

ADMINISTRATIVE - INTERNAL USE ONLY

21 March 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Acting Director of Information Services

SUBJECT: OIS Weekly Report (13-20 March 1985)

A. PROGRESS ON ACTION ITEMS

1. AGENCY HISTORICAL REVIEW PROGRAM. The Director, Deputy Director, and three representatives of OIS attended meetings chaired by Dr. Kenneth McDonald, Agency Historian. Participants included the Archivist of the United States, a representative for the Librarian of Congress, two representatives from the National Archives and Records Service (NARS), and three eminent historians from academia. The agenda was the development of the Agency's Historical Review Program as well as the broader implications such a program could or should have within the United States historical community. Topics covered included the question of sanitizing documents, how documents should be released, what information is of interest to the historical community, and future meetings to review how the program is progressing.

[Redacted]

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3. OSS RECORDS. A request for the transfer of another 100 cubic feet of OSS records was submitted to NARS. The records include Records of the Combined Intelligence Committee, Washington Communications Branch, OSS New York/Overseas Station Records, OSS Research & Analysis Branch Records, and Washington OSS Research & Analysis Branch/Map Procurement and Cataloging Records. Less than ten percent of these records are being withheld because of the continuing need to protect classified information. This will be the fourth transfer of OSS records to NARS bringing to 663 cubic feet the total of material transferred.

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5. MOVABLE SHELVING. A representative of [redacted] visited the Agency Archives and Records Center (AARC) to verify the accuracy of engineering drawings that had been prepared relative to the installation of movable shelving on the first floor of AARC's facility. Once the drawings have been approved, the job will be let for competitive bidding. Construction work should begin this summer and should be completed before the end of the year.

B. SIGNIFICANT ACTIVITIES AND EVENTS

1. MICROGRAPHICS APPLICATION. A representative of the Office of Central Reference contacted IPMD to request assistance in determining the feasibility of using micrographics to reduce and enhance management of the biographic report files [redacted]

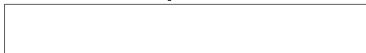
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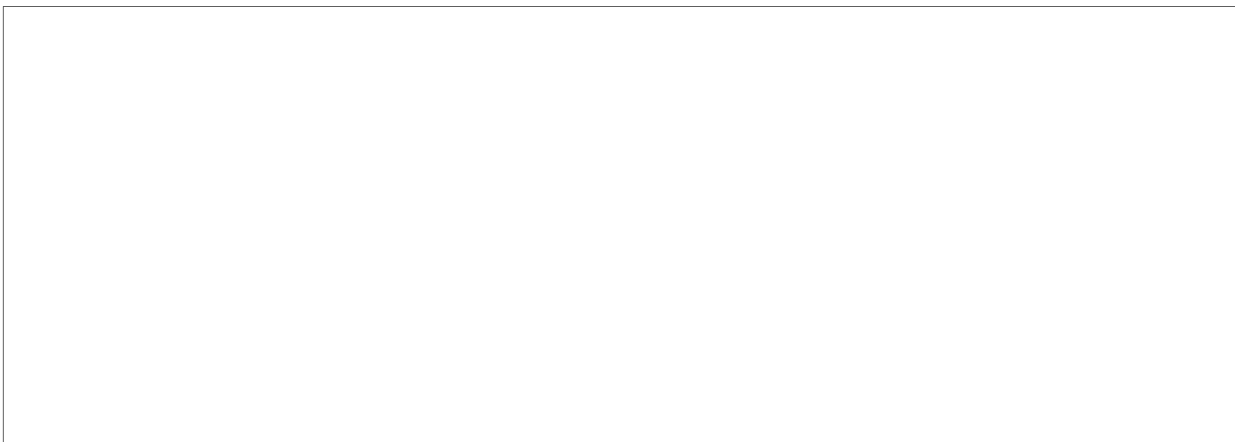
[redacted] Discussions covered a variety of technologies that could be used for this purpose. A followup meeting is scheduled to define requirements and to determine how a program could be implemented

