

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

25 July 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Director of Information Services

SUBJECT: OIS Weekly Report (17-23 July 1985)

A. WORK IN PROGRESS

TRIS. Representatives from the Information Technology Branch, Information Resources Management Division (IRMD), have trained 63 individuals to use the TSCADS portion of TRIS. Twenty more individuals will be trained in the last two sessions scheduled for 22 and 23 August. Upon completion all components identified on the Top Secret Control List, with the exception of the National Photographic Interpretation Center and the Foreign Language Service Center, will have had at least one person trained in the TSCADS portion of TRIS. On 3 September training on the registry and records management elements of TRIS will begin. Personnel from nine component registries are scheduled for the first two-day training course. The registries participating are: DCI, DDA, DDI, DDS&T, Ames ISC, [Redacted] OLL, OS, and Comptroller. Another training session is scheduled for 11-12 September with the following components: ICS, OGI, OSWR, FBIS, OIT, OF, DDI/ACIS, OIA, and ORD. With this training completed, 18 of the 26 registries scheduled to receive TRIS can begin sharing information on documents

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST.

1. MICROGRAPHICS. A representative from IRMD, skilled in micro-graphics, met with the Foreign Broadcast Information Service (FBIS) Records Management Officer to discuss microfilming liaison files from one of FBIS's field bureaus in order to reduce burn time. A sample of these files, converted to microfiche by Printing and Photography Division, will be sent to that particular field bureau for comment or approval.

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2. INFORMATION AND PRIVACY DIVISION ACTIVITIES. The backlog of initial requests is now 2199. This represents a reduction in 1985 of 756 cases; furthermore, this reduction was achieved largely before the benefits of the CIA Information Act of 1984 began to be felt. A requester

found in a separate IPD report attached.

C. SCHEDULED EVENTS.

1. *On 24 July Chief, Classification Review Division, a DO specialist on the Kennedy Assassination papers, and the OIS Legal Advisor will go to the National Archives and Records Administration's record center to review about one foot of CIA material contained in the records of the President's Commission on the Assassination of President Kennedy. The CIA documents had been reviewed in 1975 and verified as properly classified and exempt from release. NARA has requested that the Agency re-review the material to see which, if any, of the documents can now be declassified and released.

2. Representatives from IRMD with officers from the Offices of Communications, Security, and Central Reference will meet with the Department of Defense (DoD) inspector on 25 July to review the Agency's compliance with DoD requirements for safeguarding and handling NATO materials.

Attachment

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24 July 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (17 - 23 July 1985)

1.	<u>The Week in Review</u>	<u>17 - 23 July 1985</u>	<u>1985 Weekly Average</u>
a.	New cases	58	55.6
b.	Cases closed	67	80.6
c.	New appeals logged	5	2.5
d.	Appeals closed	2	1.6
e.	Manpower (man-weeks)	144.0	100.5
2.	<u>Current Backlogs</u>		
a.	Initial requests - 2199		
b.	Requests in administrative appeal - 165		
c.	Requests in litigation - 87		

3. Spotlighted Requests

[Redacted]

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STAT IPD, [redacted] (24 July 1985) (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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23 July 1985

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: Weekly Report, 17-23 July 1985

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1. On 24 July C/CRD will accompany [redacted] the DO specialist on the Kennedy Assassination papers, and [redacted] OIS Legal Advisor, to NARA to re-review about one foot of CIA material contained in records of the President's Commission on the Assassination of President Kennedy. These documents are from the records CIA passed to the Commission at the time it investigated the assassination of President Kennedy. When the records were reviewed for declassification in 1975, some documents were determined to remain classified and were not released. Now, after ten years have passed, NARA wants the Agency to re-review these withheld documents to see which, if any, can be declassified.


