

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

27 June 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Director of Information Services

SUBJECT: OIS Weekly Report (13-26 June 1985)

Please note that this OIS Report incorporates two weeks because of the OIS conference held on 17-19 June.

A. PROGRESS ON ACTION ITEMS

1. TOP SECRET COLLATERAL DOCUMENTS. The Information Resources Management Division (IRMD) continues its search of office holdings for unaccounted for Top Secret (TS) collateral documents. The retired records of the Intelligence Community Staff (ICS) at the Agency Archives and Records Center (AARC) are currently under review. Thus far, 19 of the Staff's 251 records deposits have been reviewed and 266 TS documents have been located. Of these, 196 have been charged to ICS and the remainder will require followup research to determine if they are entered in TSCADS. A search of the Office of Near East and South Asian Analysis located four unaccounted for TS collateral documents. Review of the files of the Office of African and Latin American Analysis (ALA) has begun. So far, 26 TS documents have been located, 10 of which were not recorded as charged to ALA. Review of the files of the Office of Soviet Analysis (SOVA) continues too. During the reporting period, 307 documents were found--288 charged to SOVA and another 19 whose ownership has not been determined. Six previously unaccounted for TS documents were also identified.

2. OFFICE SURVEY. Representatives from IRMD have concluded their survey of the Office of Scientific Weapons Research's (OSWR) information management program and registry operations. The survey took six weeks and included interviews of approximately 60 percent of the office's personnel. The survey team will brief the Director of OSWR and members of his staff on their findings and recommendations and prepare a draft report for formal review.

[Redacted]

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3. ISOO INSPECTION FOLLOWUP. A representative of IRMD participated in a briefing of selected personnel of the Intelligence Community Staff (ICS) on National Security Classification markings and document control procedures. The briefing was held in response to some inconsistent document classification markings that were found during a recent inspection of ICS by the Information Security Oversight Office (ISOO). The briefing was well received and another is being considered for additional IC Staff personnel.

4. TRIS. Preparations continue for the first training session of Top Secret Control Officers on the TSCADS portion of TRIS. Training packets containing room locations, maps of the area, Metro schedule, etc., have been mailed. Final system preparations continue with all necessary programming on TSCADS to be completed by 28 June.

B. SIGNIFICANT EVENTS AND ACTIVITIES OF INTEREST

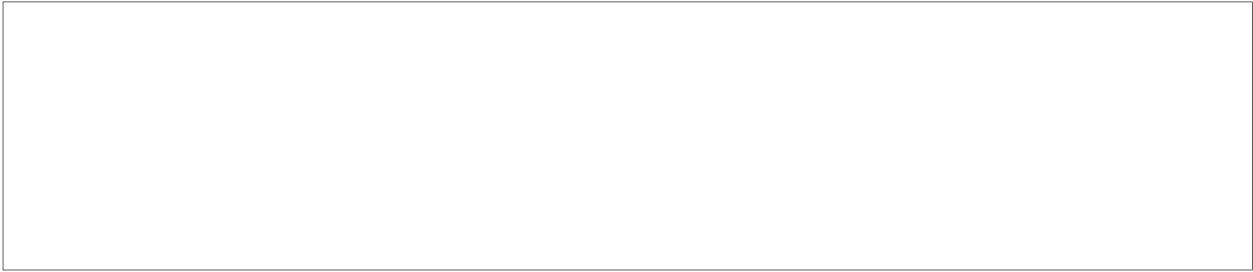
1. OSS RECORDS. A request to transfer an additional 122 cubic feet of OSS records has been submitted to the National Archives and Records Administration (NARA). This request represents the sixth group of records offered to NARA and includes all Washington OSS Operation and Support Records.

2 PERSONNEL FILES. A representative from IRMD and members of the Agency's Office of Personnel met with representatives of the Office of Personnel Management (OPM) to discuss the drafting of a Memorandum of Understanding (MOU). The MOU will formalize the exchange and amendment of personnel records of employees who worked for other agencies prior to joining CIA or of former employees who are now working for other Federal agencies. Based on these discussions, OPM is preparing a draft MOU for coordination with the appropriate Agency officials. Memorandums have been concluded with several other Government agencies to cover these types of situations.