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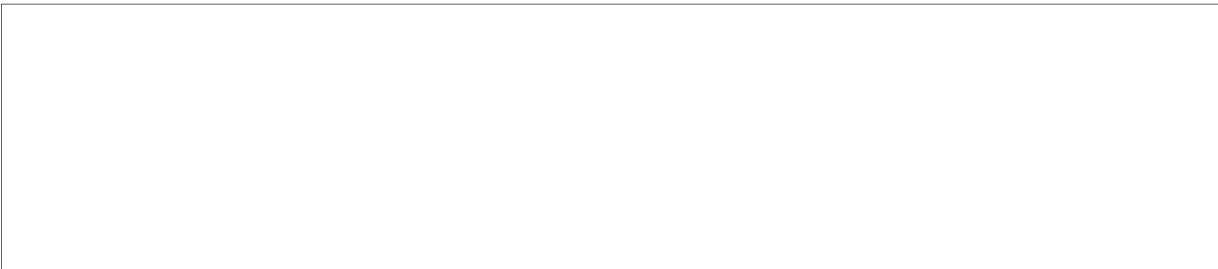
3. RMO MEETING. IRMD Managers met with the DA/RMOs at a regularly scheduled monthly meeting. The meeting was devoted primarily to a demonstration of TRIS in a problem solving simulation showing two registries sharing information on a document. Other topics covered were the need for components to provide input for updating the Agency's classification guide and problems that the Records Center personnel were experiencing with improperly completed shelf lists. Problems with the new Agency courier receipts were also surfaced, but full discussion was postponed until the April meeting to allow time for collecting more information on the problem.

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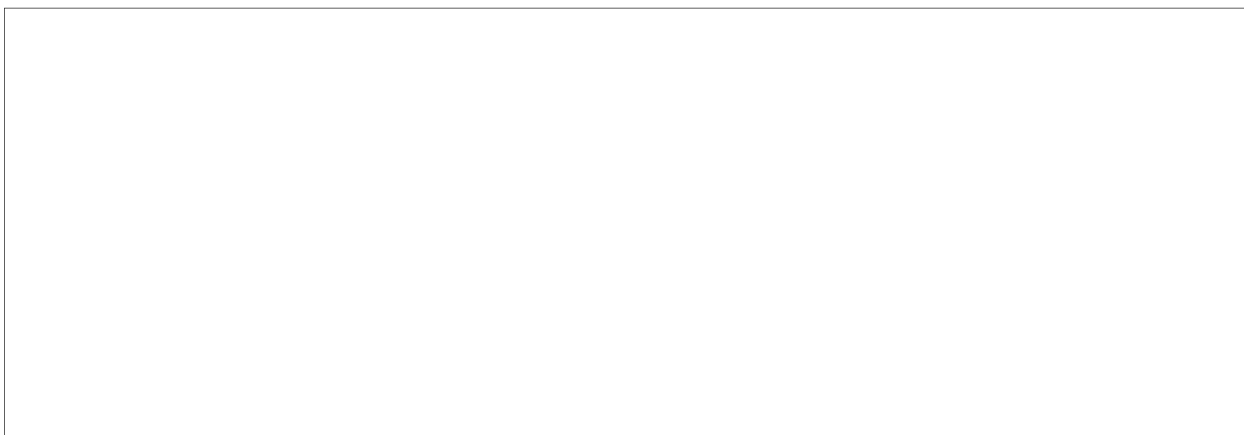
4. [redacted] A representative of IRMD met with focal point officers and registry chiefs of components scheduled to move to [redacted]. The purpose of the meeting was to discuss registry requirements and to determine if there was interest in setting up a centralized registry facility. The participants expressed interest in a joint facility but made no commitments on providing staff or equipment to support it. The component registry chiefs were given requirement questionnaires and asked to complete and return them to OIS/IRMD by 22 March 1985. IRMD will use the information from the questionnaires to determine whether the need for a consolidated facility exists and to identify the support elements necessary to establish and maintain it.

