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2 FEB 1983

MEMORANDUM FOR: Deputy Director for Administration  
 FROM:   
 Director of Information Services  
 SUBJECT: OIS Weekly Report (26 January - 1 February 1983)

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Office of the Director

The DD/OIS presented the opening address to the class on Orientation to Automated Records last Monday. On Wednesday she addressed a joint meeting of the Junior Level and Clerical/Secretarial MI Career Service Panels. This was the first meeting of the new members of both groups.

Classification Review Division

Members of CRD reviewed five OSS documents (5,591 pages), 185 Department of State manuscripts (1,111 pages) in the Foreign Relations of the United States series, 38 DOD documents (74 pages), three PRB manuscripts (95 pages), one Privacy Act request document (one page), and six miscellaneous documents (1,215 pages).

Records Management Division

\*The National Archives and Records Service (NARS) made an informal request through its liaison officer that CIA transfer to NARS the microfilm copy of files of the Coordinator of Intelligence and Director of OSS. This request was precipitated by a book by Anthony Cave Brown entitled Wild Bill Donovan; The Last Hero. The author states that one of the primary sources of his book is a microfilm copy of the Director's files that he gained access to from Donovan's former law partner. He also states that in addition to the copy he used, which eventually will be made available to the public at the Army War College, Fort Carlisle, Pennsylvania, the only other copy is at CIA. NARS claims to have received numerous requests for OSS records since the publication of the book. The Agency has informed NARS that we still consider the OSS records in our possession to be classified and that all requests should be directed to the Information and Privacy Coordinator, CIA.

The New Products Department of the 3M Company briefed P&PD and representatives from several other Agency components on its new paper and ink process which enables the ink to be programmed to disappear at pre-established intervals from a few seconds to five years. The new paper, which is heat sensitive, is reusable and can be used in standard printing processes as well as with special pens. There is interest in this product, especially for operational purposes.

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Representatives of RMD attended an evening presentation on the Minolta RP505 dry, plain paper, two-sided copying reader-printer. This is a unique system which uses 16mm or 35mm microfiche with a data digital search attachment, and will have possible application in the Agency as microfilm equipment is replaced or upgraded.

Chief, Information Technology Branch and other Branch members received a briefing by the Alternate Area Top Secret Control Officer for the DO on the procedures used in the DO to control Top Secret collateral material. He strongly recommended that TSCADS be converted to GIMS and an inventory be conducted of the TS collateral material charged to the various subcontrol points within the DO. Discussions are continuing so that the timing and procedures for inventory can be established.

Twenty-seven individuals have enrolled in the RAMS User Course sponsored by the Information Technology Branch. In order to accommodate this number, four separate sessions will be held. Each training session will be held in the OIS Conference Room. User training will be held on the terminals in the Records Systems Branch area.

## Regulations Control Division

RCD completed 61 major actions on regulatory issuances, including the processing and preparation of 16 new and revised issuances and the publication of eight issuances. On Monday RCD also completed the project of renumbering [redacted] to make the numbering compatible with the [redacted] distributed the Field regulations, in two volumes, throughout the Agency.

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## Information and Privacy Division

A separate report is attached.



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Attachment:  
As stated

EXO/OIS [redacted] (2 Feb 1983)

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