

ADMINISTRATIVE - INTERNAL USE ONLY

20 February 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]

Director of Information Services

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

1. \*A representative from the National Archives and Records Administration (NARA) informed the Chief, Classification Review Division (CRD) that NARA would like to put on film the declassified files of the Office of Strategic Services' Research and Analysis Branch, the predecessor of the Directorate of Intelligence. The film would be used by researchers instead of the original paper records. (These records were reviewed by a special group of OSS veterans under contract with the Agency between 1972 and 1975.) Over 90 percent of the records were declassified. NARA wonders if it would be worthwhile to see how many of the remaining classified documents could be declassified and plans to ask CRD to review a sampling.

2. \*The Chief, CRD and the Agency Historian attended an interagency meeting convened by the Department of State to plan for the timely publication of the Foreign Relations of the United States series. (A separate memorandum reporting the results of the meeting was forwarded to the DDA on 18 February.) The goal, set by a Presidential memorandum dated 12 November 1985, is to publish by 1990 the record of the Eisenhower administration through 1960. This will require the Department to publish approximately 50 volumes. Approximately 34 volumes probably will contain information involving CIA equities and requiring CRD review.

3. The Information Services Center [REDACTED] became operational on 18 February. This marks the first time that components from all four directorates will be serviced by a single, combined registry and communications center. Immediate staffing will be drawn from OIS to be augmented later from the Directorate of Operations and the Directorate of Science and Technology. The center represents a joint Agency effort in personnel, equipment, and funds.

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4. The Information Resources Management Division (IRMD) has completed its survey of the Office of Communications' information management and document handling practices. A draft report is being prepared for OC review and comments.
5. In followup to an IRMD information management survey of the Office of Imagery Analysis (OIA), an OIS annuitant has assisted OIA personnel in implementing more than 18 recommendations. She also is preparing written guidelines that provide implementation instructions and procedures.
6. OIS annuitants continue to locate previously unaccounted for Top Secret (TS) collateral documents. During the reporting period, 16 documents that were located in the retired holdings of the Office of Global Issues will require followup research. In the review of 2,319 documents in the Directorate of Operations, there were 186 whose ownership could not be determined. Followup research will be necessary.
7. During the reporting period representatives from IRMD audited the the Top Secret holdings and document accounting procedures of the Office of Congressional Affairs, the Executive Registry, the DCI History Staff, the Office of Development and Engineering, the Office of General Counsel, and the Office of the DDA. It was determined that proper accounting procedures were being used in all the components audited.
8. An IRMD representative informed the Department of Army's Central United States Registry that the Agency has completed its annual inventory of TS NATO documents maintained by the Office of Central Reference (OCR). Later this year a Department of Defense auditor will review OCR's TS NATO document handling procedures and take a sampling of its holdings.
9. The Archivist of the United States has approved the Records Control Schedules of the Offices of Finance, Communications, and Logistics. The schedules have been sent to the Office of Congressional Affairs for submission to the Senate Select Committee on Intelligence for review before implementation.
10. Representatives of IRMD attended a demonstration on the use of bar codes at the U.S. Patent Office. The Patent Office receives approximately 10,000 pieces of correspondence a day and uses bar code technology to keep track of it all. IRMD is investigating the possibility of using bar codes for retired records deposits at the Agency Archives and Records Center.
11. The backlog of initial FOIA requests is 1529; down 13 from last week. The backlog of administrative appeals remains at 196 while litigation is down two to 72. Among the more interesting FOIA requests

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19 February 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Chief, Information and Privacy Division, OIS

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

- | 1. | <u>The Week in Review</u> | <u>12-18 February 1986</u> | <u>1986 Weekly Average</u> |
|----|---------------------------|----------------------------|----------------------------|
| a. | New cases                 | 67                         | 52.1                       |
| b. | Cases closed              | 80                         | 68.3                       |
| c. | New appeals logged        | 4                          | 3.4                        |
| d. | Appeals closed            | 3                          | 2.0                        |
| e. | Manpower (man-weeks)      | 137.2                      | 113.9                      |
2. Current Backlogs
- a. Initial requests - 1529
  - b. Requests in administrative appeal - 197
  - c. Requests in litigation - 72
3. Spotlighted Requests

[Redacted]

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5. Special Items of Interest

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c. In an effort to keep all agency components fully informed and conversant with respect to FOIA and PA developments, we have initiated a monthly meeting with the directorate IROs and the independent office FOIOs. Viewed as an opportunity to exchange views and discuss issues in a seminar context, the first meeting was well received.

d. We continue our efforts to clear old cases. This week saw the dispatch of one Executive Order request form 1981 and two FOIA cases also from 1981.

