

25 January 1980

MEMORANDUM FOR: Deputy Director for Administration

STAT FROM:

[redacted]  
Chief, Information Services Staff

SUBJECT: ISS Weekly Report (17-23 January 1980)

Classification Review Division

STAT  
STAT CRD processed approximately 20,000 pages of material. Considerable time and effort were expended on systematic review matters with the National Archives and Records Service (NARS). The material in question was correspondence relating to U.S. military support of CIA, [redacted] and the unclassified index for documents in the General Staff files ACSI/G-2 for the period 1944-52.

Regulations Control Division

STAT RCD processed 24 regulatory issuances, including announcements of

[redacted]  
Records Management Division

RMD reviewed the proposed APEX Special Access Control System manual and submitted comments calling attention to errors concerning classification markings, document destruction policy, and pointed out vaguenesses in some records management related instructions.

OGC provided a negative response to the proposed reduction of the CIA Cable Reference File retention period to two years. RMD is drafting a reply.

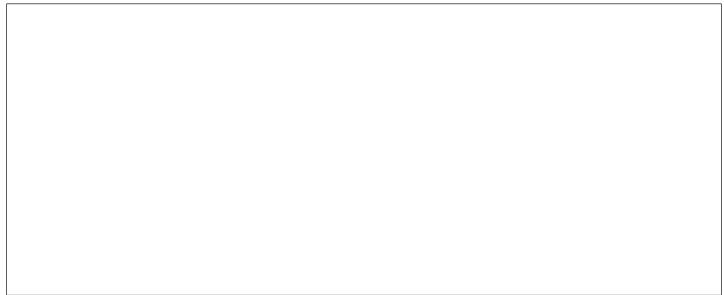
The computerized DARE system was very useful in compiling statistical figures needed in responding to a GAO review of the Government's declassification program.

Information and Privacy Division

A separate report is attached.

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Attachment



## ADMINISTRATIVE - INTERNAL USE ONLY

24 January 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (17-23 January)

1. The Week in Review

	<u>17-23 Jan</u>	<u>1979 Weekly Average</u>
a. New cases logged	62	60.6
b. Cases closed	32	59.4
c. New appeals logged	2	4.3
d. Appeals closed	0	2.6
e. Manpower (man-weeks)	97.7	86.9

2. Current Backlogs

- a. Initial requests - 2729
- b. Appeals - 424

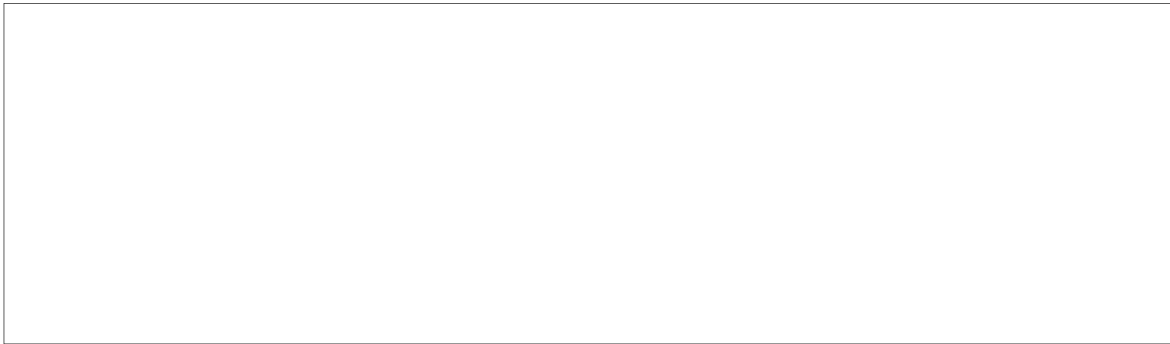
3. Spotlighted Requests

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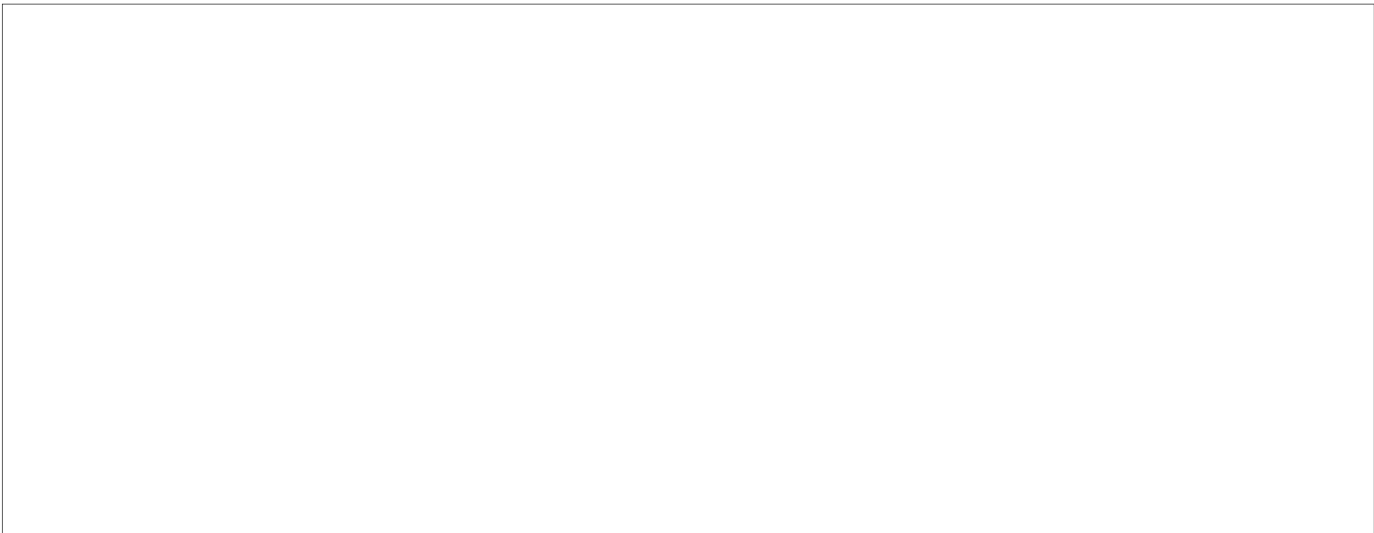


5. Analysis

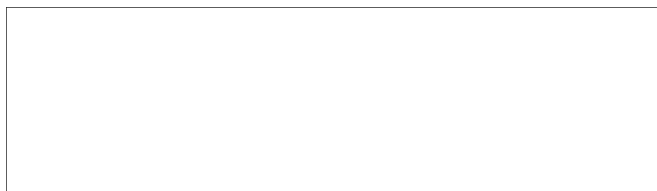
The Agency expended 180,751.8 man-hours during CY 1979 in processing FOIA, PA, and EO requests, appeals, and litigation-- whereas the corresponding figure for the previous year was 204,800 man-hours. We cannot account for the decline (11.74%), but it does explain why production was down. We hope that the reporting has been complete. We have heard comments from persons who, although they have worked on requests, have never been asked to account for their time.

The table below provides a breakdown of the manpower figures by major component, and between professional and clerical personnel.

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