

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

30 May 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (23-29 May 1985)

A. PROGRESS ON ACTION ITEMS

INFORMATION SERVICES CENTER - NEW BUILDING. The referent to the New Building Project Office (NBPO) from the Office of Information Services (OIS) met with representatives from the Office of Security (OS) to discuss plans for the Information Services Center (ISC) that will serve OIS and OS in the New Headquarters Building. Senior OS managers have approved proceeding with the design of the ISC. An initial design was submitted to the NBPO architects on 23 May, marking the completion of the second phase of planning for ISCs in the New Building. The NBPO architects are preparing the finished design drawings to be presented to each office for final approval.

B. SIGNIFICANT EVENTS AND ACTIVITIES

1. On 24 May the Deputy Director of Information Services chaired a meeting of the Officially Released Information System (ORIS) task force. The members agreed on the basic proposal to establish ORIS, to keep costs low, and to designate a focal point effective 1 October 1985 for recording pertinent information. It also was agreed that the Information Review Officers in the directorates and the FOIA officers in the independent offices would be responsible for ensuring that copies of previously classified and officially released information are made available to the focal point for recording. The proposal will be submitted to the DDA for approval.

2. MACHINE READABLE RECORDS. Representatives from the Information Resources Management Division (IRMD) and representatives from the Office of Information Technology (OIT) met to resolve some issues concerning the scheduling of OIT's machine-readable records. OIT was concerned that it would have to schedule information systems developed for other Agency components and would be required to prepare schedule items for its

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"operating systems," i.e., VM. The IRMD representatives said OIT was not responsible for scheduling systems developed for other components and the "operating systems" did not have to be scheduled. On the other hand, OIT is responsible for the scheduling of the Automatic Information Management (AIM) system because it serves as the data base administrator. Further to the scheduling problem as it pertains to AIM, users currently have an unlimited data storage and retention capability. This is not good records management practice and will create the same problems in electronic form that have been occurring with paper records for many years; therefore, before the AIM system can be scheduled, a policy decision must be made concerning the retention of individual user data. OIT is assigning an individual to work on this problem.

2. RECORDS CENTER SERVICE. The second courier run from the Agency Archives and Records Center (AARC) has sharply reduced the need for special runs from the Center to meet component records needs. Since this additional run was initiated in April 1985, AARC personnel have had to make only four special runs. Prior to the addition of this service, they had been averaging two and half extra trips a week. The two scheduled runs--one in the morning and one in the afternoon--apparently are meeting components' needs for records and have virtually eliminated the need for AARC employees to drive to Agency facilities during duty hours to deliver records. With the new arrangement, a component can routinely receive same-day service if it makes its request for records early in the day. The addition of a second courier run restores a service that had been provided until 1982, when it was dropped for economy reasons.

3. INFORMATION AND PRIVACY DIVISION (IPD). The information request backlog for this reporting period is down to 2352; there were 38 new cases logged in, but there were 66 cases closed, for a net decrease of 28. The requester from last week who focused on mind control has this week shifted slightly to information on psychics who may use their talents to obtain national secrets in unusual and unique ways (please see item 3. c in the separate IPD report attached). From the response department, a 10 volume set of Bibliography of Soviet Intelligence was provided to a former Agency employee who had described exactly where it was located--behind the curator's desk in the CIA Library's Historical Intelligence Collection section. Cost for providing a copy of the 10 volume document was \$750, chargeable under provisions of FOIA and pursuant to the Code of Federal Regulations.

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Attachment

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MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (22 - 28 May 1985)

1.	<u>The Week in Review</u>	<u>22 - 28 May 1985</u>	<u>1985 Weekly Average</u>
a.	New cases	38	55.0
b.	Cases closed	66	82.1
c.	New appeals logged	2	2.7
d.	Appeals closed	2	1.1
e.	Manpower (man-weeks)	78.3	101.9
2.	<u>Current Backlogs</u>		
	a. Initial requests - 2352		
	b. Requests in administrative appeal - 172		
	c. Requests in litigation (not equal to number of lawsuits) - 91		
3.	<u>Spotlighted Requests</u>		

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STAT IPD, [redacted] (29 May 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]

1 - DDO/IRO

STAT 21 - 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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CLASSIFICATION REVIEW DIVISION  
RECORD OF REVIEW

No report  
this week

PERIOD: 20-24 May '85 REVIEWER: \_\_\_\_\_ BRANCH: Combined Division

SOURCE OF MATERIAL                      TYPE OF REVIEW                      NO. OF DOCUMENTS                      NO. OF PAGES

EXTERNAL REQUESTS:

DOD			
AIR FORCE	_____	_____	_____
ARMY	_____	_____	_____
DIA	_____	_____	<u>2</u>
JCS	_____	_____	_____
NAVY	_____	_____	_____
NSA	_____	_____	_____
OSD	_____	_____	_____
NARA (state)	<u>systematic</u>	<u>181</u>	<u>298</u>
WNRC	_____	_____	_____
STATE			
CDC/SR (FRUS)	<u>Middle East, 1955-57 1(cont)</u>	<u>150</u>	<u>225</u>
CDC/MR	<u>Vietnam 1963</u>	<u>150</u>	<u>400</u>
OTHER	_____	_____	_____
SUB TOTALS	_____	<u>332</u>	<u>925</u>

INTERNAL REQUESTS:

PRB	_____	_____	_____
IPD	_____	_____	_____
OLL	_____	_____	_____
OGC	_____	_____	_____
SAE	<u>separation</u>	<u>13</u>	<u>29</u>
OTHER	<u>systematic</u>	<u>150</u>	<u>150</u>
SUB TOTALS:	_____	<u>163</u>	<u>179</u>

SPECIAL PROJECTS

RIMS	_____	_____	_____
OTHER	_____	_____	<u>17</u>

GRAND TOTALS:

\_\_\_\_\_ 495                      ~~1102~~ 1121

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28 May 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[redacted]  
Chief, Information Resources  
Management Division

SUBJECT: Weekly Report of Information Resources  
Management Division, 22 - 28 May 1985

1. Work in Progress

25X1 a. OP Survey Report. [redacted] Information Control  
Branch, has completed a draft of his report dealing with the  
25X1 survey that he conducted recently of the information handling  
25X1 and records management practices of the [redacted]  
office. The report describes the situation in the [redacted]  
office and makes specific recommendations in the areas of files  
management, records disposition, paper flow, filing equipment  
and supplies, forms design and usage, and the standardization  
25X1 of record-keeping procedures for [redacted]  
25X1 [redacted] offices. The report will be forwarded to OP for  
its action.

25X1 b. Information Services Center. [redacted] ICB, met  
25X1 with [redacted] Office of Security, to  
25X1 discuss plans for the ISC that will serve OIS and the Office of  
Security in the New Headquarters Building. [redacted]  
reported that senior OS managers had resolved the remaining  
issues concerning the combined facility and had given approval  
to proceed with the design of the ISC. An initial design was  
submitted to the NBPO architects on 23 May, marking the  
completion of the second phase of planning for ISCs in the New  
Building. The NBPO architects are currently preparing the  
finished design drawings that will be presented to each office  
for final approval.

25X1 c. TS Documents. Efforts in the Information Control  
Branch in finding TS collateral documents continue to  
25X1 progress. [redacted] identified six more unaccounted  
25X1 for documents in his review of office documentation concerning  
the downgrading of TS collateral documents. One of the three  
annuitants working on this problem, [redacted] found 41  
25X1 TS documents in his search of retirement jobs charged to the

[redacted]

[redacted]

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Office of Current Production and Policy Support. Following research action will be required on 37 of the documents. A review of his findings from the previous week showed that some 600 documents were not charged to any office. Our other annuitants, [redacted] will begin a search of the files in the Office of European Analysis during the next week.

d. TRIS Briefing. Members of the Information Technology Branch briefed a group of employees from the Information Management Staff, DO, on TRIS capabilities and features. The briefing was a followup to a presentation given earlier to [redacted] IMS. The DO visitors primarily were interested in TRIS folder disposition features and retirement procedures. They did not indicate how they might make use of such capabilities or if they were interested in acquiring TRIS for their use.

## 2. Significant Events and Activities

### a. Machine Readable Records. [redacted]

[redacted] Information Management Branch, met with [redacted] Deputy Chief, Management Group, Office of Technology (OIT), [redacted] Chief, Interactive Systems Branch, OIT, [redacted] OIT Planning Officer, and [redacted] the OIT Records Management Officer, to resolve some issues concerning the scheduling of OIT's machine-readable records. OIT was concerned that it would have to schedule information systems developed for other Agency components and would be required to prepare schedule items for its "operating systems", i.e., VM. The IMB representatives assured them that OIT was not responsible for scheduling systems developed for other components and the "operating systems" did not have to be scheduled. The discussion also addressed the scheduling of the Automatic Information Management (AIM) system. AIM was developed by OIT for use by all Agency components and, although OIT has no control over the data entered into the system, it serves as the data base administrator for AIM. Consequently, OIT is responsible for scheduling this data. AIM users currently have an unlimited data storage and retention capability. This is not in accordance with good records management practices and will create the same problems in electronic form that we have been trying to resolve with paper records for many years. Before the AIM system can be scheduled, a policy decision must be made concerning the retention of individual user data. OIT is assigning an individual to work on this problem.