The backlog of FOIA/PA/EO initial requests now stands at 1529 down by 13 from last week.

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e. We continue to move ahead on the review of record systems subject to Privacy Act reporting. A meeting has been scheduled for 26 February, in GA-13 Headquarters, for IPD and IRMD personnel to brief the directorate IROs and all Office RMOs on the procedures for evaluating and reporting Privacy Act related record systems in the Federal Register. The purpose of the meeting is to help the component RMOs evaluate what systems should be reported and how to report similar systems as a directorate level system, hopefully eliminating the individual reporting of smaller duplicate systems.

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STAT IPD/TRF:sh [redacted] (19 February 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 - 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

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18 February 1986

MEMORANDUM FOR: Director of Information Services  
FROM: Chief, Classification Review Division  
SUBJECT: CRD Weekly Report, 12-18 February 1986

1. C/CRD/OIS and Chief, DCI History Staff attended an interagency meeting held at State to discuss coordinating efforts to ensure the timely publication of FRUS. The goal, set by the President in a memo dated 12 November 1985, is to publish by 1990 the record of the Eisenhower administration through 1960. The State Historian estimates that they must publish about 50 volumes to meet this goal. It is estimated that about 34 will contain information that must be reviewed by CIA. This means that we will have to review almost seven volumes of FRUS per year by 1990 to meet the goal. We believe that CRD and the Agency can successfully meet this goal at the present manpower levels. (U)

2. Ms. Joann Williamson, Acting Chief of the Declassification Review Division at NARA, has informed C/CRD that NARA would like to put the OSS R&A declassified files on microfilm. The film will then be used by researchers and thus the original paper records will be preserved. The R&A records were reviewed for declassification by the OSS Review Team from 1972 to about 1975. Over 90% of the records were declassified. Before putting the declassified documents on film NARA would like to see whether it would be worthwhile to re-review the documents from the R&A collection that remain classified to see if significant numbers could be declassified. To this end NARA will get a computer printout of the documents remaining classified, retrieve a sampling for spot check purposes and ask CRD to review these to see what percentage, if any, can be declassified. It is believed that the R&A collection ran about 1,000 linear feet. If 95% was declassified there remains about 50 feet still classified. (U)

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Chief, CRD

## ADMINISTRATIVE - INTERNAL USE ONLY

18 February 1986

MEMORANDUM FOR: Director of Information Services

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FROM:

[REDACTED]

Chief, Information Resources  
Management Division

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

1. WORK IN PROGRESS

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a. TRIS Training. [REDACTED] Information Technology Branch, provided instruction on the use of the Codeword/Collateral Document Control Systems (CDOCS) to members of the OSWR registry. Some of the members had received instruction in the system last fall, but needed some refresher training since the registry had just begun using the system. The OSWR registry is the last in the DI to begin using CDOCS. [REDACTED] Chief, ITB, briefed members of the Records for Agency Personnel Course on TRIS capabilities. The class, consisting of about 24 clerical employees and junior officers, is intended to provide personnel with some understanding of records management practices and issues. IRMD regularly provides a speaker for this program.

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b. Information Services Center. Progress continues toward the establishment of the Information Services Center at [REDACTED] an OIS assignee to the ISC, is learning to use the cable transmission and receiving equipment that will be used in the center. His training will conclude this week and the ISC will begin operation shortly thereafter. [REDACTED] Information Management Branch, who is coordinating this project for IRMD, interviewed two candidates for the ISC this past week. Both are interested in working there and will be assigned as soon as arrangements can be worked out with their components.

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c. Survey Activity. [REDACTED] Information Control Branch, have concluded their survey of the Office of Communications' information management program and information handling practices. The survey began on 4 November 1985 and during the ensuing months, Messrs. [REDACTED] interviewed approximately 50 percent of the office's personnel. A draft report of the survey is being prepared and upon its completion it will be forwarded to OC for review and comments.

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[redacted] an OIS annuitant, is nearing completion of her activities in assisting OIA implement the recommendations that resulted from our survey of that office. Of the 18 recommendations, 11 of them have been adopted or are in the process of being adopted, and two other recommendations are being studied for possible implementation. A guidelines publication is being prepared by [redacted] that will provide instructions, procedures, and some policy with regard to the implementation of several recommendations.

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d. Machine Readable Records. [redacted] and [redacted] IMB, met with representatives of the Office of Security (OS) to assist them in developing draft items for a machine readable records control schedule. An introductory meeting was held on 12 February with [redacted] Records Management Officer, OS, and [redacted] Deputy Chief, Special Security Center. A followup session on 14 February involved [redacted] Chief, Special Security Center, and [redacted] System Administrator for the 4C System. The 4C System was identified as the first OS system to be scheduled and work will begin on it shortly.

