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25 MAR 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

  
Director of Information Services

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SUBJECT: OIS Weekly Report (17-23 March 1982)

Classification Review Division

\*On 16 March, CRD delivered to the National Archives and Records Service (NARS) the Guideline to Aid NARS Identify Unclassified Information Concerning Intelligence Sources and Methods. It is intended to aid NARS personnel to identify Agency-related information that appears in unclassified records of other U.S. Government agencies and which will be held for CIA reviewers who will conduct the actual classification review. CRD will have a two-person team at NARS to work with NARS and Department of State personnel in the systematic review of the Department's 1950-54 records. This will provide CRD with an in-depth appraisal of the kinds of sensitive information that are in State's records and should allow CRD to develop procedures necessary to protect that information.

On 17 March, CRD returned to the Department of State the last pages of Foreign Relations of the United States, Volume IV, 1952-54, and provided conditional clearance of the last volume in the 1952-54 series, pending the Department's assurance that there is no additional material of interest to CIA to be reviewed.

CRD reviewed a total of 1,259 CIA documents (17,801 pages) and declassified 10.1 percent. An additional 53 non-CIA documents (496 pages), three Department of State galley proofs (716 pages), six manuscripts (651 pages), and three miscellaneous documents (115 pages) were also reviewed.

Records Management Division

The Records Center is now receiving records reference requests through RAMS (Records Center and Archives Management System) from the DO, Office of Scientific and Weapons Research, DDI, Office of Personnel, and the Information and Privacy Division, OIS.

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RMD representatives accompanied [redacted] Information Security Oversight Office (ISOO), on an inspection of NPIC. This year, ISOO is concentrating on the safeguarding of national security information. NPIC provided in-depth briefings on its automated document control system OASIS, classification of NPIC documents, and the procedures followed in the handling and dissemination of overhead photography.

An RMD officer attended the monthly meeting of the Association for Federal Information Resource Management (AFFIRM). Mr. Frank Carr, Commissioner, Automated Data and Telecommunications Service (ADTS), GSA, spoke. Mr. Carr gave a brief history of ADTS and discussed the current reorganization in which the role of ADTS is being expanded to encompass much of the government's program responsibility in the area of information resource management as set forth in the Paperwork Reduction Act of 1980. RMD expects to be dealing with ADTS as well as the Office of Management and Budget in the area of information management and implementation of the Paperwork Reduction Act provisions that apply to the Agency.

\*RMD responded to a request from the DO to brief three members of the United States Secret Service on the proper way to mark, protect, and classify CIA information acquired through liaison channels. RMD officers explained the proper use of original and derivative classification authorities as well as the use of classification guides and procedures for marking documents. The briefing was well received.

Regulations Control Division

RCD's workload of regulatory issuances was reduced from 121 to 119 active jobs during the past week representing the difference between those issuances published and newly initiated proposals.

Issuances of general interest in process this week include notices announcing overtime policy under the Fair Labor Standards Act [redacted] informing Agency personnel on the availability of AMTRAK discount fares [redacted]; and a bulletin announcing an Employee Craft Exhibit from 3 through 28 May 1982 [redacted]

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Information and Privacy Division

A separate report is attached.



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Attachment:  
As stated

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EXO/OIS: [redacted] (24 Mar 1982)

Rewritten: DD/OIS: [redacted] (25 Mar 1982)

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