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19 March 1985

MEMORANDUM FOR: Director of Information Services

FROM: [redacted]
Chief, Information Resources Management Division

SUBJECT: Weekly Report of the Information Resources
Management Division, 13 - 19 March 1985

1. Work In Progress

[Large redacted area]

c. [redacted] ICB, met with focal point
officers and registry chiefs of components who are scheduled to move to
[redacted] to discuss their registry requirements and to
determine their interest in setting up a centralized registry facility.
[redacted] the progress of [redacted] registry planning and discussed

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[Large redacted area]

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concerns and issues raised by the attendees. He suggested that some type of combined facility could enable components to share personnel and equipment and save space. The participants expressed interest in a joint facility but made no commitments on providing staff or equipment to support it. The component registry chiefs were given detailed requirement questionnaires and asked to complete and return them to OIS by 22 March 1985. OIS will use the information collected from the questionnaires to determine whether the need for a consolidated facility exists and to identify the support elements necessary to establish and maintain it. A paper containing these findings will be presented to the component representatives and registry chiefs for their consideration in the near future.

2. Significant Events

25X1 a. Micrographics Application - A representative of [redacted] East
25X1 Asia Division, Office of Central Reference, contacted [redacted]
Information Management Branch, to request assistance in determining the
25X1 feasibility of using micrographics to reduce and better manage biographic
25X1 report files [redacted]

25X1 [redacted] PPSS/P&PD, and OCR representatives met on
12 March 1985, to discuss the problem. Discussion also covered the variety
of technologies that could be used for this purpose. Another meeting is
scheduled for March to define requirements, examine available technologies
more thoroughly, and begin to determine how a program could be implemented
25X1 [redacted]

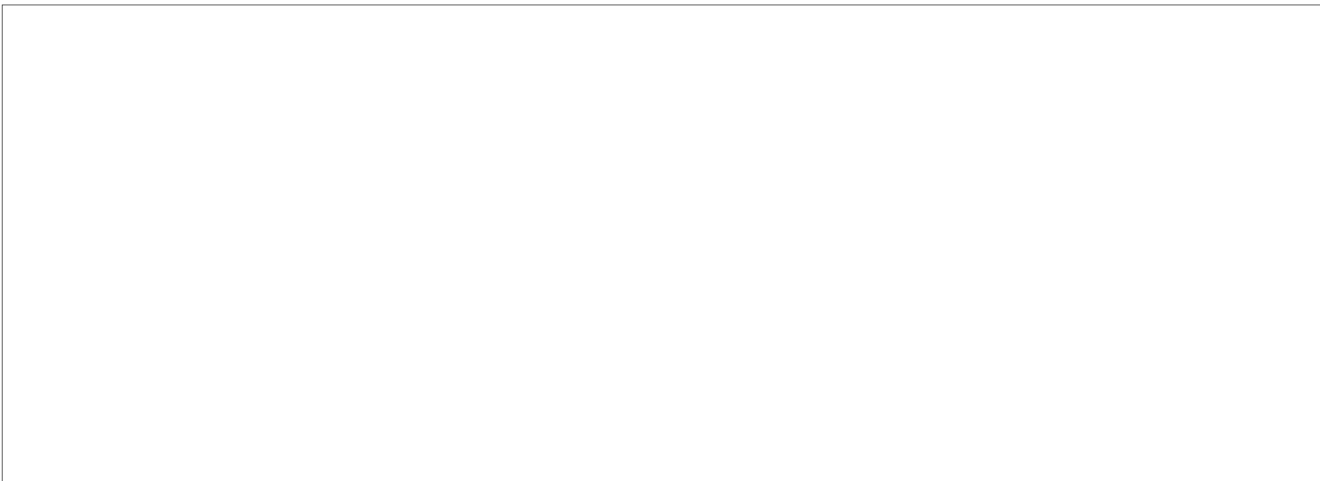
b. OSS Records. A request for the transfer of another 100 cubic feet
of OSS records was submitted to the National Archives and Records Service
(NARS). The records cover five OSS schedule items and include: Records of
the Combined Intelligence Committee, Washington Communications Branch, OSS
New York/Overseas Station Records, OSS Research & Analysis Branch Records,
and Washington OSS Research & Analysis Branch/Map Procurement and Cataloging
Records. Less than ten percent of these records are being withheld because
of the continuing need to protect classified information. This will be the
fourth transfer of OSS records to NARS bringing to 663 cubic feet the total
of material transferred.

25X1 c. NPIC Briefing Aids. As a follow up to a January 1985 micrographics
equipment demonstration, [redacted] IMB, met
25X1 with NPIC representatives to discuss NPIC's interest in pursuing methods to
25X1 improve the management of its visual presentation files. [redacted]
[redacted] indicated that no single system is currently available on the
market that will meet all of NPIC's requirements, but it may be possible to
configure a system to meet some of them. More briefings on NPIC'S
operations are scheduled for 19 March. Meanwhile, IMB personnel have begun
to collect and analyze data to determine if it is feasible to do anything at
this time.

