

~~ADMINISTRATIVE INTERNAL USE ONLY~~

11 July 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: 

Director of Information Services

SUBJECT: OIS Weekly Report (4-10 July 1985)

## A. WORK IN PROGRESS

1. TRIS TRAINING. Representatives of the Information Resources Management Division (IRMD) have completed initial training of the first group of Top Secret (TS) control officers in the TSCADS portion of TRIS. The training was divided into three sessions on recording various types of actions involving TS collateral documents. A few participants were not familiar with computer terminal operations and experienced some difficulty inputting information and carrying out the required procedures. They will be given the opportunity for further instruction later in the training cycle. If they continue to experience problems after additional training, their components will be notified and the suggestion made that someone more familiar with computers be appointed as the Top Secret Control Officer.

2. TS COLLATERAL DOCUMENTS. OIS annuitants continue their search for TS collateral documents in the holdings of the Intelligence Community Staff at the Records Center. Fourteen different deposits were searched and 31 documents were located. Six of these were charged to ICS but 15 require additional processing to determine which component should be charged with responsibility. In the files of the Office of Soviet Analysis (SOVA), 105 TS documents were located. All were charged to SOVA, including one unaccounted for item.

3. OSWR SURVEY BRIEFING. Representatives from IRMD briefed the Director of Scientific and Weapons Research (OSWR) on the results of the recent survey of OSWR's information management program. The following recommendations were made: (a) reconfiguration of OSWR's registry operation, (b) elimination of intraoffice mail delivery to provide more time for office records management activities, (c) centralization of the control of TS collateral documents, and (d) updating of the office vital records program. The Director, OSWR, seemed pleased with the survey results and indicated that he was looking forward to receiving the survey team's written report.

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4. PROCESSING OF SSU RECORDS UNDER HISTORICAL REVIEW PROGRAM. Chief, IRMD, and representatives met with representatives from the Directorate of Operations, Information Management Staff (DO/IMS), to discuss procedures for transferring records of the Agency's predecessor organizations--particularly the Strategic Services Unit (SSU)--to the National Archives and Records Administration (NARA) under the the new Historical Review Program. DO/IMS wanted a Memorandum of Understanding (MOU) between the Agency and NARA to ensure the same protection for the SSU records as provided by the MOU negotiated for the OSS records. The MOU covering transfer of the OSS records has worked well and, on occasion, NARA personnel have coordinated with the Agency on questionable items. While it was agreed that another MOU probably was not necessary, the DO believes that inclusion of the SSU records would add credence to the security of the Historical Review Program. IRMD has revised the OSS MOU to accommodate the SSU records and it is being coordinated with the Agency.

B. SIGNIFICANT EVENTS AND ACTIVITIES.

1. PROPOSAL FOR OC CORRESPONDENCE SUSPENSE SYSTEM. A representative from IRMD and the chief of the OC/OL Information Services Center (ISC) briefed the Chief of Operations, OC, on plans for an OC correspondence suspense system. Under the proposed system, ISC analysts will be responsible for determining the action dissemination for all OC correspondence, assigning suspense dates, and disseminating a semi-weekly suspense list using the CARS package. The suspense list will assist OC division and staff chiefs in meeting action deadlines by providing them with up-to-date reports of the outstanding suspense items charged to their components. A draft OC notice outlining implementation procedures has been prepared and instructional briefings for OC secretaries and clericals are planned. The system will be instituted as soon as OC selects the individual to perform this function.

2. INFORMATION AND PRIVACY DIVISION ACTIVITIES. While workmen literally hammered away at major renovations in the Information and Pirvacy Division (IPD), IPD personnel figuratively hammered away at the "backlog" of initial requests and reduced it by 26 cases; it now stands at 2,228. In an effort to exhaust all avenues to reduce cases, Chief, IPD sent out 98 letters addressing the issue of delinquent fees totalling \$11,000. The letters remind the requester of the rules governing failure to pay fees assessed. (Please refer to attached IPD report, paragraph

5.)