3. *NSC RECORDS. (THE FOLLOWING IS FOR AGENCY BACKGROUND INFORMATION ONLY, NOT TO BE DISCLOSED TO OTHER GOVERNMENT AGENCIES.) AARC received 82 cubic feet of records from the National Security Council (NSC) for storage. This deposit brings to 579 cubic feet the amount of NSC material currently held at the Records Center. NSC has been depositing records at AARC since 1958. The current deposit consists of records from the Eisenhower era through the administration of Jimmy Carter.

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5. REVIEW OF SUMMARY OF AGENCY EMPLOYMENT. The Classification Review Division (CRD) received an appeal from an employee regarding deletions made from subject's Summary of Agency Employment (SAE). CRD prepared a memorandum for the Deputy Chief of the FBIS Administrative Staff explaining the decision to make certain deletions. The information deleted related to budgetary and organizational information which would fall within the authority to protect given the Director by the CIA Act of 1949.

6. NEW LOCATION FOR THE REGULATORY POLICY DIVISION. The Regulatory Policy Division (RPD) managed to conduct normal business while at the same time moving its entire office to Room 1112, Ames Building, and switching its word processing equipment from a Wang System 7525 to the Alliance during this reporting period. This was accomplished by extra efforts and close cooperation by RPD employees who packed boxes and processed Agency issuances at the same time--and came in after hours to execute the move. For example, on 17 June RPD processed on an immediate basis the DCI's talk which had been presented on 13 June. This involved the review, formatting, and correcting of the 19 pages which comprised the DCI's remarks. On 18 June, a Notice initiated by the Director of Security announcing openings for security escorts also was edited on an immediate basis and published. That night the move was made. The move was made easier by the efficient and cooperative effort of movers from the Office of Logistics, Building Support Services Branch.

7. HIGHLIGHTS FROM THE INFORMATION AND PRIVACY DIVISION REPORT. The backlog of requests continues its downward trend. Initial requests now stand at 2297 and those in administrative appeal total 158. Among the new requests received is one for information on the CIA's relationship with

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26 June 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (12 - 25 June 1985)*

- | 1. <u>The Week in Review</u> | <u>12 - 25 June 1985</u> | <u>1985 Weekly Average</u> |
|---|--------------------------|----------------------------|
| a. New cases | 100 | 55.1 |
| b. Cases closed | 127 | 80.2 |
| c. New appeals logged | 2 | 2.5 |
| d. Appeals closed | 12 | 1.7 |
| e. Manpower (man-weeks) | 158.4 | 100.6 |
| 2. <u>Current Backlogs</u> | | |
| a. Initial requests - 2297 | | |
| b. Requests in administrative appeal - 158 | | |
| c. Requests in litigation
(not equal to number of lawsuits) - 90 | | |
| 3. <u>Spotlighted Requests</u> | | |

*Because of the OIS annual conference and renovation of IPD's office space, this report covers a two week period of 12 to 25 June. Regular weekly reports will resume next week.

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STAT IPD, [redacted] (26 June 1985) (Final)
Distribution:
Orig - Adse
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1 - DCI History Staff
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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
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25 June 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Classification Review Division

SUBJECT: Weekly Report, 12-25 June 1985

1. Problems arose regarding suggested deletions from two SAEs. The subjects appealed the deletions and CRD was asked for assistance in rebutting the claims. CRD re-reviewed one SAE and prepared a memo for the Deputy Chief of the FBIS Administrative Staff in which we gave arguments supporting the original decision to delete. The questioned information related to budgetary and organizational matters which would fall within the authorities given the Director by the CIA Act of 1949. In the second case the subject, who was in a hurry to apply for a new government job, agreed to rewrite his SAE and in this form it was passed by the DI/IRO. [Redacted]

2. The new Schedule for Implementation of the Historical Review Program was rewritten to incorporate the changes that had been suggested by IRMD/OIS and [Redacted] IMS/DO. It is now ready for use at the next meeting on the HRP scheduled for 26 June 1985. [Redacted]

[Large Redacted Area]

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RECORD OF REVIEW

PERIOD: 10-21 June 1985	REVIEWER:	BRANCH: 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	<u>Declassification</u>	<u>2</u>	<u>2</u>
DIA			
JCS			
NAVY			
NSA			
OSD			
NARA (State)			
WNRC			
STATE			
CDC/SR (FRUS)	<u>1963, Vietnam</u>	<u>50 (est)</u>	<u>200 (est)</u>
(FRUS)	<u>1963, State</u>	<u>200 (est)</u>	<u>400 (est)</u>
CDC/MR			
OTHER (JFK Library)	<u>Mandatory</u>	<u>4</u>	<u>50</u>
SUB TOTALS		<u>256</u>	<u>652</u>
<u>INTERNAL REQUESTS:</u>			
PRB	<u>Article</u>	<u>1</u>	<u>2</u>
IPD			
OLL			
OGC			
SAE	<u>Separation</u>	<u>13</u>	<u>19</u>
OTHER (OSS Job 56-20)		<u>150</u>	<u>150</u>
SUB TOTALS		<u>164</u>	<u>171</u>
<u>SPECIAL PROJECTS:</u>			
RIMS			
OTHER			
GRAND TOTALS		<u>420</u>	<u>823</u>

