

~~C O N F I D E N T I A L~~

18 October 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:   
Director of Information Services

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SUBJECT: OIS Weekly Report (11 - 17 October 1984)

A. PROGRESS ON ACTION ITEMS

1. Registry Survey. The Information Resources Management Division (IRMD) prepared a report for the Deputy Chief, Administrative Management Division, Office of Communications (OC), and the Executive Officer, Office of Logistics (OL), summarizing IRMD's findings and recommendations based on a recent survey of the OC/OL Information Management Center. The survey assessed the current tasking and staffing of the IMC to determine if it is responsive to the needs of both offices. The report recommends streamlining the Center and separating the records management function from the registry operation. It also recommends that the Center be redesignated as an Information Services Center and that it be placed under the direction of IRMD--a procedure consistent with what is being proposed for registry operations in the new Headquarters building.

2. Ames Building ISC. Representatives from IRMD met with the Chief of Registry, Intelligence Community Staff (ICS), to discuss the registry needs of two staff elements that will move to Ames building on 22 October. The discussions centered on the support needs of the ICS components, including the SIGINT Committee which is expected to come to Ames around the first of the year. It was agreed that the Ames ISC will provide limited registry support to the first two components; however, it will be unable to provide registry support to the SIGINT group unless an additional officer from ICS is assigned to the Center as originally agreed.



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3. Top Secret Documents. Search for Top Secret (TS) collateral documents continues to reduce the number previously reported as unaccounted for. IRMD identified ten missing documents in re-classification bulletins previously issued by OIS but not recorded in TSCADS. SOVA's TS Control Officer (TSCO) recently submitted destruction certificates for 185 documents, including six classified as unaccounted for. (SOVA also identified 102 documents in its possession which had been charged to OCPAS.) The TSCO for the Comptroller's Office also submitted destruction certificates for five missing TS documents. These efforts have reduced the number of unaccounted for TS collateral documents below 11,000.

B. SIGNIFICANT EVENTS AND ACTIVITIES.

1. FOIA Relief. In anticipation of the FOIA relief bill (the CIA Information Act), OIS several months ago initiated work on a regulation and DCI guidance memorandum to the Deputy Directors affected by the legislation. The payoff for this advance planning and effort came to fruition when OIS delivered a fully coordinated regulation and memorandum for the DCI's signature the same day the President signed the bill into law on 15 October 1984.

2. (Background - The DCI committed the CIA to a historical review program in a letter to Senator Durenberger in October 1983, and the new CIA Information Act mandates a report to Congress by June 1985 on the feasibility of such a program.) The Chief of the CIA History Staff met with D/OIS and his representatives to plan an Agency program to review records for historical value and to determine their releasability to accredited historians. C/CIA History Staff will consult with selected historians to work out requirements for the program. OIS is preparing a memorandum for the DDA's signature on the proposed steps for implementation.

3. Manuscript Review. Representatives of the Classification Review Division (CRD) met with a representative of NIO/Warnings (Office of the DCI) to discuss a manuscript on warnings intelligence and to seek concurrence in CRD's decision to deny approval for publication. (The manuscript had been referred to CRD for concurrence in release by the Freedom of Information and Security Review Office, Department of Defense.) This is the second time that such a determination had been reached by CRD. An earlier denial led the author to resubmit the

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manuscript along with supporting argument from DIA and the Defense Intelligence School (DIS). The Office of the Secretary of Defense (OSD) originally agreed with CRD but apparently now is willing to sanitize the manuscript. CRD tried to sanitize the manuscript, but it is permeated with classified information [redacted]

[redacted] The representative of NIO/Warnings agreed with CRD and concurred in the reply sent to the Department of Defense denying approval.

3. Donovan Papers. The Chief of the Declassification and Review Division of the National Archives and Records Service (NARS) called C/CRD to advise him that a British author was asking NARS for help in upgrading the quality of a microfilm copy of an OSS cable chrono file. (This is part of OSS material known as the Donovan papers.) The author was given the material by David Donovan for use in writing a biography of his late father, William Donovan. NARS will ask the author for portions of the microfilm to see whether it can be upgraded, and CRD will attempt to identify what records it contains. If the material proves to be the OSS Washington Headquarters chrono file, it will probably contain some information that should remain classified. CRD will remain in close coordination with NARS on this potential problem.

4. Testing of Microforms. Chief, Agency Archives and Records Center (AARC), met with representatives from the Printing and Photography Division (P&PD), Office of Logistics, to discuss testing of Agency microforms to determine if there has been any deterioration in their physical condition. GSA's Federal Property Management Regulations require that Federal agencies verify and test a sampling of permanent record copies of microforms every two years. Although some P&PD testing occurred a few years ago, it has not been done on a systematic basis. P&PD expressed willingness to conduct such tests if IRMD provided a memorandum outlining the requirements and the material to be tested. IRMD will work with directorate and component RMOs in identifying random samples for testing and verification and to ensure that it is carried out on a regular basis. [redacted]

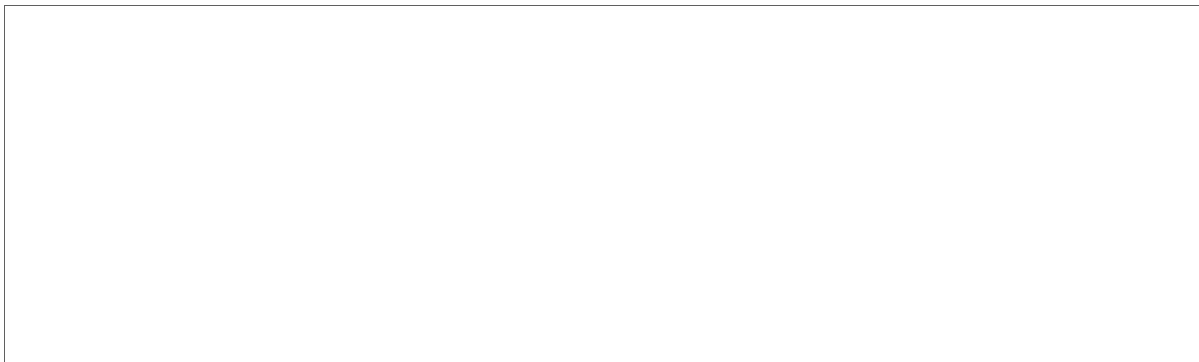
5. Optical Disk Technology. Representatives of IRMD and the OIS Planning Officer attended a demonstration by the FileNet Corporation of its optical disk system. FileNet has developed a versatile system incorporating the latest technology in hardware with enhanced user tailored software. The heart of this system is a "Workflow" software program which allows the user to retrieve stored information, extract

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data, add additional information, and create a new document without changing the original. The "Workflow" program is designed to serve the specific needs of the user so each application is unique. The system appeared to have potential for use within the Agency, but it does have limitations: (a) it is not Tempest tested, (b) it does not have a telecommunications capability, (c) it employs a relatively slow scanner, and (d) it suffers from degraded response time when multiple users are accessing the system.



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