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19 JAN 1984

MEMORANDUM FOR: Deputy Director for Administration

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FROM:

[Redacted]

Director of Information Services

SUBJECT: OIS Weekly Report (11-17 January 1984)

A. Progress Reports

1. The first meeting of the TRIS Users Group was held on 11 January. It focused on organizational and procedural matters in preparation for addressing the TRIS requirements document. The next meeting of the group, scheduled for 25 January, will involve a substantive review of the draft requirements document.

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2. Publication of the [Redacted] Outside Activities, awaits the results of the EXCOM meeting of 12 January 1984. [Redacted]

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B. Events/Items of Interest

[Redacted]

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3. Representatives from Eastman Kodak visited the Archives and Records Center (AARC) to examine the condition of NPIC film dating back to 1956. No major problems were identified with any of the random samples which were examined, but a final report awaits a full analysis of the data collected.

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6. While RCD competently and efficiently serves the Agency in editing and publishing regulatory issuances, bulletins, notices, etc., it also can perform research on behalf of Agency components. This week RCD assisted the Equal Employment Opportunity Office and the Office of General Counsel. In the former case, RCD was requested to provide information regarding the history of the Federal Women's Board. RCD's research located eight notices and seven bulletins which were helpful. In the latter case, RCD combined both legal and historical research providing a notice and regulation authorizing and establishing the Office of Inspector General. This information was vital to OGC in the preparation of a legal affidavit involving OIG. A special thanks to Chief, RCD and his staff!

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C. Significant Anticipated Activities

1. OIS will be forwarding a memorandum for the DDA's signature informing Agency components of the storage space problem at AARC. The memorandum requests Agency components to take certain actions and outlines steps that OIS plans to take in dealing with this issue.

2. A memorandum is being prepared for the DDA which will outline OIS concerns about the possible transfer of OSS records to the National Archives and Records Service. It will highlight potential trouble areas including release of former OSS officers' names and how it could adversely affect their safety, reputation or livelihoods, and the adverse impact on relationships with the British and other foreign governments and intelligence services if we release information sensitive to their interests.

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3. The proposed meeting between representatives of OIS and staff members of the Senate Foreign Relations Committee (SFRC) has now been scheduled for 19 January. They will discuss disputed portions of a document containing CIA testimony before Congress which the SFRC wants to declassify and publish but which we believe remain properly classified and are exempt from declassification and release. (For details on this issue, please refer to OIS Weekly dated 11 January.)

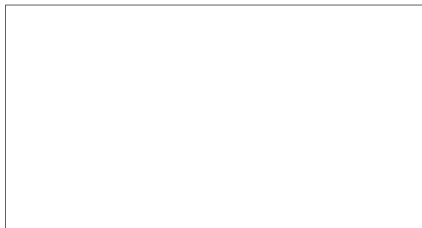
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4. Representatives of RMD will meet with a representative of the Information Security Oversight Office (ISOO) on 20 January to discuss ISOO's annual inspection of the Agency's information security program. Determinations will be made on areas to be reviewed and the components involved. Last year, ISOO focused on the Agency's security education program, the handling of classified information, and classification markings.

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D. Separate IPD Report Attached

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**Attachment:
As stated**

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MO/OIS :meh (19 Jan 1984)

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