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Meetings were held with a number of other DDA offices to review work that had been completed on machine readable schedule items and to provide assistance as needed. Messrs. [redacted] and [redacted] met with the records management officers from the Offices of Information Technology and Finance, to review the OIT Contractor Security Clearance File and the CIA Retirement and Disability Systems respectively. Messrs. [redacted] also met with [redacted] Records Management Officer, Office of Logistics, and [redacted] Data Base Administrator for the Contractor Information System (CONIF). This was the first meeting to research information needed to draft a schedule item for the CONIF system.

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e. TS Documents. OIS annuitants continued to make progress toward reducing the number of unaccounted for TS documents. Annuitant [redacted] reviewed additional retired holdings of the Office of Global Issues. During the week, he found 26 TS documents, 10 of which were charged to OGI and 16 that will require followup research. [redacted] another annuitant, continued his review of the documents held in the Sensitive Information Section, Operations Group, Information Management Staff. He reviewed 2,319 documents of which 2,133 were charged to the DO and 186 whose ownership could not be readily determined. [redacted] Information Control Branch, continued to process information on the documents found by the annuitants adjusting the TSCADS data base to reflect document location and ownership. Last week 15 documents previously unaccounted for were identified as a result of [redacted] search efforts in the IMS.

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[redacted] continue to conduct audits of the TS collateral holdings of Agency components. During the period they audited the holdings and document handling procedures of the Office of Congressional Affairs, the Executive Registry, the DCI's History Staff, OD&E, the Office of General Counsel, and the Office of DDA. The components provided a sampling of documents for verification and were following proper procedures in accounting for this material.

2. SIGNIFICANT EVENTS/ACTIVITIES

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a. NATO Documents. [redacted] ICB, informed the Department of Army's Central United States Registry that the Agency had completed its annual inventory of Top Secret NATO documents maintained by the Office of Central Reference. Later this year, a Department of Defense auditor will review OCR's document handling procedures and review a sampling of its holdings. This DOD survey is required as part of its responsibility to ensure that the Agency is in compliance with regulations governing the handling and safeguarding of NATO documents.

b. New Records Control Schedules. Records Control Schedules for the Offices of Finance, Communications, and Logistics have been approved by the Archivist of the United States. The schedules have been sent to the Office of Congressional Affairs for submission to the Senate Select Committee on Intelligence. Implementation of the schedules will be delayed for 60 days pending review by the SSCI.

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c. Records Training. [redacted] IMB, met with the Chief, Central Registration Branch, Office of Training and Education, to discuss support requirements for a three-day Agency Micrographics Seminar. The seminar, scheduled to begin on 28 April 1986, is being sponsored by the Office of Information Services and will be coordinated by [redacted]. This dedicated training program is one of three that OIS will sponsor this year for its careerists.

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d. Bar Code Demonstration. [redacted] and [redacted] ITB, attended a demonstration on the use of bar codes at the Patent Office. The session consisted of a briefing and demonstration of the office's bar code system, which tracks patent applications from the time they enter the mailroom until the patent is approved or rejected. The Patent Office receives approximately 10,000 pieces of mail per day and this technology has enabled it to keep track of the large volume of supporting material and reports that accompany each application. ITB, in conjunction with the Archives and Records Center Branch, is looking at the possibility of using bar codes to keep track of jobs at the Records Center.

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

RAMS:	Made 27 additions, 289 changes, and 12 deletions.
ARCINS:	Jobs received/edited: 26. Jobs keyed: 31 consisting of 1,931 entries. Jobs completed: 10.
Accessions:	Received 24 jobs totaling 199 cubic feet.
References:	Serviced 1,651 requests for records.

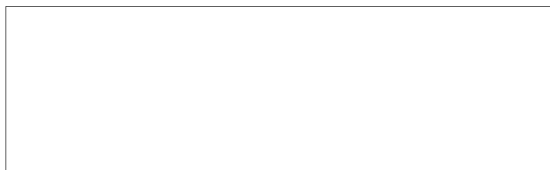
Other: The annual records inventory is approximately 80 percent complete and the remainder will be completed this week. No major discrepancies have been found. Most of the troubleshooting during the inventory has involved re-stamping, locating numbers on boxes and replacing worn out labels on boxes.

3. SCHEDULED MEETINGS

The OIS ADP Configuration Control Board will meet on 21 February to discuss proposed changes in existing OIS computer systems, as well as the possible requirements for some new ones.

Chief, IRMD, and other DA officers will meet with the DDA on 20 February to discuss the development of meaningful goals and objectives.

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