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MEMORANDUM FOR: Deputy Director for Administration
FROM:
Director of Information Services
SUBJECT: OIS Weekly Report (18 - 25 July 1984)

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A. PROGRESS ON ACTION ITEMS

1. The TRIS Configuration Control Board approved the Preliminary System Design Specification document.

2. The Deputy Director, Information Services, the Deputy Chief, Information Resources Management Division (IRMD/OIS), and other representatives from IRMD met with the Director, Office of Current Production and Analytic Support (CPAS/DI) and members of his staff to discuss results of the 1983 Top Secret (TS) collateral document inventory and OIS audit of CPAS. The OIS representatives suggested several methods for improving CPAS TS control procedures, and offered the use of annuitants hired by OIS to find unaccounted for TS documents. D/CPAS offered his support and indicated he would publicize the TS control effort within CPAS. Separately, the Agency Archives and Records Center (A&RC) submitted 63 green cover sheets indicating destruction of TS collateral documents previously maintained as CPAS supplemental holdings.

3. The Office of Global Issues, DI, and the Office of Research and Development, DS&T, have signed Memorandums of Understanding (MOU) with OIS to participate in the Ames Building Information Services Center (ISC). A similar MOU has been forwarded to the Intelligence Community Staff for approval. An MOU also has been prepared for approval by the Office of Logistics (OL), transferring OL's responsibility for the Ames Building courier function to OIS for assignment to the ISC.

4. As part of OIS's continuing effort to revitalize the Agency Vital Records Program, a representative of IRMD visited the Records Management Officers of the Offices of Personnel, Security, Communications, and

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Logistics to discuss progress on updating their vital records schedules. The Office of Personnel has submitted a draft schedule to IRMD and the other offices will work to complete their schedules by the end of the fiscal year.

5. Two Classification and Review Division (CRD) representatives were at the Eisenhower Presidential Library for one week reviewing material of interest to CIA. We estimate that it will take three more TDY trips by two member teams for two week periods to complete the review of CIA material in the Eisenhower Library.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

[Redacted]

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2. In answer to an inquiry from OGC concerning the procedure for releasing [Redacted] to a court, C/RCB explained that the DDA would have to approve such a release.

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[Redacted]

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Attachment

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