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e. RMO Meeting. IRMD Managers met with the Directorate RMOs for their regular monthly meeting to discuss Agency records matters and problems. The meeting was devoted primarily to a demonstration of TRIS by [redacted] and [redacted] ITB, who simulated two registries sharing information on a document. The other items covered at the meeting were the need for components to provide input for updating the Agency classification guide and problems that the Records Center personnel were experiencing with improperly completed shelf lists. Problems with the new Agency courier receipts were also surfaced, but full discussion was delayed until the April meeting when more information would be available .

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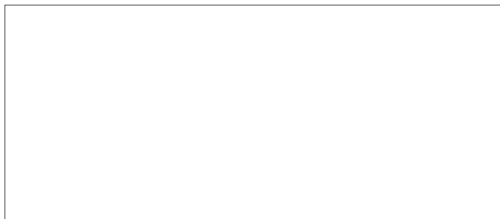
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f. Movable Shelving. A representative [redacted] visited the Agency Archives and Records Center to verify the accuracy of engineering drawings that have been prepared for the installation of movable shelving on the first floor of the facility. Drawings for the project are about 35% complete. Once the design has been approved, the job will be advertised and open for competitive bidding. Construction work will begin this summer and should be completed before the end of the year. [redacted] Chief, ARCB, brought a lighting problem on the first floor to the attention of the representative; he said that he would try to rectify the problem before the new shelving is installed. [redacted]

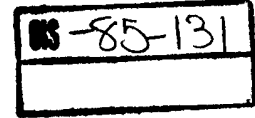
g. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 20 additions, 6 changes, and 4 deletions
ARCINS:	Jobs received/edited - 7
	Jobs keyed - 20 consisting of 971 entries
	Jobs completed - 2
Accessions:	Received 20 jobs totaling 188 cubic feet
Reference:	Serviced 2,111 requests for records
Special Runs:	Four: three to DDO and one to OP

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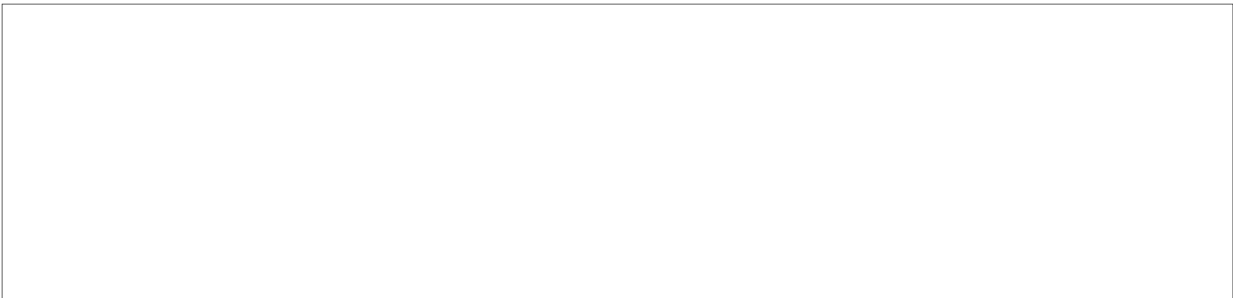
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19 March 1985

MEMORANDUM FOR: Director of Information Services
FROM: Acting Chief, Classification Review Division
SUBJECT: Weekly Report, 13-19 March 1985

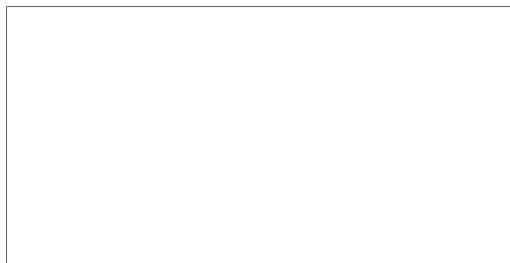
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2. Chief, CRD and are attending the meetings with the "distinguished historians" at Headquarters during which the subject matter of the Historical Review Program will be discussed.

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