

ADMINISTRATIVE - INTERNAL USE ONLY

16 January 1986

MEMORANDUM FOR: Deputy Director for Administration
FROM:
Director of Information Services
SUBJECT: OIS Weekly Report (9-15 January 1986)

STAT

A. WORK IN PROGRESS

1. UNACCOUNTED FOR TS DOCUMENTS. The Information Resources Management Division (IRMD) continues to find unaccounted for collateral TS documents. IRMD annuitants completed their search of the holdings of the Office of the Comptroller at the Agency Archives and Records Center. They located 440 TS documents; 359 are charged to the Office of the Comptroller and 81 will require followup research. Another annuitant is reviewing the retired records of the Office of Scientific and Weapons Research. He has located 34 TS documents; 33 are charged to OSWR and one must be further researched. The information collected is recorded in the TSCADS data base.

An IRMD representative has completed a TS document audit of the Offices of Central Reference and Current Production and Analytic Support. The audit is part of OIS' responsibility for managing the Agency's Top Secret Control program which involves reviewing the TS holdings of components at least once a year. No major discrepancies were found in either office in accounting for TS documents and all documents requested were produced.

2. TRIS ACTIVITIES. Representatives from IRMD have completed their discussions with the TRIS users who also plan to use the Codeword Collateral Document Control System (CDOCS), a sub system of TRIS. The IRMD representatives reviewed the procedures covered in previous formal training sessions and responded to questions. Many of the questions

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

dealt with operating procedures external to the system. User reaction to CDOCS is mixed; some prefer the old systems rather than learning the CDOCS features. It is apparent that additional training is needed and IRMD is preparing a "refresher" course.

3. INFORMATION MANAGEMENT SURVEYS. Representatives from IRMD briefed the Chief of Operations, Office of Communications (OC), on their survey findings concerning the information handling and records management practices in the Engineering Division, OC. Suggestions for improvement were explained and will be included in the survey team's final report. The next part of the survey will focus on the Foreign Networks Division, OC, including some of its overseas facilities.

An IRMD annuitant has been assisting the Records Management Officer for the Office of Imagery Analysis (OIA) in implementing recommendations contained in an earlier OIS survey report. Among other steps, the annuitant is preparing written guidelines to establish appropriate operating procedures for the OIA registry. In addition, she is drafting an OIA notice concerning the restructuring of the OIA forms program.

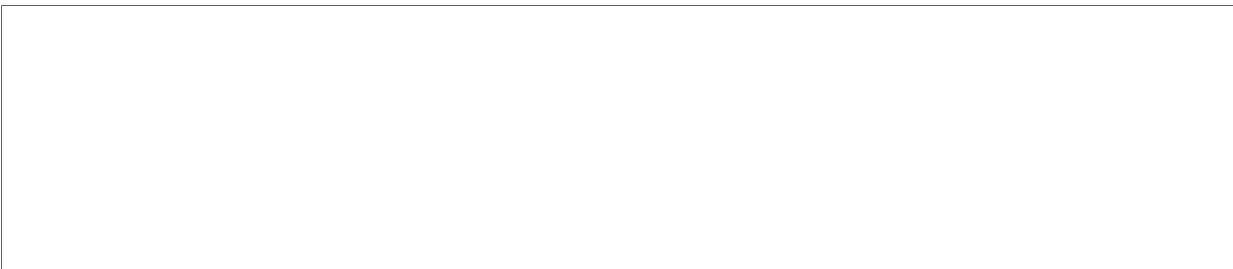
B. SIGNIFICANT EVENTS AND ACTIVITIES

1. ANNUAL RECORDS INVENTORY. A representative from IRMD has begun collating the information submitted by component RMOs in their annual reports of office records holdings. When all of the reports are received, the information will be analyzed to determine significant changes in the Agency's total records holdings. The results with appropriate comments and recommendations will be provided to the Deputy Director for Administration through the Director of Information Services.

2. ISOO/AGENCY LIAISON ACTIVITIES. A representative from the Information Security Oversight Office (ISOO) provided the Agency Classification Officer from IRMD with an advance copy of ISOO's annual report to the Agency concerning its information security program. The advance report states that the Agency is in compliance with Executive Order 12356, but has failed to seek a waiver from using the Classified Nondisclosure Agreement, Standard Form 189. The Agency uses its own nondisclosure agreement which, incidentally, served as a model for the community form. The Agency has requested a waiver of this requirement directly from the National Security Council.