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10 July 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted Name]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (3 July - 9 July 1985)

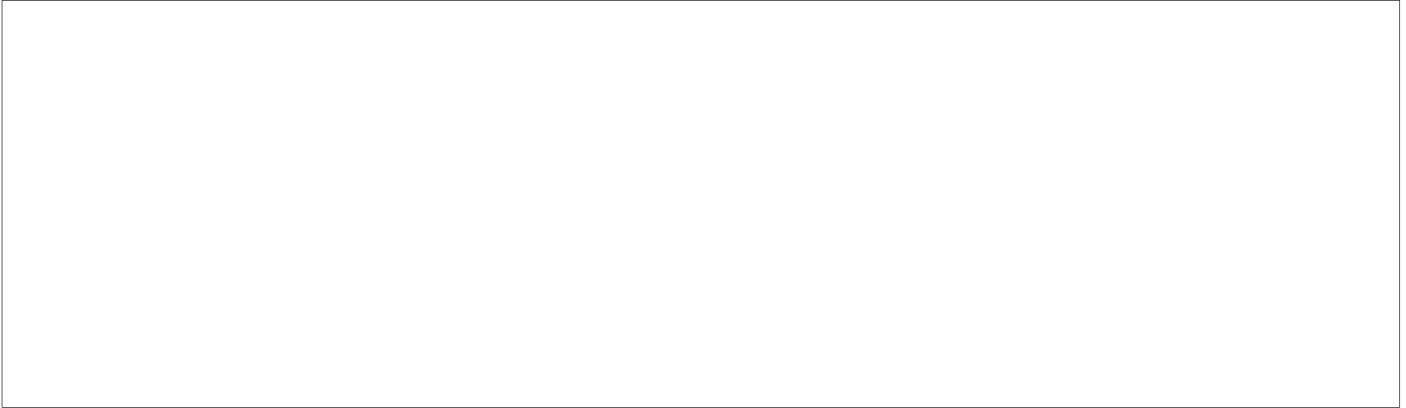
- | 1. <u>The Week in Review</u> | <u>3 July - 9 July 1985</u> | <u>1985 Weekly Average</u> |
|------------------------------|-----------------------------|----------------------------|
| a. New cases                 | 42                          | 55.3                       |
| b. Cases closed              | 68                          | 81.1                       |
| c. New appeals logged        | 3                           | 2.5                        |
| d. Appeals closed            | 0                           | 1.6                        |
| e. Manpower (man-weeks)      | 102.4                       | 100.0                      |
2. Current Backlogs
- a. Initial requests - 2228
  - b. Requests in administrative appeal - 164
  - c. Requests in litigation  
(not equal to number of lawsuits) - 87
3. Spotlighted Requests

[Large Redacted Area]

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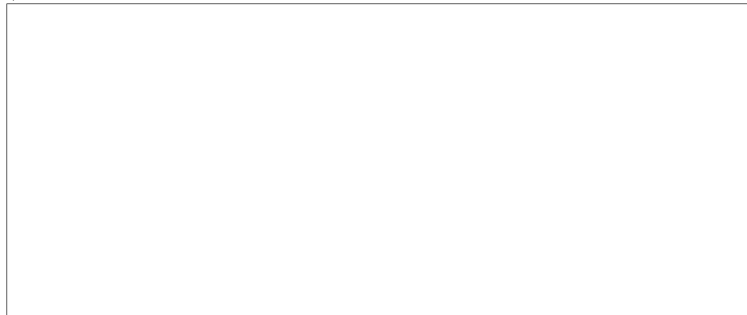
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5. Comments

Requesters who have not paid search and/or copying fees for completed records services owe the U.S. Treasury over \$11,000. This week we sent out 98 letters reminding these people of their debt. Those still delinquent after 30 days will be told that they will receive no further records service from this agency, and all open cases will be cancelled.

