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24 FEB 1982

MEMORANDUM FOR: Deputy Director for Administration
FROM:
Director of Information Services
SUBJECT: OIS Weekly Report (17-23 February 1982)

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Classification Review Division

CRD reviewed a total of 2,559 CIA documents (20,875 pages) and declassified .8 percent. In addition, three Department of State galley proofs (1,038 pages) of the Foreign Relations of the United States series, three manuscripts (57 pages), and 18 miscellaneous documents (125 pages) were also reviewed.

Records Management Division

RMD representatives met with the Office of Security Records Management Officer (OS RMO) and the Registry Chief to review OS's registry procedures. To improve efficiency of the registry, they recommended changes in the ways documents are controlled and spelled out the benefits of an automated records accounting system. Computer terminals for the registry were requested, but the OS RMO was advised that it will be at least two years before the equipment is available.

Four workshops on the use of the RAMS (Records Center and Archives Management System) Reference Service Subsystem will be held in RMD during March in which 31 RAMS users from 28 Agency components will be trained on the proper use of the system.

* RMD prepared and coordinated a letter for DCI signature addressed to the Office of Management and Budget transmitting Agency comments on the latest draft revision to Executive Order 12065. RMD also provided the Office of General Counsel with information on the systematic review program for use in the background material being prepared for the 24 February Agency appearance before the Senate Select Committee on Intelligence Subcommittee reviewing the impact of the proposed new order.

Mr. Robert Upchurch, Department of Energy (DOE), visited RMD to discuss security classification of information. He recently joined the Classification

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from background.

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Division of DOE and will be responsible for preparing classification guidance on intelligence subjects.

At a recent meeting of the Association for Federal Information Resources Management, attended by a representative from RMD, Dr. Irene Montie, Chairperson of the Information Resources Administrative Conference Curriculum Advisory Committee, reported on a certificate program which the committee is developing for the information resources management area. The Conference is affiliated with the Graduate School of the Department of Agriculture. She also described work in progress at the Office of Management and Budget on information collection units which every Federal agency would be required to establish in order to receive delegation of authority under PL 96-511, Paperwork Reduction Act.

At a meeting of the Forms Management Council on 17 February attended by five members of RMD, a staff employee from the Joint Committee on Printing (JCP) explained how the Committee approached individual government agency problems in carrying out its responsibilities. He also discussed a pilot test program relating to in-house photo composition initiated at the Bureau of Census using advanced designing equipment to produce forms. This study is being monitored closely by JCP for possible application in other government agencies.

Regulations Control Division

RCD carried out 42 actions on regulatory issuances and maintained a total of 128 active jobs during the past week.

Issuances of general interest in process this week include notices providing the results of the Agency Performance Appraisal System Evaluation and stating policy that Evaluation of Potential is no longer required in the Performance Appraisal Report [redacted], and announcing the appointment of Major General Edward B. Atkeson, USA, as National Intelligence Officer for General Purpose Forces [redacted]; also employee bulletins reminding employees in Temporary Duty Standby Status that their immunizations records must be kept up-to-date [redacted], and announcing the Women's History Week Program starting 7 March 1982 [redacted].

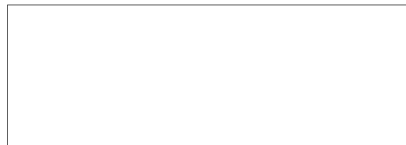
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Information and Privacy Division

A separate report is attached.



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Attachment:
As stated

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EXO/OIS (24 Feb 1982)

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