CLASSIFICATION REVIEW DIVISION
RECORD OF HISTORICAL REVIEW

PERIOD COVERED 10-21 June 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	<u>30</u>	PGS <u>87</u> HRS <u>46</u>
	____/____	____		____	____
	____/____	____		____	____
PROCESSING	____/____	____			HRS ____
	____/____	____			____
	____/____	____			____
PREPARATION FOR RELEASE	____/____	____	DOCS	____	PGS ____ HRS ____
	____/____	____		____	____
	____/____	____		____	____
COMPUTER INPUT SYSTEM	____/____	____	DOCS	____	PGS ____ HRS ____
	____/____	____		____	____
	____/____	____		____	____
CAPTURING DATA FOR RIMS	____/____	____	DOCS	<u>1</u>	PGS <u>104</u> HRS <u>4</u>
	____/____	____		____	____
	____/____	____		____	____
TRAINING		TYPE ____			HRS <u>99</u>
ADMINISTRATIVE DUTIES		TYPE ____			HRS <u>14</u>
OTHER ACTIVITIES		TYPE ____			HRS <u>29</u>

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25 June 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Information Resources Management Division

SUBJECT: Weekly Report of Information Resources Management Division, 12 - 25 June 1985

1. Work in Progress

25X1 a. TS Collateral Documents. IRMD's three annuitants continue to make progress in their search of office holdings for TS collateral documents. [Redacted] is reviewing the retirement jobs of the Intelligence Community Staff at the Records Center. Thus far, he has reviewed 19 of the Staff's 251 retirement jobs and found 266 TS documents. Of those documents, 196 have been charged to ICS and the remainder will require followup research to determine if they are entered in TSCADS. Another annuitant, [Redacted] completed his search of the Office of Near East and South Asian Analysis and found four unaccounted for TS collateral documents. He has begun looking through the office files of the Office of African and Latin American Analysis. So far, he has found 26 TS documents, 10 of which were not on record as charged to ALA and will require followup action. The third annuitant, Helen Capriotti, is searching the files of the Office of Soviet Analysis. Last week, she found 307 documents, 288 charged to SOVA and another 19 whose ownership has not been determined. Information processed from [Redacted] earlier search efforts resulted in the identification of six previously unaccounted for TS documents.

25X1 b. Office Survey. [Redacted] Information Control Branch, have concluded their survey of OSWR's information management program and registry operations. The survey began on 13 May and during its six-week duration Messrs. [Redacted] interviewed approximately 60 percent of the office's personnel. The survey team will brief the Director of OSWR and members of his staff on their findings and recommendations later this week. After this meeting, the team will prepare a draft report for formal review by OSWR.

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25X1 c. ISOO Inspection Followup. [redacted] Information Management Branch, participated in a briefing of the Intelligence Community Staff (ICS) personnel on National Security Classification markings and document control procedures. The briefing was conducted by [redacted] from the Office of Security, Special Security Center, and was held in response to some inconsistent document classification markings that were found at the ICS during a recent inspection by the Information Security Oversight Office (ISOO). The briefing was well received and another is being considered for other IC Staff personnel.

d. TRIS. Personnel in the Information Technology Branch continue to prepare for the first training sessions of Top Secret Control Officers on the TSCADS portion of TRIS. Training packets containing room locations, maps of the area, Metro schedule, etc., were mailed to all students during the past week. Final system preparations continue with all necessary programming work on the TSCADS portion of TRIS to be completed by 28 June.

2. Significant Events and Activities

25X1 a. Records Preservation. [redacted] Archives and Records Center Branch, attended a Basic Archival Conservation Workshop sponsored by the Society of American Archivists at the North Carolina Department of Archives and History.

