

ADMINISTRATIVE - INTERNAL USE ONLY

28 March 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:   
Director of Information Services

SUBJECT: OIS Weekly Report (21-27 March 1985)

A. PROGRESS ON ACTION ITEMS

HISTORICAL REVIEW PROGRAM. The Archivist of the United States, representatives of the Librarian of Congress, and the historians who consulted with Agency representatives about the Historical Review Program, generally agreed that the program was in the main on track. In followup, Chief, Classification Review Division met with the Director and Deputy Director of Information Services to plan a meeting with representatives from other directorates for briefings on records holdings and to initiate action to locate and assess applicable records. The principals at this first meeting will be the Directorate of Intelligence and the Directorate of Operations. Since the Directorate of Science and Technology (DS&T) was not directly involved in the precursor and formative years of the Agency, it will only have an observer to keep abreast of things as the program unfolds. At the appropriate time, the records of the DS&T will also come under review.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. TRIS. Several actions have been taken in anticipation of user training on TRIS, that will begin in July. A memorandum has been sent to each Directorate RMO asking them to identify components in their Directorate that will be using TRIS, and to schedule appropriate personnel for training. The memo also advised that potential users would eventually need terminals, if they do not already have terminals, in order to access the system. They were told that terminal requests should be submitted to the Office of Information Technology (OIT) as appropriate. The training will take place in the Ames building where classroom terminals are available. Work also continues in designing the TRIS users manual.

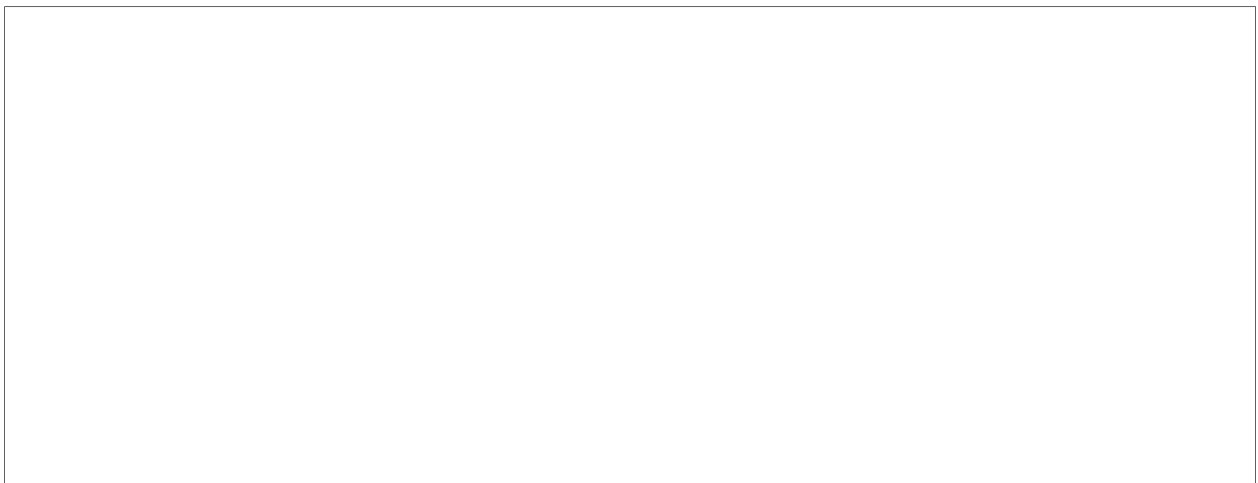
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2. COMPONENT INSPECTIONS. During this reporting period the Information Resources Management Division (IRMD) conducted inspections of the TS collateral document holdings of several Agency components. The components visited were the Office of the Inspector General (OIG), the Arms Control Intelligence Staff (ACIS), the Office of the General Counsel, the Office of Personnel, and the Office of Development and Engineering. The use of existing forms was reviewed by the inspectors to ensure that the components were following the proper procedures in reporting items to OIS. With the exception of ACIS and OIG, the offices were in compliance with the program requirements. In the case of OIG, some followup research is necessary to determine the status of some documents. A search of ACIS' file is being recommended because a number of documents found in this office were not charged to ACIS. A file-by-file search will be conducted when an OIS annuitant becomes available.

