

11 JAN 1980

MEMORANDUM FOR: Deputy Director for Administration  
FROM:   
Chief, Information Services Staff  
SUBJECT: ISS Weekly Report (3-9 January 1980)

STAT

Classification Review Division

CRD personnel met with representatives of the General Accounting Office on 3 January 1980 to discuss the Agency's implementation of the systematic review for declassification program. The primary interest was in the cost of the program from 1973-1980 and projections to December 1988 when, as required by Executive Order 12065, all permanent records 20 years of age or older must have been systematically reviewed. The GAO representatives acknowledged that the government-wide cost of the systematic review program far exceeds the original cost estimate. They are considering recommending that the intelligence agencies be relieved of this requirement and service only mandatory review requests for declassification. They requested an estimate of potential savings if the systematic review program was dropped. CRD is preparing this estimate as well as answers to other GAO questions.

Regulations Control Division

RCD processed 20 regulatory issuances during this reporting period; including several announcements of key appointments which were processed on a priority basis.

RCD is currently reviewing Agency regulations and handbooks to assess the impact on their workload and identify specific changes required as a result of the recent transfer of the Office of Personnel to O/DCI as an Independent Office.

Records Management Division

RMD personnel met with DO representatives to review progress in the RSB-conducted Reports Management Program. The DO components have surfaced 40 required reports that they believe are questionable or not needed.

RMD transferred 200 cubic feet of OSS records to the National Archives.

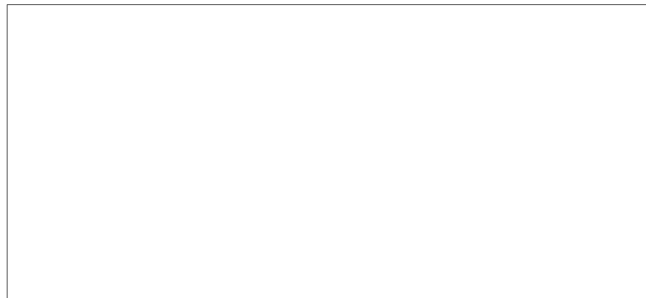
The CARS Task Force interviewed two ODP systems analysts. One was assigned to the IC Staff to help design a computerized document control system for their registry.

Information and Privacy Division

A separate report is attached.

STAT

Attachment



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10 January 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Chief, Information and Privacy Division, ISS

SUBJECT:

IPD/ISS Weekly Report (3-9 January)

- |                                |                |                            |
|--------------------------------|----------------|----------------------------|
| 1. <u>The Week in Review</u>   | <u>3-9 Jan</u> | <u>1979 Weekly Average</u> |
| a. New cases logged            | 54             | 60.6                       |
| b. Cases closed                | 54             | 59.4                       |
| c. New appeals logged          | 0              | 4.3                        |
| d. Appeals closed              | 1              | 2.6                        |
| e. Manpower (man-weeks)        | 83.3           | 86.2                       |
| 2. <u>Current Backlogs</u>     |                |                            |
| a. Initial requests - 2666     |                |                            |
| b. Appeals - 420               |                |                            |
| 3. <u>Spotlighted Requests</u> |                |                            |

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