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

RAMS: Made 28 additions, 209 changes, and 1 deletion.

ARCINS: Jobs received/edited: 27.  
Jobs keyed: 23 consisting of 2,676 entries.  
Jobs completed: 17.  
Computer down time: 86 minutes.

Accessions: Received 29 jobs totaling 161 cubic feet.

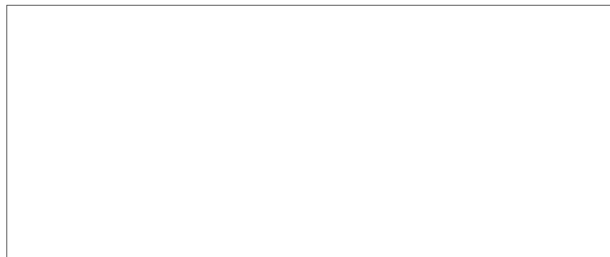
References: Serviced 2,099 requests for records.

Other: The chief of each section provided a briefing on their unit's activities and procedures to three OIA employees who visited the Center last week. [redacted] Chief, Accessioning Section, provided the visitors with a tour of the Center. [redacted]

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28 May 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 22 May through 28 May 1985

1. RPD is currently handling 100 jobs. Noteworthy among the jobs being processed this week is a notice on secretarial pay schedule which increases the salary for GS-07 secretaries who support officers in Senior Service level positions. [Redacted]

2. Jobs sent to the Agency coordinators included [Redacted] [Redacted] These proposed revisions, initiated by the Office of Personnel, will add reduction in grade as a disciplinary action for serious misconduct. [Redacted]

3. [Redacted] met on 23 May with DD/OIS along with C/IRMD to discuss the principles of archival operations and how they might be applied to an archival program. [Redacted]

4. [Redacted] was about to be printed when the Printing and Photography Division called to inquire into the whereabouts of an attachment to the EB. In RPD's discussions with P&PD, it was discovered that the Office of Personnel, the initiator of the bulletin, had wanted a large order of recruiting circulars printed quickly at

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STAT the beginning of May. Some were to be held for direct distribution while others would be held to be attached to an Employee Bulletin [redacted] which would soon be sent to P&PD. RPD processed this bulletin and sent it to P&PD which had forgotten about the attachment. P&PD located the attachment and processed the package for publication. (U)

STAT 5. RPD received a telephone call from an OF officer who asked when [redacted]

limit. This revision went into effect on 26 January 1970 in response to a 1966 IG study on "Shortages and Losses". OF plans to conduct a new study to determine if this amount (\$100) should be increased. (A-IUO)

STAT 7. On 21 May, an operations officer in the DO queried RPD concerning

STAT the degree of discretion that one has to interpret [redacted]

STAT [redacted] Specifically, the caller wanted RPD's opinion about altering approved format in order to allow text of a message to fit on one page instead of two. DC/RPD explained to him that the Handbook is designed to be used as a guideline and format for standardization throughout the Agency. Furthermore, not only did senior officers concur in the publication of the Handbook, but

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senior secretaries as well. Any deviation from the guidelines places an office in the position of having memoranda returned for correction. It was also pointed out that the merits of the Handbook are taught in Agency courses. [redacted]

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8. During the week RPD learned that it might be the recipient of named office furniture [redacted] DC/RPD researched the situation within the office, prepared a listing of total pieces needed, and calculated the cost of the new equipment. [redacted]

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9. [redacted] was on leave for two days, [redacted] began a mini-vacation on 24 May, and [redacted] took a day of sick leave. We are pleased that [redacted] joined RPD as a summer employee and

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[redacted] arrived to replace [redacted] [redacted]

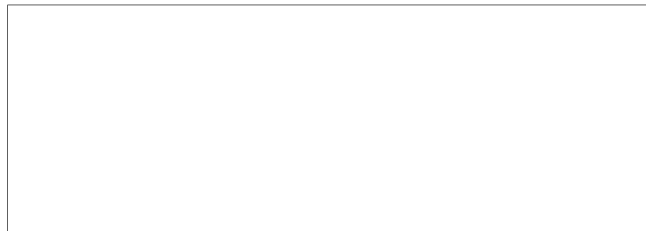
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10. RPD responded to requests from OP, CPAS, OS, DDA/Reg, History Staff, DDS&T Reg, DDI Reg, OS/Reg, DO/OIG, and DO/IMS. Our clerical personnel handled 181 telephone queries during this abbreviated week. [redacted]

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