

ADMINISTRATIVE - INTERNAL USE ONLY

1 November 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Director of Information Services

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SUBJECT: OIS Weekly Report (25 - 31 October 1984)

A. PROGRESS ON ACTION ITEMS

1. TS Collateral Documents. The first of several part-time annuitants being hired by OIS to assist in locating unaccounted for Top Secret collateral documents reported for duty to the Information Resources Management Division (IRMD). During the first two days of reviewing document holdings in the Office of Current Production and Analytical Support (CPAS), the annuitant located 10 documents not previously assigned to CPAS. Separately, four unaccounted for TS collateral documents charged to DI Registry were identified in an Executive Registry submission of 155 destruction certificates.

2. Ames Building ISC. The Office of Logistics has advised OIS that installation of the air conditioning ductwork and air handler for the Ames Building ISC will begin approximately 10 December. The construction work is estimated to last three weeks. The ISC will be temporarily relocated to the OL/M&CS vaulted room on the 9th floor for the duration of the ISC installation.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. Information Security. The Agency's second semiannual report to the Information Security Oversight Office on the number of unauthorized disclosures reported to the Department of Justice during the period 1 April 1984 through 30 September 1984 was completed during this reporting period. There were 22 items considered to be unauthorized

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disclosures during this period as compared to 30 items reported for the previous period 1 October 1983 through 31 March 1984.. Separately, the Agency Information Security Program Data (SF 311) report was submitted to the Information Security Oversight Office, covering the period 1 October 1983 through 30 September 1984.

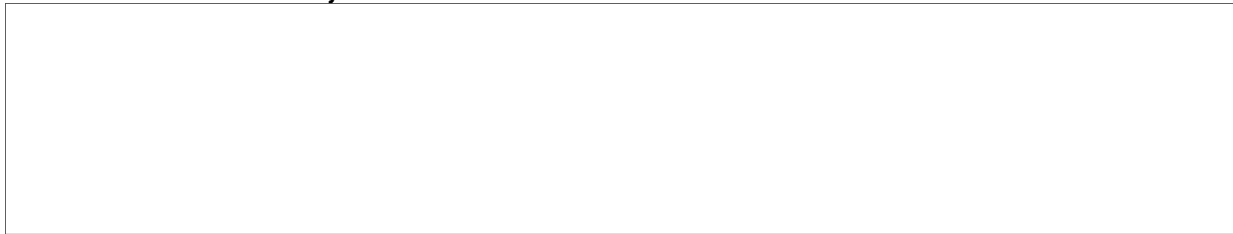
2. Movable Shelving. Representatives of the U. S. Army Corps of Engineers have completed their inspection of the Agency Archives and Record Center (AARC) for installing movable shelving on the first floor of the center. A tentative schedule has been provided; it calls for initial design starting 15 November 1984, RFPs and letting of bids 1 May, construction beginning 1 July 1985, and movable shelving equipment in place on 1 January 1986.

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4. DIA Visit. Representatives from IRMD visited the Deputy Chief of the Communications Distribution Division, Directorate of Communications, DIA, and the DIA Historian to discuss DIA registry procedures. A tour of the DIA's registry facilities at the Pentagon and their new Headquarters Building at Bolling AFB was also given. Ideas and views relating to DIA and CIA registry operations were exchanged. Special attention was given to DIA's plans to automate its dissemination functions. The tours of the registry facilities clearly showed that too many manual operations remain and management cannot seem to be persuaded to automate more rapidly.

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5. NARS Declassification Review Training Seminar. Chief, CRD, attended the aforementioned seminar. He had an opportunity to meet again with NARS personnel from all the Presidential Libraries and with officials from other agencies interested in declassification matters. The problem of getting review actions coordinated in Washington was discussed but no easy solutions were found. He learned that the Eisenhower Library is ready for additional visits to review records, but the Johnson Library will not be ready to receive CRD reviewers prior to the first of the year.



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