Chief, CRD

CLASSIFICATION REVIEW DIVISION
RECORD OF REVIEW

PERIOD: 15-19 July 1985	REVIEWER:	BRANCH: Combined Branch	
<u>SOURCE OF MATERIAL</u>	<u>TYPE OF REVIEW</u>	<u>NO. OF DOCUMENTS</u>	<u>NO. OF PAGES</u>
<u>EXTERNAL REQUESTS:</u>			
DOD			
AIR FORCE	_____	_____	_____
ARMY	_____	_____	_____
DIA	_____	_____	_____
JCS	_____	_____	_____
NAVY	_____	_____	_____
NSA	_____	_____	_____
OSD	_____	_____	_____
NARA	<u>Systematic</u>	<u>292</u>	<u>1310</u>
STATE			
CDC/SR (FRUS)	_____	_____	_____
CDC/MR	_____	_____	_____
OTHER			
SUB TOTALS	_____	<u>292</u>	<u>1310</u>
<u>INTERNAL REQUESTS:</u>			
PRB	_____	_____	_____
IPD	_____	_____	_____
OLL	_____	_____	_____
OGC	_____	_____	_____
SAE	<u>Separation</u>	<u>19</u>	<u>28</u>
OTHER	_____	_____	_____
SUB TOTALS	_____	<u>19</u>	<u>28</u>
<u>SPECIAL PROJECTS:</u>			
RIMS	_____	_____	_____
GRAND TOTALS	_____	<u>311</u>	<u>1338</u>

CLASSIFICATION REVIEW DIVISION
RECORD OF HISTORICAL REVIEW

PERIOD COVERED 15-19 July 1985 DIVISIONAL HRB INDIVIDUAL Combined Division

<u>ACTIVITY</u>	<u>MATERIAL</u>		<u>EFFORT</u>		
	Job	/ Boxes			
RECORDS SEARCH/SURVEY	____/____ ____/____ ____/____		FT	____	HRS ____ ____ ____
PREPARATION FOR REVIEW	____/____ ____/____ ____/____		FT	____	HRS ____ ____ ____
DECLASSIFICATION REVIEW	____/____ ____/____		DOCS	PGS ____	HRS ____ ____
PROCESSING	____/____ ____/____ ____/____				HRS ____ ____ ____
PREPARATION FOR RELEASE	____/____ ____/____ ____/____		DOCS	PGS ____	HRS ____ ____ ____
COMPUTER INPUT SYSTEM RIMS	____/____ ____/____ ____/____		DOCS	35 PGS 35	HRS 40 ____ ____
CAPTURING DATA FOR RIMS	____/____ ____/____ ____/____		DOCS	3 PGS	HRS 10 ____ ____
TRAINING	TYPE _____				HRS 43.5
ADMINISTRATIVE DUTIES	TYPE _____				HRS 48.5
OTHER ACTIVITIES	TYPE <u>Mandatory Review</u> TYPE <u>other</u>				HRS 5 HRS 28

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23 July 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[REDACTED]
 Chief, Information Resources
 Management Division

SUBJECT: Weekly Report of Information Resources
 Management Division, 17-23 July 19851. Work in Progress25X1 a. TRIS. [REDACTED]

Information Technology Branch, have trained some 63 individuals in the use of the TSCADS portion of TRIS. Twenty additional individuals will be trained in the last two training sessions on this system which will be conducted on 22 and 23 August. Upon completion of those sessions, all components identified on the Top Secret Control List, with the exception of the National Photographic Interpretation Center (NPIC) and the Foreign Language Service Center (FLASC), will have had at least one person trained in TSCADS operations. The two individuals scheduled from NPIC did not appear for training. The NPIC Top Secret Control Officer was notified of the situation and alternative arrangements will be made. No one has yet been identified for this training from FLASC. A number of individuals who experienced some difficulty during the training have been identified to the Agency TSCO, as well as individuals who, for one reason or another, failed to report for the training. Since some of the latter are TS Control Officers or assistants, other arrangements will have to be made for their training.

25X1 Training on the registry and records management elements of TRIS will begin on 3 September, Room 336 Ames Building. Nine component registries are scheduled to receive a two-day training course in TRIS operations. The registries participating are: DCI, DDA, DDI, DDS&T, Ames ISC, [REDACTED] OLL, OS, and Comptroller. An additional training session of TRIS is scheduled for 11-12 September with the following components participating: ICS, OGI, OSWR, FBIS, OIT, OF, DDI/ACIS, OIA, ORD, and possibly DDI/CRES. This training will enable 19 of the 26 registries scheduled to receive TRIS to begin sharing information on documents.