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STAT IPD/ [redacted] (10 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 [redacted]  
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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9 July 1985

MEMORANDUM FOR: Director of Information Services, DA  
FROM: Chief, Classification Review Division  
SUBJECT: Weekly Report, 3-9 July 1985

25X1

1. [redacted] reported to CRD for duty on 1 July 1985. They represent a welcome addition to our staff that will engage in the Historical Review Program (HRP). [redacted]

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2. C/CRD and C/HRP/CRD met with C/MPG/IMS/DO to discuss some questions the latter had concerning the draft of the Schedule for Implementing the Historical Review Program. Most of the questions related to DO concerns for the security of information that we would record about the actions that we would take in the HRP. We pointed out that the specific computer program that we would use had yet to be devised or agreed upon but this still left the DO uneasy. To satisfy DO qualms we added language that emphasizes the need to ensure the security of information that is put into a data base to record actions taken during the HRP. [redacted]

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[redacted]

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[redacted]

[redacted]

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CLASSIFICATION REVIEW DIVISION  
RECORD OF REVIEW

<u>PERIOD:</u> 01-05 July 1985	<u>REVIEWER:</u>	<u>BRANCH:</u> Combined Division	
<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	Systematic	4	7
NAFA (STATE)	Systematic	108	638
WNRC	_____	_____	_____
STATE	_____	_____	_____
OTHER	_____	_____	_____
SUB TOTALS	_____	112	645
<u>INTERNAL REQUESTS:</u>			
PRB	Publication	1	23
IPD	_____	2	6
OLL	_____	_____	_____
OGC	_____	_____	_____
SAE	_____	_____	_____
OTHER	_____	_____	_____
SUB TOTALS	_____	3	28
<u>SPECIAL PROJECTS:</u>			
RIMS	_____	_____	_____
GRAND TOTALS	_____	115	673

CLASSIFICATION REVIEW DIVISION  
RECORD OF REVIEW

PERIOD: 01-05 July 1985      REVIEWER: \_\_\_\_\_      BRANCH: Combined Division  
SOURCE OF MATERIAL      TYPE OF REVIEW      NO. OF DOCUMENTS      NO. OF PAGES

EXTERNAL REQUESTS:

DOD

AIR FORCE

ARMY

DIA

JCS

NAVY

NSA

OSD

Systematic47

NARA (STATE)

Systematic108638

WNRC

STATE

OTHER

SUB TOTALS

112645INTERNAL REQUESTS:

PRB

Publication123

IPD

26

OLL

OGC

SAE

OTHER

SUB TOTALS

328SPECIAL PROJECTS:

RIMS

GRAND TOTALS

115673

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9 July 1985

MEMORANDUM FOR: Director of Information Services

25X1  
FROM:[redacted]  
Chief, Information Resources  
Management DivisionSUBJECT: Weekly Report of Information Resources  
Management Division, 3 - 9 July 19851. Work in Progress

25X1 a. OIS Records Management. [redacted] OIS Records  
25X1 Management Officer, with the assistance of [redacted]  
Information and Privacy Division (IPD), authorized the Agency  
Archives and Records Center to destroy 17 jobs totaling 140  
cubic feet of material due for destruction. The records in  
these jobs had passed the time authorized in the office  
Records Control Schedule for retention, but no action had been  
25X1 taken until [redacted] assumed his RMO responsibilities.  
25X1 Prior to authorizing these jobs for destruction, [redacted]  
identified and recalled 29 folders covering cases of  
individuals who have failed to pay fees assessed for servicing  
their requests. IPD has submitted to IMB a new item for the  
OIS Records Control Schedule to permit a longer retention  
25X1 period for these types of records. [redacted] should be  
commended for her promptness in reviewing the 17 jobs to  
identify those records to be retained so the remainder could  
be destroyed.