3. AMES BUILDING ISC. The Information Services Center (ISC) assumed responsibility for ORD's registry functions on 25 March. The center has been experiencing equipment problems that affect its ability to serve its customers effectively. One of two computer terminals for document control has been inoperative for three weeks. A representative from OIT examined the equipment and determined that there was a line problem; he notified the Office of Communications. In addition, the DACOM that was purchased by ICS to satisfy their telecommunications needs between Ames Building, [redacted] and Headquarters has not been working well. The IC staff is aware of the problem. Attempts are being made to rectify the problem.

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26 March 1985

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Information Resources Management Division

SUBJECT: Weekly Report of the Information Resources  
Management Division, 20 - 26 March 19851. Work in Progress

a. NPIC Micrographics Requirement. [REDACTED], Information Management Branch, is continuing his dialogue with personnel at NPIC regarding a possible micrographic application for its visual presentation files. [REDACTED] NPIC/RMO, were briefed on NPIC photographic and micrographic capabilities by [REDACTED] of the Photography and Printing Division, NPIC. [REDACTED] will meet next with [REDACTED] the NPIC Officer responsible for maintaining the file, who will provide details on NPIC's briefing requirements.

b. TRIS. Several actions have been taken in anticipation of user training on TRIS, that will begin in July. [REDACTED] Chief, Requirements, Evaluation and Training Section, Information Technology Branch, sent a memo to each Directorate RMO asking them to identify components in their Directorate that will be using TRIS, and to prioritize the personnel of these components for training on the system. The memo also alerted the RMOs that potential users would need terminals to access the system and that requests for these terminals should be submitted to the Office of Information Technology expeditiously so they would be available when TRIS becomes operational. [REDACTED] Chief, ITB, arranged with the Office of Training and Education for the use of the terminals in Room 336, Ames Building, for the training of users. OTE will make this room available to ITB for ten days during July and August for TRIS training; ten people can be trained during each of those days. [REDACTED] ITB, visited the Printing and Photography Division, OL, to discuss the latest trends in the design of users' manuals. Several samples of manuals were obtained for use in designing the TRIS users manual.

c. Component Inspections. [REDACTED] Information Control Branch, conducted inspections this week of the TS collateral document holdings of several Agency components. [REDACTED] visited the Office of the Inspector General and [REDACTED] inspected the Arms Control Intelligence Staff, the Office of the General Counsel, the Office of Personnel, and the Office of Development and Engineering. The inspectors reviewed the use of existing control forms to ensure that

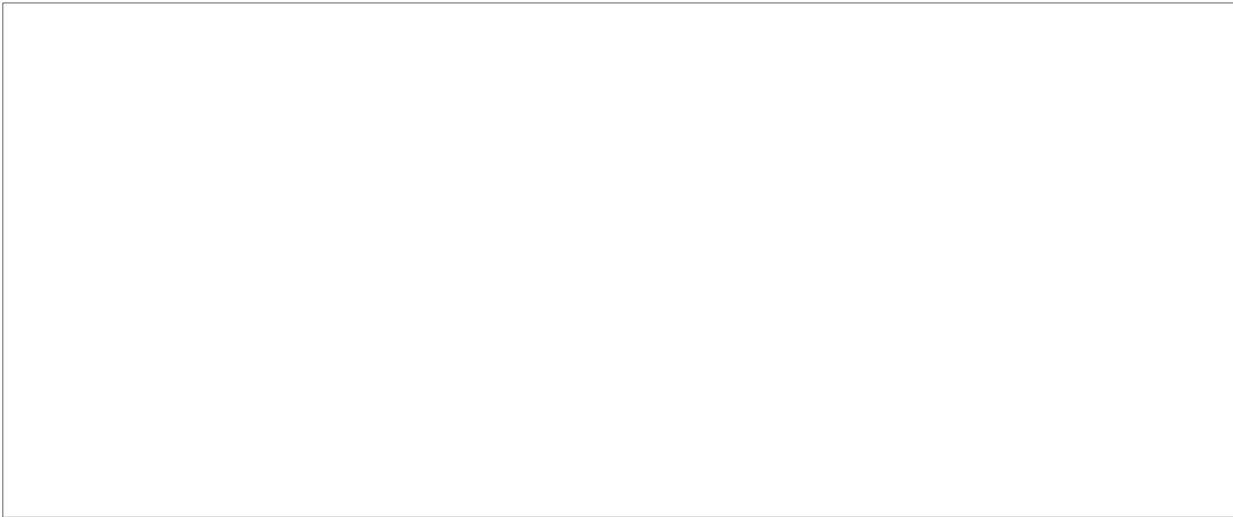
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the components were following the proper procedures in reporting items to OIS. [redacted] examined a random sample of TS material charged to these components. With the exception of ACIS and the Office of the Inspector General, the offices were found to be in full compliance with the program requirements. In the case of OIG, some following research is necessary in ICB to determine the status of some documents. A search of ACIS' files is being recommended because a number of documents were found in this office that were not charged to ACIS. A file-by-file search will be conducted when one of the OIS annuitants becomes available.