25X1 [REDACTED]

[REDACTED]

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b. Micrographics. [redacted] Information Management Branch, met with the Foreign Broadcast Information Service Records Management Officer to discuss microfilming liaison files from one of the field bureaus in order to reduce burn time. A sample of these files, converted to microfiche by Printing and Photography Division, will be sent to the bureau for comment and approval of the proposed system.

25X1

Separately, [redacted] delivered a recycled microfiche reader to the Office of Development and Engineering for use in a recently approved Computer Output Microfilm application. Using this recycled reader saved the Agency \$230.00.

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c. TS Collateral Documents. OIS annuitants continued their search efforts for unaccounted TS collateral documents. [redacted] searched 54 Intelligence Community Staff (ICS) jobs at the Records Center and located 318 documents, 32 charged to ICS and 286 requiring follow-up action.

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[redacted] located 157 documents in the Office of Global Issues (OGI), 134 charged to OGI and 23 requiring further processing.

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[redacted] located 1,000 documents in the Office of Soviet Analysis (SOVA), 990 charged to SOVA and 10 needing further analysis. Twenty of the SOVA documents were previously unaccounted for. To date [redacted] has searched approximately half the SOVA office files.

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[redacted] ICB, in his ongoing review of TSCADS information, resolved 16 other unaccounted TS documents, and another document was located by the Office of European Analysis while retiring records to the Records Center.

2. Significant Events and Activities

a. Ames Building Information Services Center. Work has finally started on the Ames Building ISC renovations. A wall has been constructed in Room 1223 to create space that will eventually house the ISC laser printer operation and an adjoining office. On 25 July, the ISC registry operation will temporarily move to Room 1223 while the present location, Room 1225, is renovated. When work is completed, the registry operation will reoccupy Room 1225, and the laser and beta printers making up the ISC data access center (DAC) operation will be installed in Room 1223.

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b. Office Automation Seminar. [redacted] IMB, attended a National Archives and Records Administration Seminar titled, "The Impact of Office Automation on Records Management and Archives." John McDonald, Public Archives of Canada, described a trial program designed for the government to gain experience with the impact of office automation

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products on information management functions such as document and task management and electronic archiving. So far, the Canadians have identified many problems but few solutions. Mr. McDonald emphasized the need to determine the disposition of a record at the time it is put in the system and to develop a schedule for documents to be systematically deleted from the system or transferred to off-line storage devices. He also stressed the importance of compatibility of media with hardware throughout the life of a record, and the need for system developers to thoroughly understand the office's mission and function and to involve the users, records managers, and archivists in the development and implementation of office automation systems.

25X1 c. Records Requests. [redacted] Agency Archives
 25X1 and Records Center, briefed [redacted] and
 25X1 [redacted] National Photographic Interpretation Center, on
 procedures for inputting requests for records in the Records
 Center and Archives Management System. Some elements of NPIC
 still submit their requests in writing or by telephone rather
 25X1 than electronically via RAMS. [redacted] Chief, Agency
 Archives and Records Center, has been working with directorate
 RMOs in an attempt to get all Agency requestors to use the
 RAMS system. RAMS provides a vehicle for rapid transmission
 of requests and for letting the requestors quickly know if a
 retirement job is charged out to another component. [redacted] 25X1

25X1 d. Secretarial Pay. Chief, IRMD, attended a meeting of
 DDA office representatives with [redacted] Position
 Management and Compensation Division, OP, to discuss a
 proposed new pay system for secretaries. The new system
 provides for the banding of all secretaries in four different
 levels. Movement to the next higher level would be based on
 the certification of certain training, skills, and
 experience. Within each band level are 30 steps which will be
 awarded to satisfactory performers on a twice yearly basis.
 The system also provides for bonuses to be paid for
 extraordinary performance in addition to step increases.
 Under the proposal each directorate will be able to determine
 the number of secretaries at each level that it requires, as
 well as their distribution throughout the directorate. A
 separate career service for executive secretaries is also
 being considered which will provide additional incentives to
 these secretaries. Each office representative was asked to
 provide his written reaction to the proposal and to have his
 career subgroup provide criteria for certification of
 secretaries at each of the proposed levels. The proposal will
 be submitted to the Agency Executive Committee later this year
 and, if approved, could be put into effect sometime next year.