25X1 b. TRIS Training. [redacted] and  
25X1 [redacted] Information Technology Branch, completed training  
of the first group of TS control officers on the TSCADS  
portion of TRIS. Some 26 employees attended the three  
sessions which involved recording information for various  
types of actions involving Top Secret collateral documents.  
Other than on the first day when the system was down for more  
than one hour, the training session went well. A few  
participants were not familiar with computer terminal  
operations and experienced some difficulty inputting  
information and carrying out the required procedures. They  
will be given the opportunity for further instruction later in  
the training cycle. If they continue to experience problems  
after additional training, their components will be notified  
and the suggestion made that someone more familiar with  
computers be appointed as the Top Secret Control Officer.  
Training on the new TSCADS will resume on 11 July.

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[redacted] [redacted]  
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25X1 c. Agency Regulations. [redacted] and

25X1 [redacted] ITB, met with [redacted]  
 25X1 Plans and Management Staff, and [redacted] RPD, to discuss  
 the possibility of putting all Agency Regulations in an  
 on-line computer system. Some of the proposed objectives of  
 such a system would be to make the regulations more easily  
 searched for pertinent information and more readily available  
 for review and revision. The meeting generated some questions  
 that need to be addressed by RPD and PMS before a  
 determination can be made on how this proposal can be  
 addressed. The questions relate to who will be using the  
 system, the manner in which the information will be  
 structured, and all the major purposes that the system would  
 serve.

d. TS Collateral Documents. OIS annuitants continue  
 their search efforts for TS collateral documents.

25X1 [redacted] is reviewing the holdings of the Intelligence  
 Community Staff at the Records Center. Last week he searched  
 14 different deposits, finding 31 documents: six of these were  
 25X1 charged to ICS and 15 required following processing to  
 determine to whom they may be charged. [redacted] is  
 still going through files in the Office of Soviet Analysis.  
 Last week she identified 105 TS documents, all of which were  
 charged to SOVA, including one unaccounted for item.  
 25X1 [redacted] the third annuitant, is beginning his search for  
 TS documents in the Office of Global Issues.

25X1 e. OSWR Survey Briefing. Chief, Information Control  
 Branch, [redacted] ICB, briefed the Director  
 of Scientific and Weapons Research (OSWR) on the results of  
 the recent survey of OSWR's information management program.  
 25X1 Messrs. [redacted] presented their findings and made a  
 number of recommendations for improving OSWR's information  
 handling and records management practices. Some of the  
 recommendations included a re-configuration of OSWR's registry  
 operation, the elimination of intra-office mail delivery to  
 provide more time for office records management activities,  
 the centralization of the control of Top Secret collateral  
 documents, and the updating of the office vital records  
 program. The Director, OSWR, seemed pleased with the survey  
 results and indicated that he was looking forward to receiving  
 the survey team's written report.

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25X1 f. OC/OL Information Services Center. [redacted]

25X1 Information Control Branch, and [redacted] Chief, OC/OL,  
 25X1 Information Services Center, briefed [redacted] Chief of  
 25X1 Operations, OC, on plans for an OC correspondence suspense  
 system. Under the proposed system, ISC analysts will be  
 responsible for determining the action dissemination for all  
 OC correspondence, assigning suspense dates, and disseminating  
 a semi-weekly suspense list using the CARS package. The list  
 will assist OC division and staff chiefs in meeting action  
 deadlines by providing them with up-to-date reports of the  
 outstanding suspense items charged to their components. A  
 draft OC notice outlining system implementation procedures has  
 been prepared and instructional briefings for OC secretaries  
 and clericals are planned. The system will be implemented as  
 soon as OC is able to provide the ISC with a GS-05 clerical  
 position and the individual who will perform this function.

