

27 JAN 1982

MEMORANDUM FOR: Deputy Director for Administration  
FROM:   
Director of Information Services  
SUBJECT: OIS Weekly Report (20-26 January 1982)

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Classification Review Division

CRD reviewed a total of 2,142 CIA documents (25,820 pages) and declassified 1.5 percent. An additional 15 non-CIA documents (172 pages), 628 pages of State Department galley proofs, six manuscripts (259 pages), and one miscellaneous document (499 pages) were also reviewed.

Responding to a request from the Office of Equal Employment Opportunity (OEEEO) for advice on sanitizing files of EEO cases that would, in the course of legal proceedings, be seen by persons outside the Agency, CRD provided a list of persons in the various components who would, or could, accept final responsibility for release of information. CRD also suggested that OEEEO contact the Information and Privacy Division concerning the recording of information released in the DECAL system.

Records Management Division

Mr. Harry Mason, Information Security Oversight Office (ISOO), conducted his scheduled inspection of the Information Management Staff, DO, and the Security Education Group, OS. This year ISOO is concentrating on inspecting the Agency's safeguarding of national security information.

Two RMD officers attended the Forms Management Council's January meeting at which a new technique where forms and letterheads mounted on continuous carrier sheets that can be used on word processing equipment and mini-computers was presented.

An officer from RMD completed three weeks in the Office of Global Issues (OGI), DDI, helping relocate and dispose of a library and reference collection of books, magazines, and periodicals used by five staffs in OGI. Of approximately 235 cubic feet, 168 cubic feet were retired to the Records Center and 67 cubic feet were disposed of.

The Archives and Records Center serviced its first records request utilizing RAMS. The Office of Personnel (OP) was the first RAMS request customer and, like the Records Center, it is going through a trial and error period. A better selection as a guinea pig could not have been made. OP has shown great enthusiasm for RAMS, as have the Records Center personnel.

Regulations Control Division

RCD's workload of regulatory issuances increased slightly to a total of 123 active jobs during the past week. For this reporting period, RCD carried out the following 27 actions on issuances: seven were newly initiated; one was in active negotiation; four were provided to OGC for legal concurrence; nine were forwarded to the DCI, DDCI, DDO, or DDA for approval; and six were published by the Printing and Photography Division.

Issuances of general interest in process this week include a notice outlining changes in the language incentive program [redacted]; a revised regulation concerning the Executive Director's participation on the CIA Executive Committee [redacted] and employee bulletins regarding income tax assistance and the availability of income tax forms [redacted], publicizing an upcoming employee photography exhibit [redacted], and announcing Agency observance of Black History Month during February [redacted].

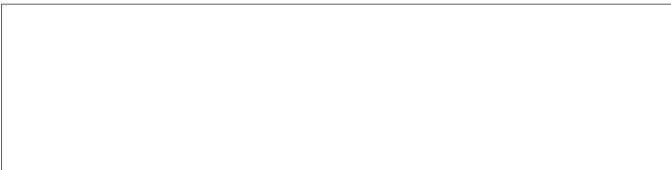
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RCD is also processing a notice on Weather Emergencies [redacted] initiated by the Office of Personnel. This notice briefly reviews the procedures that the Federal government and the Agency follow when situations defined as "weather emergencies" develop; procedures covered include early dismissal, delayed arrival, liberal leave, and closure of Government offices.

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Information and Privacy Division

A separate report is attached.



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Attachment:  
As stated

EXO/OIS: [redacted] (27 Jan 1982)  
Retyped: D/OIS [redacted] (27 Jan 1982)  
Distribution:  
Original & 2 - Addressee w/attachment  
1 - C/CRD w/attachment + background  
1 - C/IPD " "  
1 - C/RMD " "  
1 - C/RCD " "  
1 - D/OIS Subject w/attachment + background  
1 - D/OIS Chrono w/o

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