

1 2 DEC 1980

MEMORANDUM FOR: Deputy Director for Administration
FROM: Thomas H. White
Director of Information Services
SUBJECT: OIS Weekly Report (4-10 December 1980)

Classification Review Division

STAT

CRD reviewed 2,208 CIA documents (34,682 pages) and declassified 1.4 percent.

Records Management Division

RMD has completed and forwarded for coordination a draft of a proposed index for the new consolidated Agency National Security Classification Guide.

Division representatives met with Information Security Oversight Office (ISOO) representatives to set up a schedule for ISOO inspections during the coming year. ISOO wants to schedule five days for inspections between February and June 1981.

Meetings were held with Ray Tagge of the National Archives and Records Service (NARS) to review selected DO files for the purpose of determining whether the files are permanent or temporary. DO representatives were present. It is clear that the files reviewed will be declared permanent by NARS. In another meeting with Mr. Tagge, he appeared to agree with our contention that

certain OSS records should be designated temporary rather than permanent. Unfortunately, the appraisal practices of NARS are undergoing change and we may not be able to obtain final approval on this matter.

Information and Privacy Division

A separate report is attached.

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for Thomas H. White

Attachment

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11 December 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Chief, Information and Privacy Division, OIS

SUBJECT:

IPD/OIS Weekly Report (4-10 December)

1. The Week in Review

4-10 Dec

1980 Weekly Average

a. New cases logged	50	57.1
b. Cases closed	29	50.1
c. New appeals logged	2	1.7
d. Appeals closed	4	2.8
e. Manpower (man-weeks)	121.4	125.1

2. Current Backlogs

- a. Initial requests - 2993
- b. Appeals - 359

3. Spotlighted Requests

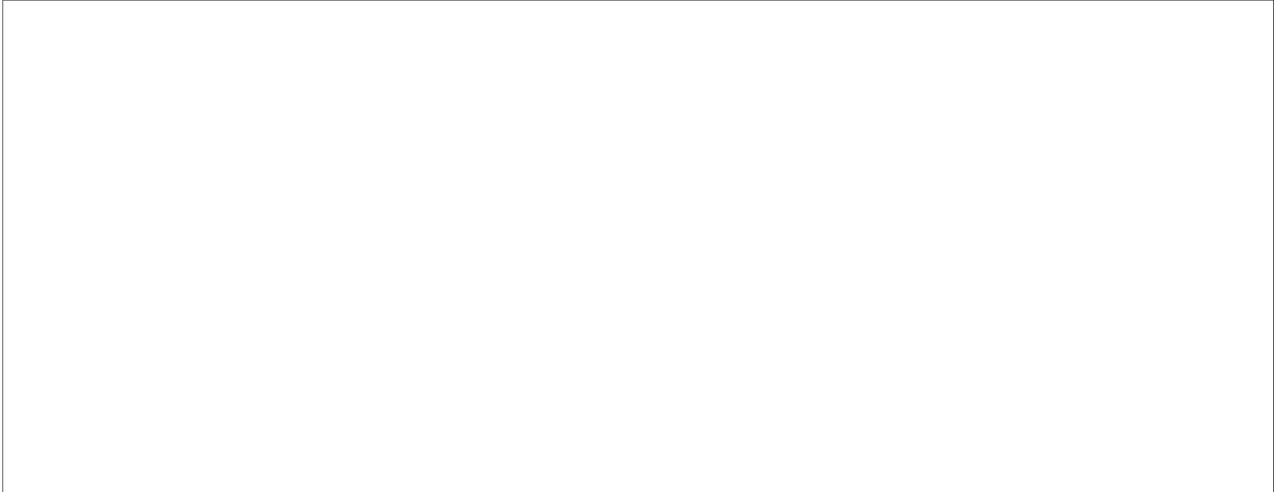
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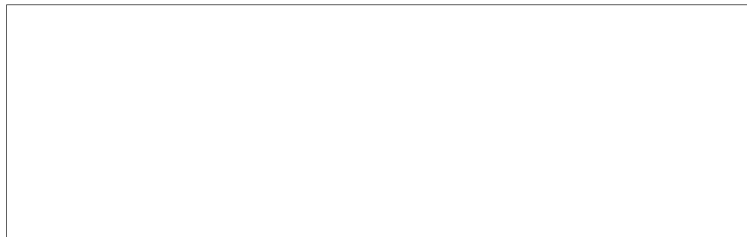
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5. Analysis

Readers are reminded of the existence of DECAL, IPD's automated index of formerly classified documents which have been released to the public in declassified or sanitized form as the result of FOI/PA or mandatory review requests. While the coverage is selective in nature, virtually all of the Agency's disseminated products--finished intelligence studies and intelligence information reports and cables--have been included. If anyone wishes to ascertain whether a particular document has been previously released through IPD, we suggest that he/she give IPD a call. The most convenient way to look up a document is by its date of publication. Data can also be retrieved by subject code, area code, keyword, or any combination thereof.

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IPD [redacted] cb 11 November 1980

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 - 1 - C/IMS [redacted]
 - 1 - DDO/IRO
- 26 - DDO/IMS [redacted]
 - 1 - IRG/OS
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