2. Significant Events and Activities

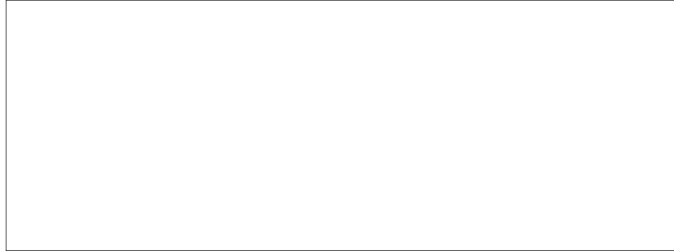
25X1 a. Historical Review Program. Chief and Deputy Chief,  
 25X1 IRMD, and [redacted] Chief, Information Management Branch,  
 25X1 met with [redacted]

25X1 Information Management Staff, DO, and [redacted]  
 Information Resources Management Branch, IMS, to discuss the  
 transfer of records from predecessor organizations to the  
 National Archives and Records Administration under the  
 25X1 auspices of the Historical Review Program. [redacted] wanted  
 a Memorandum of Understanding drawn up between the Agency and  
 NARA to ensure that the same protection was afforded records  
 of the Strategic Services Unit as those of OSS. He felt that  
 the MOU was needed so that the transfer of these records could  
 begin without another major review of the material. The MOU  
 covering the transfer of OSS records had worked well from the  
 DO's perspective because NARA personnel had called the  
 Agency's attention to several questionable items. While it  
 was agreed that another MOU probably was not necessary because  
 of existing NARA procedures, the DDO had made it a condition  
 for participation in the HRP. IRMD representatives indicated  
 that the use of an MOU for Central Intelligence Group and  
 Agency records would be inappropriate, a view which  
 25X1 [redacted] shared. Subsequent to the meeting, IRMD revised  
 the OSS MOU to accommodate the extension of its provision to  
 SSU records and is in the process of coordinating the draft  
 within the Agency.

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

RAMS:	Made 22 additions and 1 change.
ARCINS:	Jobs received/edited: 18.
	Jobs keyed: 31 consisting of 3,498 entries.
	Jobs completed: 3.
Accessions:	Received 20 jobs totaling 249 cubic feet.
References:	Serviced 2,978 requests for records.
Special Runs:	Two to DO.
Other:	Three NPIC employees worked at the A&RC on a job that was retired to the A&RC incorrectly and were given a tour of the Center by



25X1

9 July 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 3 July  
through 9 July 1985

1. RPD is currently handling 134 jobs. Among the 13 new proposals received for processing in the Division during the week, several items stand out: a notice advising employees that salary checks will not be delivered to their offices starting in September 1985; a notice on the restoration of forfeited annual leave; a notice on employees accompanying spouses to field assignments; and a notice alerting all employees that the U.S. District Judge for the Eastern District of Virginia has mandated that citations given on Federal property (including CIA) will automatically carry a \$25.00 surcharge. The monies collected will be used for a crime victims' relief fund. [Redacted]

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2. RPD responded to a request from an officer of the Audit Staff who was auditing the Office of Finance. He wanted to locate the regulatory issuance that raised the amount from \$15 to \$25 on receipts required for accounting for advances. Our chief of research identified an internal finance notice which proved to be the object of search. [Redacted]

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3. [Redacted] is processing a revision of [Redacted] [Redacted] to reflect an OGC opinion that the Agency can discontinue

[Redacted] when the employee has been in a TDY status in the United States for more than 180 days. [Redacted]

[Redacted]

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25X1 4. [redacted] is working on [redacted]

25X1 [redacted] This regulation was requested by the DDCI and establishes the policy of prior review by the Public Affairs Office of all informational materials prepared by Agency components for release to the public. This prior review is intended to prevent the inadvertent release of classified information and to ensure that such materials are consistent with information previously released to the public. [redacted]

25X1 5. RPD responded to requests for previously published issuances from OP, ORD, FBIS, DDA Registry, DO, OC Registry, and OC/OL. [redacted]

25X1 [redacted]

Attachment



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