25X1 [redacted] was one of 18 participants in the program that included records specialists from state and local governments, academic institutions, and the private sector. Topics addressed during the three-day workshop included an overview of conservation theory and practice, application of conservation procedures to archival processing, planning a conservation program, and developing a disaster preparedness plan. Demonstrations and hands-on practice of basic conservation techniques were an integral part of the workshop, which stressed the need to incorporate conservation practices into all phases of archival processing. This training is a part of the division's effort to prepare Records Center personnel for an expanded program of archival preservation.

[redacted] 25X1

The ARCB also sent some rolls of film to the Printing and Photography Division for inspection. GSA's Federal Property Management Regulations require that microform copies of permanent records be inspected every two years and that the inspection shall be made using a one percent random sample. The inspection is carried out to determine if there has been any deterioration in the quality of the film due to improper processing or storage. To date such inspections have not been

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conducted at the Agency on a systematic basis and ARCB is now beginning efforts to fulfill this requirement. Once the appropriate equipment is obtained, future inspections will be carried out by personnel of the Archives Section at the Center. The P&PD inspection showed some problems (dirt, scratches, chemical stains, and improper splicing) that will have to be corrected eventually by Records Center Personnel.

[redacted]

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b. OSS Records. A request to transfer an additional 122 cubic feet of OSS records has been submitted to the National Archives and Records Administration (NARA). This request represents the sixth group of records offered to NARA and includes all Washington OSS Operation and Support Records.

c. Fire Alarm System. The division received the results of an inspection carried out by the Safety Management Officer, Office of Communications, Chief, Fire Protection Branch, Safety Division, Office of Medical Services, and

[redacted]

The inspection found that the existing fire alarm and smoke detection systems at the Center were outdated and failed to meet code requirements. The report recommends that these systems be replaced as soon as possible with a single integrated system that meets current code requirements. Chief, ARCB, will approach Chief, Fire Protection Branch, for a recommendation on the type of system that should be installed at the Center and for an estimate of the cost. [redacted]

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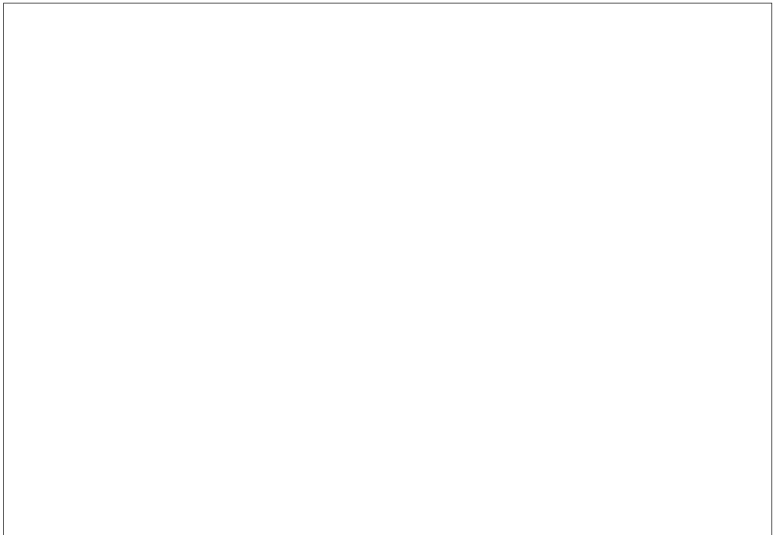
d. Personnel Files. [redacted] Chief, Information Management Branch, and members of the Office of Personnel met with representatives of the Office of Personnel Management (OPM) to discuss the drafting of a Memorandum of Understanding (MOU). The MOU will formalize the exchange and amendment of personnel records of employees who worked for other agencies prior to joining CIA or of former employees who are now working for other Federal agencies. Based on these discussions, OPM is preparing a draft MOU for coordination with the appropriate Agency officials. Memorandums have been concluded with several other government agencies to cover these types of situations.

e. NSC Records. The Agency Archives and Records Center received 82 cubic feet of records from the National Security Council for storage. This deposit brings to 579 cubic feet the amount of NSC material currently held at the Records Center. The NSC has been depositing records at the Center since 1958 under an agreement with the Agency. The current deposit consists of records from the Eisenhower era through the administration of Jimmy Carter (OIS background information).