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

RAMS: Made 28 additions, 71 changes, and 23 deletions.

ARCINS: Jobs received/edited: 21.
Jobs keyed: 16 consisting of 4,333 entries.
Jobs completed: 22.

Accessions: Received 26 jobs totaling 201 cubic feet.

Dispositions: Transferred 120 cubic feet of material to hammermill for destruction.

References: Serviced 5,574 requests for records.

Special Runs: Four: one each to ICS and O/DDA, and two to

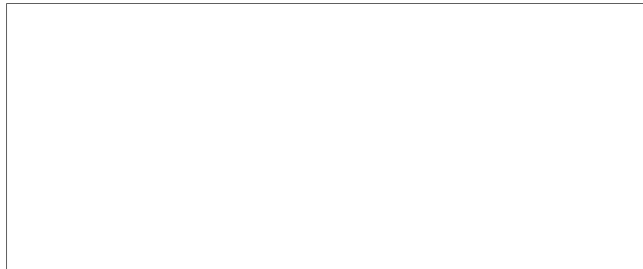
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3. Scheduled Events

ICB, with officers from the Offices of Communications, Security, and Central Reference will meet with the Department of Defense (DoD) inspector on 25 July to review the Agency's compliance with DoD requirements for safeguarding and handling NATO materials at Headquarters Building.

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ADMINISTRATIVE - INTERNAL USE ONLY

23 July 1985

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 17 July
through 23 July 1985

1. RPD is currently handling 131 jobs. The tempo of activities increased this week as we received 11 new jobs from Agency components to process. Among these is a notice which outlines the establishment of a new award on the part of the Director of Central Intelligence for personal service. It will be presented to employees for leadership, personal generosity and support in aiding others in the Agency to achieve professional or personal goals which otherwise would not have been attainable. (A-IUO)

2. [REDACTED] continues to work on [REDACTED]

[REDACTED] She has held several conversations with the Office of Security, the initiator of the proposal, concerning changes requested by the Office of General Counsel. (A-IUO)

3. [REDACTED] forwarded for approval a proposed revision of [REDACTED]

[REDACTED] which was initiated by the Office of Finance. This revision discusses promotional material received from transportation carriers by official travelers which becomes the property of the Government and must be relinquished to the administrative component involved. The proposal has the concurrence of all members of the Travel Policy Committee. This includes the SSA/DDA and representatives of the DI, DS&T, DO, DA, DCI Area, and OGC. (A-IUO)

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4. [redacted] Distribution of Salary Checks, initiated by the Office of Finance and sent by RPD to Agency coordinators for information, advises employees that the Department of Treasury is making drastic reductions in the use of paper card checks and this will impact on the Agency by late summer of 1985. The Agency's current practice of delivering salary checks to employees at their office is not consistent with Treasury guidance. Therefore, as of pay period 20, ending 14 September 1985, all employees, except those under special situations, must have their salary check sent to a financial institution in the United States or to their home. (A-IUO)

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5. [redacted] remitted [redacted] a proposed revision of the Summary of Agency Employment, to the Office of Personnel for review and a new draft. The specific recommendations from the Directorate of Operations which included those suggested by the Classification Review Division should be incorporated into the new draft. (A-IUO)

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6. [redacted] was able to offer guidance to [redacted] (OD/OIS) who requested advice on the proper formatting for a handbook. [redacted] is preparing an update of the OIS Personnel Handbook. (A-IUO)

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7. RPD received a telephone call from an OGC officer who wanted to know where he might find in the regulations information on financial advances for [redacted] With the help of C/RPD, we found that [redacted] was the best regulation to cover OGC's request. (A-IUO)

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8. We also received a telephone request from the Directorate of Operations for copies of [redacted] along with the rescinded versions of this regulation for 1975 and 1979. The information is to be

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forwarded to the Attorney General's representative in connection with the Rewald Case. DO was made aware of the procedures for handling these regulations and will keep RPD informed. (A-IUO)

9. [redacted] attended the Administrative Techniques course given by the Office of Training on 19 July. [redacted] arrived in RPD on 18 July to understudy [redacted] resigned from the Agency to return to Philadelphia with her family; her last day in RPD was 19 July. (A-IUO)

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