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e. Ames Building ISC. The Ames Building ISC assumed responsibility for ORD's registry functions on 25 March. [redacted] joined the staff of the ISC (per our agreement with ORD management) to assist in the handling of ORD's material and that of other components.

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[redacted] also joined the staff to assume the duties now being performed by [redacted], who will be leaving soon for another assignment.

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The Center has been experiencing equipment problems that affect its ability to serve its customers effectively. One of its two computer terminals for document control has been inoperative for three weeks. An OIT representative examined the equipment this week and determined that the problem was in the communications line; he will notify OC to correct the problem. In addition, the DACOM that was purchased by ICS to satisfy their telecommunications needs between Ames Building, [redacted] and Headquarters has not been working well. OC technicians have been working on the problem, but have not been successful in repairing this equipment. The IC staff is aware of the problem and are also attempting to have the problem resolved.

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f. [redacted] ISC. [redacted], Chief/ISC, [redacted] has been invited to attend the OL secretarial conference on 9 April. She has been given an half hour at the conference to discuss the operation of the ISC. She also will discuss the ISC's use of OL's automated document control system--(Interim CARS). [redacted] expects this subject to generate considerable discussion since most of OL secretaries want to use Wang terminals for this procedure.

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g. New Headquarters Building. [redacted] Chief, ICB, and [redacted] ICB, met with [redacted] and [redacted] Policy and Plans Group, Office of Security, to discuss OS's participation in an Information Services Center in the New Headquarters Building. The topic of discussion was a recent memorandum from the Office of Security outlining its requirements and voicing concerns that an OIS-managed ISC would be less responsive to OS needs. The OS representatives were assured that the combined facility posed no threat to OS equities and that OS would participate with OIS in developing the ISC's design. Although the meeting alleviated many OS concerns, one main issue needs to be resolved: that office RMOs would not be located within the ISC. The ICB participants agreed to include a discussion of this issue in the OIS response to the memorandum from the Director of Security outlining OS requirements.

2. Significant Events and Activities

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a. OMS Computer Survey. [redacted] Office of Medical Services, visited the Computer Section, Archives and Records Center Branch, to survey the lighting in the terminal area. [redacted] found no serious deficiencies in the lighting provided and indicated that the situation was about average for Agency terminal work. He offered a number of suggestions that could improve the lighting condition for the people who work there: the use of "glare" shields; painting the walls near the terminals with a non-reflective paint; moving the terminals so that they will not receive as much glare from the existing lighting; and putting shields on the overhead lights. Since most of these changes involve little dollar costs, IRMD will be attempting to carry them out over the next several months.

b. Records Center. Records Center personnel performed the following activities during the week:

RAMS	Made 37 additions, 20 changes, and 15 deletions.
ARCINS:	Jobs received/edited: 15. Jobs keyed: 26 consisting of 5,439 entries. Jobs completed: 3.
Accessions:	Received 36 jobs totaling 253 cubic feet.
References:	Serviced 1,852 requests for records.
Dispositions:	Transferred 88 cubic feet of material to the hammermill for destruction.
Special Runs:	Three.

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26 March 1985

MEMORANDUM FOR: Director of Information Services  
FROM: Chief, Classification Review Division  
SUBJECT: Weekly Report, 20-26 March 1985

The Archivist of the U.S. and representatives of the Librarian of Congress and the historian community who consulted with us regarding our fledging Historical Review Program, generally agreed that our program was in the main on track. To move that program along Chief, Classification Review Division met with the Director and Deputy Director of Information Services to make plans for a meeting with representatives of other directorates for briefings on records holdings and to initiate actions to begin locating and assessing those records. Principals at the meeting will be from the Directorate of Intelligence and Directorate of Operations but we will have an observer from the Directorate of Science and Technology to keep them informed of what we are doing.

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Chief, CRD

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