The Director of ISOO has requested a meeting with the new DDA. The meeting would be a courtesy call to allow Mr. Garfinkel to discuss ISOO's goals and activities.

STAT



ADMINISTRATIVE-INTERNAL USE ONLY

among the participants. Some unresolved problems concerning computer ports and personnel staffing were also discussed. The meeting concluded with a tour of the partially completed ISC facility.

4. AARC ALARM SYSTEM. The company hired to design the new fire alarm system at the Agency Archives and Records Center expects to complete blueprints for the system sometime in February. When the blueprints are ready, vendors will be asked to submit bids. If all goes smoothly, work will begin in the Spring. The decision to install a new fire alarm system is based on several deficiencies detected during a safety survey last year.

5. CLASSIFICATION REVIEW ACTIVITIES. The Archivist of the Army has requested the Agency's assistance in reviewing for classification the files and papers of the late Army Chief of Staff, General Creighton W. Abrams. The request was forwarded to the Classification Review Division from the Office of Security. Much of the material of concern to the Agency is Codeword and on microfiche or microfilm.

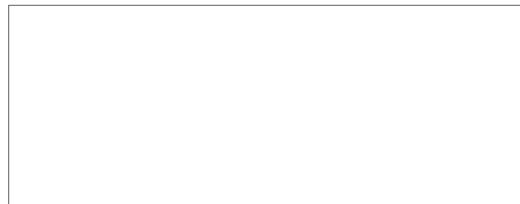
6. INFORMATION AND PRIVACY DIVISION ACTIVITIES. The reduction in the initial case backlog continues and now stands at 1629. Several FOIA requests received a "neither confirm or deny the existence or non-existence of records" response. For details, please refer to the attached report from the Information and Privacy Division.

C. SCHEDULED EVENTS.

1. Two representatives from IRMD will visit the Agency Records Center on 15 January to discuss a possible bar code application and enhancements to the Records Center and Archives Management System (RAMS).

*2. The Department of State will convene an interagency meeting in February 1986 to respond to an order from the President directing concerned departments and agencies to assure preparation and publication of the Foreign Relations of the United States (FRUS) volumes 30 years after the event. The meeting will be chaired by Under Secretary for Management, Ronald Spiers.

STAT



ADMINISTRATIVE-INTERNAL USE ONLY

15 January 1986

MEMORANDUM FOR: Deputy Director for Administration

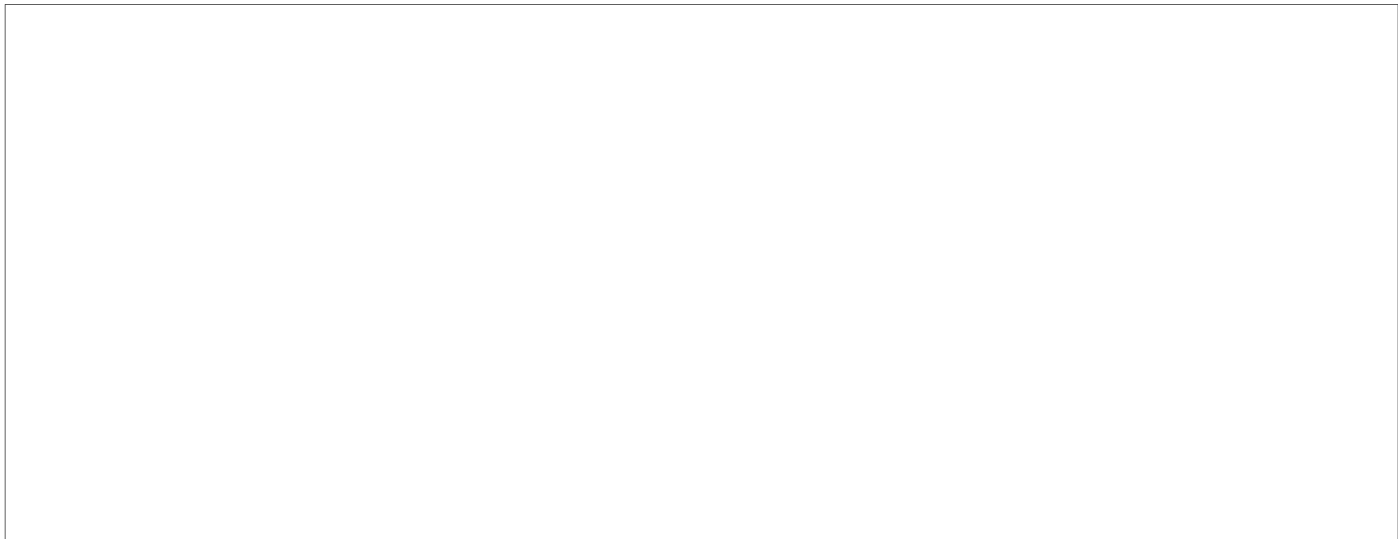
FROM:



Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (8 - 14 January 1986)

- | 1. <u>The Week in Review</u> | <u>8 - 14 January 1986</u> | <u>1986 Weekly Average</u> |
|------------------------------|----------------------------|----------------------------|
| a. New cases | 43 | 41 |
| b. Cases closed | 50 | 47.5 |
| c. New appeals logged | 1 | 2.5 |
| d. Appeals closed | 0 | 0.5 |
| e. Manpower (man-weeks) | 81.1 | 108.6 |
2. Current Backlogs
- a. Initial requests - 1629
 - b. Requests in administrative appeal - 192
 - c. Requests in litigation - 74
3. Spotlighted Requests



ADMINISTRATIVE-INTERNAL USE ONLY

Page Denied

ADMINISTRATIVE-INTERNAL USE ONLY

STAT IPD, [redacted] (15 January 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

ADMINISTRATIVE-INTERNAL USE ONLY

CONFIDENTIAL

14 January 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (8 - 14 January 1986)

1. WORK IN PROGRESS

25X1 a. TS Documents. IRMD's efforts to find unaccounted for
collateral TS documents continue to produce positive results.
Annuitants, [Redacted] completed their search
of the Records Center holdings of the Office of the Comptroller.
Their efforts this week resulted in the identification of 440 TS
documents, 359 of which were charged to the Office of the
Comptroller and another 81 which require followup research.
25X1 Another annuitant, [Redacted] continues his review of the retired
records of the Office of Scientific and Weapons Research. His work
in this period resulted in the identification of 34 TS documents,
33 charged to OSWR and one whose ownership needs to be determined.
25X1 [Redacted] continues to process information provided by the
annuitants adjusting the TSCADS data base to reflect their
25X1 findings. [Redacted] has been recording actions provided by
components regarding the destruction of TS documents or their
transfer to other government agencies.

25X1 [Redacted] Information Control Branch, completed an
audit of TS documents held in the Offices of Central Reference and
Current Production and Analytic Support. The audit was part of
OIS' responsibility for managing the Agency's Top Secret Control
Program, which involves reviewing the TS holdings of components at
least once a year. No major discrepancies were found in the
procedures used by either office in accounting for these documents
and all documents requested were produced. An audit of the
collateral Top Secret document holdings will be conducted during
the week of 20 January 1986.

25X1 b. Machine-Readable Records. [Redacted] and
25X1 [Redacted] Information Management Branch, met with [Redacted]
the Records Management Officer for the Office of Logistics, and
25X1 [Redacted] the OL personnel responsible for the
Inventory Control System (ICS). The purpose of the meeting was to
review the most recent draft of the machine-readable record

25X1 [Redacted]

[Redacted]

CONFIDENTIAL

CONFIDENTIAL

25X1 schedule item for ICS. A few minor corrections were recommended, which will be incorporated into a final draft schedule item as soon as OL has provided some additional information. [redacted] has identified the Contractor Information System (CONIF) as the next OL system which she will begin to research and draft a schedule item. She is obtaining copies of system documentation and will schedule the first interview session with CONIF system personnel after she has reviewed the documentation.

25X1 [redacted] also contacted the records management officers in the Office of Information Technology, Office of Personnel, Office of Medical Services, and the Office of Finance to determine the status of efforts by each office to draft items for these machine-readable record control schedules covering computer systems. The office RMOs reported little progress since our last contact with them, but each indicated their intent to increase their level of effort. [redacted] will continue to monitor their progress and to provide assistance in preparing scheduling items as requested.

25X1 c. TRIS. [redacted] and
25X1 [redacted] Information Technology Branch, have completed their visits to the various document control points which had indicated that they would be users of the CDOCS portion of TRIS. The ITB representatives responded to questions about various system capabilities and reviewed procedures that had been covered in formal training sessions last fall. Thus far, the user reaction to the system is mixed, some preferring to use their older automated logging systems rather than having to change their way of operating to take advantage of CDOCS features. Many of the questions raised by registry personnel dealt with operating procedures external to the system. For example, one major problem encountered is that components are not using the proper format for inputting document control numbers. One major component, the ODDI Registry, indicated they will not be ready to begin using CDOCS until 1 February. ITB personnel concluded from these discussions that additional procedural training is needed for registry personnel. ITB is in the process of preparing a training outline and will be contacting RMOs in the near future as to the dates and location of this refresher training.