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

RAMS:	Made 26 additions and 94 changes.
ARCINS:	Jobs received/edited: 15.
	Jobs keyed: 17 consisting of 1,249 entries.
	Jobs completed: 13.
Accessions:	Received 33 jobs totaling 391 cubic feet.
References:	Serviced 1,912 requests for records.
Special Runs:	Two: One each to OLL and NCD.
Other:	



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3. Scheduled Events

a. A Department of Defense official will inspect the Agency's facilities and procedures for the handling of NATO information on 25 July. The inspection will take place in the Offices of Central Reference and Communications.

b. The Directorate RMOs will meet with members of IRMD on 28 June to discuss records management issues including the scheduling of vital records and the addition of a proposed annex to the Records Center.



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25X1 DDA/OIS/IRMD, [redacted] :msc 25 June 1985

Distribution:

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

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25 June 1985

MEMORANDUM FOR: Director of Information Services

STAT FROM:

[Redacted]

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 12 June
through 25 June 1985

1. RPD is currently handling 130 jobs. This report covers a period of two weeks due to the annual running of the OIS Conference from 17 through 19 June 1985. [Redacted]

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2. RPD move:

On Tuesday evening, 18 June, RPD moved from Room 1105 Ames to Room 1112 Ames. This relocation was part of a round robin exercise involving removal of IPD furniture stored in Room 1112 to provide space for RPD's furniture after which a portion of IPD was installed in RPD's former spaces.

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[Redacted]

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and C/RPD were on hand during the transfer to help guide the moving crew in the placement of desks, word processors, and other furniture and equipment. The different configuration of RPD's new quarters required certain decisions and adjustments to be made on the scene.

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The moving crew was well-organized, efficient, and pleasantly cooperative. Buck Feathers arranged for and participated in briefing RPD members on the WANG Alliance System. [Redacted] cleared RPD's Stand Alone (7525) WANG System so that it could be transferred to CRD.

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RPD remained open for business before, during, and after the move despite the necessity for extensive packing of personal and division files and belongings. In addition, those RPD personnel who could be spared for at least a portion of the OIS Conference were encouraged to attend. Accordingly, Monday, 17 June RPD processed on an immediate basis the DCI's talk presented on 13 June in the Auditorium. Each of the 19 pages comprising the DCI's remarks on Excellence were reviewed, formatted, and corrected where necessary. The issuance was hand-carried to Headquarters, approved, and published the next day. A Notice initiated by the Director of Security announcing openings for security escorts also was edited on an immediate basis and published on Tuesday. When these were on their way, C/RPD left to participate in the afternoon portion of the conference. Other members attended the last two days where work permitted. (A-IUO)

3. On 18 June, [redacted] met with a P&PD officer regarding the publication of [redacted] P&PD is in the process of preparing page proofs for review. On another matter Jane forwarded OGC comments regarding the proposed revisions of [redacted] [redacted] to the DO for its review. (A-IUO)

4. While the Division was in the midst of packing for its move, RPD received [redacted] [redacted] at the opening of business on 18 June for immediate handling. With the help of several other officers in the Division, [redacted]

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completed the processing of this time-sensitive issuance and hand-carried it to Headquarters for approval and forwarding to P&PD for publication. The time elapsed was about two hours. A true team effort! [redacted]

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5. [redacted] was initiated by

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the Office of Security to advise Agency personnel that [redacted]

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[redacted] will talk on their experiences on 10 July 1985 in the Headquarters Auditorium. [redacted]

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6. [redacted] was approved by the DDA on 11 June 1985 and has been processed for publication. This issuance is a greatly shortened version of the draft originally prepared by the Travel Policy Committee. It was revised by RPD in concert with OGC in response to the Executive Director's expressed wish for a concise regulatory issuance. [redacted]

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7. [redacted] departed RPD to begin a new assignment in ORD/DDS&T on 24 June 1985. [redacted] will join RPD as an editor in the near future.

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[redacted] is enrolled in a WANG computer course from 24-26 June. [redacted]

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8. RPD responded to requests for previously published issuances from OIT, OP, [redacted] SOVA, OS Registry, DDI/OCR Admin, OTS, OF Registry, and OD&E/FO/RMO. Our clerical personnel responded to 252 telephone requests. [redacted]

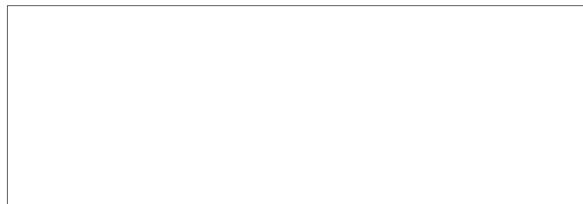
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9. [redacted] from PMCD/OP visited RPD on 25 June to discuss position classification.

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