

ADMINISTRATIVE - INTERNAL USE ONLY

27 September 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (20 - 26 September 1984)

A. PROGRESS ON ACTION ITEMS

1. On 20 September a representative of the Classification Review Division (CRD) met with the Deputy Chief of the Air Force Office of History to discuss ways in which the draft of the Air Force history of air interdiction in Laos might be changed to overcome certain CIA objections. (Please refer to OIS Weeklies dated 23 August and 19 September for previous reporting on this subject.) Following an explanation about the norms CRD uses in reviewing manuscripts and other documents, the Air Force representative invited CRD to assist the Air Force in rewording the text to overcome our objections. As a frame of reference, the Air Force Office of History sent to CRD two boxes containing 24 volumes of various histories published by them in the last several years. Interestingly, three of these volumes--on Southeast Asia--contained references to CIA presence and activities which we probably would not have approved for release had they been sent to us for review before publication.

2. The National Archives and Records Service (NARS) has accepted the Agency's request to transfer the second increment of OSS records. The Information Management and Resources Division (IRMD) is making arrangements with the Office of Logistics to transfer the entire 110 cubic feet of records to NARS in a single shipment.

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3. A representative of IRMD conducted an audit of the procedures used by the Directorate of Operations Information Management Staff (DO/IMS) for handling and accountability of Top Secret (TS) collateral documents. During the audit, information was obtained on DO/IMS' efforts to locate unaccounted for documents. An audit report is being prepared. Further to this subject, in conducting its 1984 inventory, OD&E has identified seven unaccounted for documents charged to OD&E, DDS&T Registry, and OCR. Separately, OSO has identified two unaccounted for documents charged to DDS&T Registry.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. A letter signed by D/OIS was sent to the Director, Information Security Oversight Office (ISOO), commenting on seven draft standard forms developed by an interagency working group for the Federal Government's information security program. A standard form must be used by Federal agencies in lieu of any agency form that serves the same purpose. The comments included a request that ISOO grant the Agency a waiver of the mandatory use requirement for three of the draft forms that are not suitable for replacing existing Agency forms. The Agency will use one of the other draft forms, and the remaining three have no comparable form in the Agency.

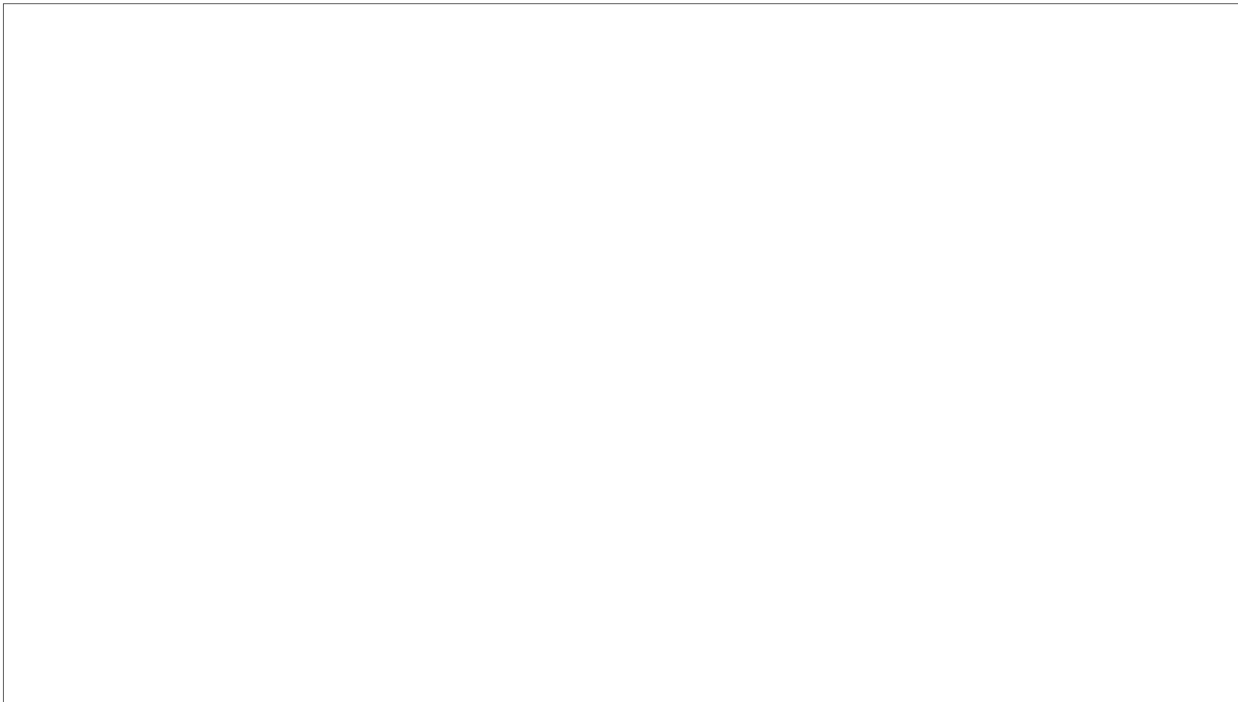
2. Records Center personnel relocated approximately 4,200 boxes last week to clear shelving so that repairs can be performed on movable shelving. An effort has been under way for the past several years to replace the rails on which the shelving rides. During the next month, the MII Corporation will be replacing the last sections of rails needed to complete this project. Seventy hours of overtime was required to complete this move.

3. Two representatives from CRD completed a TDY to the Eisenhower Presidential Library reviewing files relative to declassification. The files reviewed were from the Operations Coordinating Board covering the period from 1954 through 1957. Because of heavy intelligence interest, the records had not been prescreened by library personnel; consequently, the CRD reviewers had to look at each and every document. Based on library procedures for estimating, 34,800 pages of documents were reviewed. Fifty percent of the material contained nothing of CIA interest. Between 20 and 25 percent was releasable following deletion of CIA names. The remaining 20 to 25 percent was not releasable because of continuing CIA interest. Incidentally, the possibility of releasing

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certain names because of the positions held is being investigated. If it proves to be the case that the position overcomes the need to protect the names, it will enable future reviewers to process similar material more rapidly.

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