25X1 d. Information Management Surveys. [redacted]
25X1 [redacted] ICB, briefed, [redacted] Chief of Operations, Office of Communications, on their findings concerning the information handling and records management practices in the Engineering Division, OC. Several changes to improve those practices were discussed and will be included in the survey team's final report.
25X1 Messrs. [redacted] will now turn their attention to the Foreign Networks Division, OC, including some of its overseas facilities.

CONFIDENTIAL

25X1 [redacted] an annuitant, has been assisting the
 Records Management Officer for the Office of Imagery Analysis in
 25X1 implementing recommendations contained in an earlier OIS survey
 25X1 report. [redacted] has initiated steps to separate OIA's mail
 from other mail that is delivered [redacted]. She currently
 is preparing written guidelines concerning document handling.
 25X1 These guidelines will be used to establish appropriate operating
 procedures for the OIA registry. In addition, [redacted] is
 drafting an OIA notice that will deal with the restructuring of the
 office forms program; the survey found that OIA had no formal
 mechanism for controlling the use of forms.

2. SIGNIFICANT EVENTS AND ACTIVITIES

25X1 a. Annual Records Inventory. [redacted] IMB, has begun
 collating the statistics from the annual reports of record holdings
 that have been submitted by component Records Management Officers.
 The DS&T is the only directorate to have submitted all their
 inventories; each of the other directorates have some components
 that have not yet submitted this data, even though it was due in
 December. Once all of the reports have been received, the data
 will be analyzed to determine significant changes in the Agency's
 record holdings. The use of a new inventory form and the provision
 of better guidance on collecting the data should result in a more
 accurate assessment of the Agency's holdings. The results of the
 inventory with appropriate comments and recommendations will be
 provided to the DA.

25X1 b. ISOO Matters. [redacted] Information Security
 Oversight Office, provided [redacted] the Agency Classification
 Officer, with an advance copy of ISOO's annual report to the Agency
 concerning its information security program. The ISOO report
 indicated that the Agency's program was in compliance with
 Executive Order 12356, but cited the Agency for having failed to
 seek a waiver from using the Classified Nondisclosure Agreement,
 Standard Form 189. The Agency uses its own nondisclosure
 agreement, which served as a model for the community form, and has
 requested a waiver from this requirement directly from the National
 Security Council rather than through ISOO. Unless this waiver is
 granted, the Agency will be cited in ISOO's annual report to the
 President as being in non-compliance with the requirement to use
 this form.

Mr. Steve Garfinkel, Director of ISOO, has requested a
 meeting with the Deputy Director for Administration, sometime in
 February. The meeting would be a courtesy call to allow
 Mr. Garfinkel to discuss ISOO's goals and activities.
 Mr. Garfinkel would be accompanied by Robert Wells, his Deputy, and
 Mr. Mason, who is ISOO's Liaison Officer to the Agency.

25X1 c. New Information Services Center. Director, OIS,
 25X1 Chief, IRMD, [redacted] Chief, Information Control Branch, and
 [redacted] IMB, met with senior officials and staff members of

CONFIDENTIAL

CONFIDENTIAL

25X1 all the offices moving [redacted] concerning the
 establishment of an Information Services Center there. The purpose
 of the meeting was to determine the extent to which each office
 would contribute personnel and financial resources to establish an
 25X1 ISC [redacted]. An effort was also made to identify the Center's
 equipment needs and the security clearances that would be required
 of personnel working in the Center. The meeting resulted in
 substantial agreement among the participants concerning the type
 and amount of support each office would be willing to contribute.
 Some unresolved problems concerning computer ports and personnel
 staffing were also aired. The meeting concluded with a tour of the
 partially completed ISC facility.

d. Records Center Alarm System. Mr. Kenneth Cobb &
 del Castillo, Ltd., the company hired to design the new fire alarm
 system for the Records Center, visited the Center last week to
 finalize his blueprint sketches for the system. Mr. Cobb indicated
 that the completed blueprints for the system will be available in
 February. Once the blueprints are ready, vendors will be asked to
 bid on the job. If the bidding process proceeds smoothly work
 could begin on the new system later this spring. Mr. Cobb was
 25X1 accompanied by a technician [redacted]
 25X1 [redacted] who was informed of another incident in which the
 25X1 current fire alarm at the Records Center did not work. [redacted]
 was not aware of the latest failure and indicated that he would
 take steps to correct it. Several deficiencies in the Center's
 fire alarm system were detected last year during a safety survey
 and led to the hiring of Cobb & del Castillo to design a
 25X1 replacement system. [redacted]

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

RAMS:	Made 22 additions and 11 deletions.
ARCINS:	Jobs received/edited: 16.
	Jobs keyed: 29 consisting of 1,755 entries.
	Jobs proofed: 20.
	Jobs completed: 17.
Accessions:	Received 8 jobs totaling 67 cubic feet.
References:	Serviced 1,658 requests for records.

