

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

6 JUL 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:   
Director of Information Services

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SUBJECT: OIS Weekly Report (28 June - 4 July 1984)

A. PROGRESS ON ACTION ITEMS

1. Representatives from the Information Resources Management Division (IRMD) and Chief, Personnel & Training Staff (P&TS), OIS, talked with an Agency annuitant to determine latter's interest in assisting Agency components in locating unaccounted for Top Secret (TS) collateral documents. The annuitant, who formerly served as the Records Management Officer for the DI's Office of Scientific and Weapons Research, expressed interest in part-time employment to work on this problem. He is the third annuitant to be selected for participation in IRMD's effort to eliminate the Agency's backlog of TS collateral documents. IRMD has identified several other annuitants for possible participation in this program as it attempts to expand its staff to meet the DDA's mandate for proper accounting of all TS collateral documents.

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2. Representatives of OIS prepared a Memorandum of Understanding (MOU) between OIS and the Office of Global Issues (OGI) concerning the establishment of an Information Services Center (ISC) in the Ames Building. The MOU identifies the services to be provided by the ISC, specifies the personnel and equipment to be provided by each office, and establishes periods for review and evaluation. Similar MOUs are being prepared for the other Agency offices which will be contributing personnel and equipment to the operation of the ISC. A chart was also prepared for the Director of Information Services detailing the steps to be taken to have the ISC fully operational by the end of 1984. The ISC is expected to begin limited operations in August.



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B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. The Classification and Review Division (CRD) is sending two more reviewers to the Eisenhower Library to continue the review of CIA material and other material that might contain CIA equities. Special consideration will also be given to a unique request involving a historian from Johns Hopkins University. The Assistant Archivist for Presidential Libraries, NARS, has requested advance permission for the historian--who has Top Secret clearance--to examine various documents with CIA equities now held at the Eisenhower Library. During the TDY, CRD staffers will review the documents in question--approximately 250 pages--and then authorize access to any documents where we have no objection to declassification.

2. On 29 June, the Air Force finished reviewing a number of National Intelligence Estimates (NIEs) in the South Asia area. This review project started in 1981 and consisted of 370 NIEs. There are only a half dozen miscellaneous NIEs remaining to be reviewed. All the NIEs were considered declassifiable by the Agency but needed concurrences from the entire Intelligence Community.

3. The Department of State has sent CRD a draft of their new guideline for review of State records covering 1955 to 1959. While CRD has reviewed the draft, there remains coordination from the DO and DI. When the coordinations are obtained and collated, CRD will return the draft to the Department.

4. Representatives of IRMD escorted Steve Minter and Jeffrey Kendrick of Wallace Computer Services to Headquarters for a meeting with representatives of the Mail and Courier Branch, Office of Logistics, to demonstrate the use of bar codes on courier receipts. (Please refer to OIS weekly report item 1 under Significant Events dated 3 May 1984) This system would replace the obsolete punched card receipt system currently used by the Mail and Courier Branch. Mr. Kendrick, an equipment specialist, brought an IBM personal computer, a bar code reader, software, and a hardcopy printer to demonstrate how the bar code system could function. [redacted] will provide additional system requirements to Wallace Computer Services, which will then submit a project proposal.

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4. The Records Management Officer for the DDA, visited the Archives and Records Center (A&RC) this week to review several DDA jobs that are scheduled for destruction. He also discussed the possibility of the Archives Section reviewing and applying existing records control schedules to approximately 100 cubic feet of O/DDA records that currently are unscheduled. The Center is awaiting a memo of authorization before proceeding.

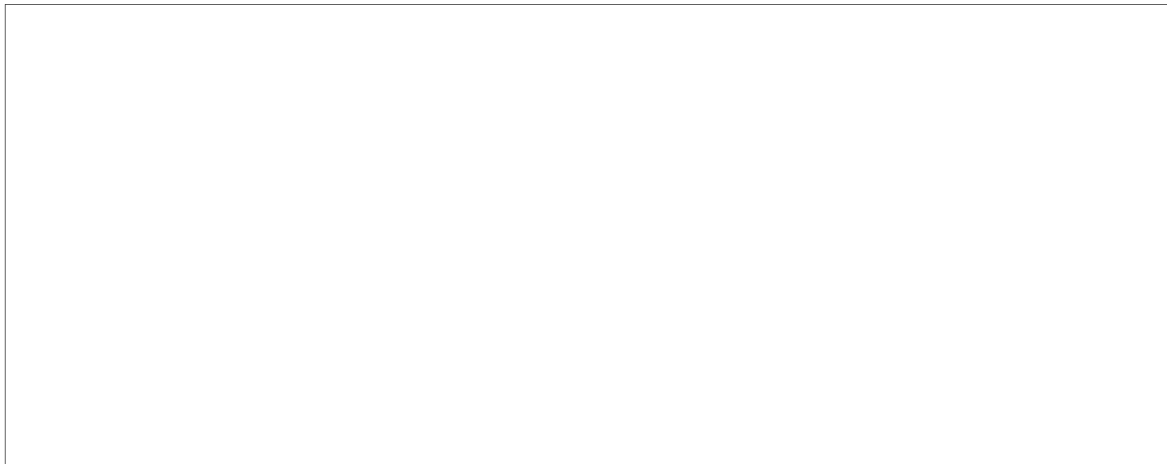
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5. The OSO Records Management Officer, reviewed his office's vital record holdings at the A&RC. He determined that the entire collection of five cubic feet was obsolete and authorized destruction of this material.

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**C. SCHEDULED ACTIVITIES**

1. Representatives of IRMD, will meet with the DDA Planning Officer, and a representative of the Planning Staff, Office of the Executive Director, on 9 July 1984 to discuss the Agency's Vital Records Program and a paper prepared by IRMD on steps needed to revitalize this program.

2. Deputy Chief, IRMD, and other IRMD personnel will brief the Director of the Office of Current Production and Policy Support, on 23 July concerning procedural problems uncovered in CPAS during last year's audit of its TS collateral documents. This scheduled meeting is a followup to a previous meeting between the Director CPAS and the Director, Information Services.



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