regulations, handbooks and notices.

25X1 [REDACTED]

Attachment

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