3. SCHEDULED MEETINGS/EVENTS

25X1 [redacted] ITB, will visit the
 25X1 Records Center on 15 January. [redacted] will be discussing a
 25X1 possible bar code application at the Center. [redacted] who is
 working on enhancements to RAMS, will be given a tour of the
 25X1 facility and an explanation of the records retirement process.
 [redacted]

CONFIDENTIAL

25X1

DDA/OIS/IRMD, nsc (14 January 1986)

Distribution:

- Original & 5 - Addressee
- 1 - IRMD Subject: IRMD Weekly Report w/background
- 1 - IRMD Chrono

14 January 1986

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 8-14 January 1986

1. Dr. John H. Hatcher, Archivist of the Army, has requested CIA's assistance in the declassification review of the files and papers of the late Army Chief of Staff, General Creighton W. Abrams. Dr. Hatcher's request was addressed to the Office of Security who referred it to OIS/CRD for action. On 14 January, Chief, CRD/MSRB telephoned Dr. Hatcher to offer CRD's assistance with the review and determine the type and volume of materials in the collection that would be of interest to CIA. Dr. Hatcher explained that the Army is still doing its preliminary review of the material. Much of the material of concern to CIA is Codeword, so the National Security Agency will be asked to review it before sending it to CIA. He added that about 90 percent of the records are on microfiche or microfilm. At this time the Army cannot estimate how much, if any, of the material will pass through the NSA review and require review by CIA. Dr. Hatcher will contact CRD if and when there is a need for CRD's services. (U)

2. The Department of State will convene an interagency meeting in February 1986 to follow-up on the order of President Reagan of 12 November 1985 directing that concerned departments and agencies take the necessary actions to assure preparation and publication of FRUS volumes thirty years after the event. The meeting will be chaired by Ronald Spiers, Under Secretary for Management. Mr. Spiers is preparing a letter that will be sent to the DDA with a more specific invitation regarding the Agency's participation. (U)

STAT



Chief, CRD

ADMINISTRATIVE - INTERNAL USE ONLY

14 January 1986

MEMORANDUM FOR: Director of Information Services
FROM: [redacted]
Chief, Regulatory Policy Division
SUBJECT: Regulatory Policy Division Activities - 08 January
through 14 January 1986

1. RPD is currently processing 125 jobs. (U)

2. More than half of the seven jobs received for processing during the week concerned the announcement of appointments to key positions in the Agency, including [redacted] which informs Agency employees that

3. The initiator (Office of Logistics) [redacted]

[redacted] is sustaining action on this notice due to apparent inaccuracies noted by [redacted] our editor who is processing the proposed issuance. After OL resolves the situation, work will proceed probably during the week of 13 January.

(A-IUO)

4. The processing of [redacted]

[redacted] is in suspense while OF, the initiator, determines what portions of the proposal are unique to the Agency and therefore require special designation. (A-IUO)

STAT 5. In October 1985, the Deputy Director for Administration had
approved [redacted]

STAT [redacted] At that
time, as the proposal was being prepared for printing, the Office of
General Counsel (OGC) brought all work to a halt in order to develop
additional wording. This revised wording was recently received and RPD
incorporated the new language from OGC, as well as the Office of
Legislative Liaison, into a revised draft. RPD has resubmitted this
proposed revision to the DDA for approval. (A-IUO)

STAT 6. An officer from the Special Security Center of the Office of
Security called on 10 January to ask about the status of [redacted]

STAT [redacted]
STAT [redacted] The caller is in liaison with the Department of Energy where
there already exists regulatory policy for Restricted Data. The caller
has been asked to draft a similar regulation for the Agency and she
wanted to know if any component had initiated work in this area. RPD
STAT informed her that [redacted] is not a current job and that no office has
yet prepared a draft on this subject. (A-IUO)

STAT
Attachment

Page Denied

Next 2 Page(s) In Document Denied