

ADMINISTRATIVE - INTERNAL USE ONLY

8 January 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (31 December 1986 - 7 January 1987)

1. The Chief, Regulatory Policy Division (RPD) met with the Director of Personnel, Executive Assistant to the Deputy Director for Administration, and members of the Office of Personnel Communications Working Group. The Office of Personnel is interested in communicating more effectively through the regulations with Agency employees on upcoming changes in the Agency personnel system. C/RPD described the procedures for coordinating and processing regulatory issuances and answered questions about the regulatory process.

2. The Information Resources Management Division (IRMD) has concurred in a proposal by the National Archives and Records Administration to expand the General Records Schedule (GRS) to include the disposition of files created as the result of mandatory review requests under Executive Order 12356. This is consistent with the present GRS disposition provisions for files created as the result of requests under the Freedom of Information and Privacy Acts.

3. IRMD has notified all Agency Information Management Officers that Government Accounting Office approval no longer is required to dispose of site audit records scheduled under the GRS.

4. The Chief/IRMD and a member of his staff met with the Coordinator for Student Programs, Office of Personnel, to discuss establishing a COOP program with the College of Business and Public Administration, University of North Dakota. This is one of the few universities that offers a curriculum in information management. IRMD will develop a plan outlining student activities during two tours of duty with the Agency and give it to the Coordinator for presentation to University officials. The pilot program initially would be for one or two students.

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6 January 1987

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 31 December 1986 - 6 January 1987

1. The following is a summary of the review workload handled by CRD during calendar year 1986. CRD ended the year with a personnel strength of 20 including five annuitants who work an average of three days per week. Of the 20 employees, 14 are classification reviewers (this includes the Division Chief and the three Branch Chiefs who regularly engage in both initial reviews and reviews to doublecheck the work of others), and six secretarial and information handling specialists. The work accomplished during the past year breaks down as follows:

- a. A total of 92 prepublication reviews of manuscripts written by current and former Agency employees or damage assessment reviews made after publication of material written (or spoken) by former employees or those who had official access to CIA information.
- b. A total of 182 reviews of documents requested under the Mandatory Review requirement of E.O. 12356 or referrals from other agencies of CIA documents or information requested under Mandatory Review or the FOIA.
- c. A total of 91 miscellaneous reviews primarily of documents from the State Department that they wanted to include in their Foreign Relations of the U.S. series, documents compromised in espionage and other security cases such as the Chin case, and documents that the DoD found during their systematic classification review program.
- d. A total of 1,102 reviews of the Summaries of Agency Employment of employees who never served under cover (those of personnel who had cover are reviewed by the DO).

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- e. The Historical Review Program (numbers indicate one-foot boxes of records):

<u>RECORDS OF:</u> <u>FOR PERIOD OR SUBJECT:</u>	<u>O/DCI</u> (1945-55)	<u>DDS&T</u> (U-2 and A-12)	<u>DI</u> (1945-60)
Searched at AARC	241	1,000 ¹	241
Selected for HRP	70	540 ²	74
Reviewed by CRD	70	51	9
Recommended by CRD for release	2	30	-

COORDINATION:

A. Within CIA;			
Underway	-	20	-
Completed	2	10	-
B. Outside CIA;			
Pending	2	-	-

Notes 1 and 2 - This was performed by of the DDS&T, a specialist in U-2 records.

2. In addition to the above, CRD participated in several review projects done at other agencies. This included 158 archives boxes of records at the Department of Justice relating to the U.S. vs. Felt/Miller case; a survey of U.S. Army Intelligence records at the Investigative Records Repository at Ft. Meade, Maryland; review of some personal papers of several military officers from WWII which are held in the Manuscript Division of the Library of Congress; almost weekly visits to NARA Headquarters to review Department of State records being systematically reviewed by a joint NARA/State team; and periodic visits to the Washington National Records Center to review CIA documents and information contained in the files of other agencies, usually the military, which are undergoing systematic declassification review by NARA personnel.

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07 January 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Chief, Information and Privacy Division, OIS

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SUBJECT: IPD/OIS Weekly Report (31 Dec 1986 - 6 Jan 1987)

<u>1. The Week in Review</u>	<u>31 Dec 1986- 6 Jan. 1987</u>	<u>1986 Weekly Average</u>
a. New cases	27	27
b. Cases closed	35	35
c. New appeals logged	0	0
d. Appeals closed	1	1
e. Manpower (man-weeks)	74.1	74.1
<u>2. Current Backlogs</u>		
a. Initial requests - 1163		
b. Requests in administrative appeal - 165		
c. Requests in litigation - 48		

3. Spotlighted Requests

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STAT HGH/MJD:krc [redacted] (07 January 1987) (FINAL)
Distribution:
Orig - Adse
1 - DCI/DDCI/Executive Director
1 - DCI History Staff
1 - DDI
1 - DDO
1 - DDS&T
5 - OIS
1 - C/PAO
1 - Comptroller
1 - IG
1 - OGC
1 - OCA
1 - OP
1 - OL
STAT 1 - C/IMS [redacted]
STAT 1 - DDO/IRO [redacted]
25 - DDO/IMS [redacted]
1 - DDI/IRO
1 - DDA/IRO
1 - IC/IRO
1 - OIS/LA
1 - IRG/OS
1 - IPD Subject
1 - IPD Chrono
1 - IPD Reading Board
1 - HGH
1 - LSS

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6 January 1987

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Information Resources Management Division

STAT

SUBJECT: IRMD Weekly Report (31 December - 6 January 1987)

SIGNIFICANT ITEMS/EVENTS

a. Mandatory Review Request Records. The National Archives and Records Administration (NARA) is proposing expansion of the General Records Schedule (GRS) to include items covering the disposition of mandatory review request records (Executive Order 12356). The Information Resources Management Division (IRMD) received these items from NARA for comment. IRMD has provided NARA concurrence. These items are consistent with the GRS items that cover Freedom of Information Act (FOIA) and Privacy Act (PA) request files. Also, the inclusion of these items would fill the void that currently exists in the GRS for mandatory review (E.O. 12356) request files.

b. Site audit Records. IRMD has notified all Agency Information Management Officers that Government Accounting Office approval is no longer required for disposal of site audit records which are scheduled under the NARA GRS.

c. Machine-Readable Records Activity.

[Redacted] Chief, Electronic Information Control Branch (EICB), met with [Redacted] Deputy Chief, Psychological Services Division, Office of Medical Services, (PSD/OMS), and [Redacted] Chief, Research Branch, PSD/OMS, on 31 December 1986 to review draft machine-readable records control schedule items for two OMS computer applications, the Medical Assessment and Evaluation System (MEDANE-II) and the Princeton Statistical Package (P-STAT).

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[Redacted] Information Management Officer, Office of Logistics (OL), began interviews with personnel of the Information and Management Support Staff (IMSS/OL) to collect information to draft machine-readable records control schedule items for IMSS computer applications on 6 January 1987.

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d. TRIS Data Base. The Information Technology Branch completed year-end processing, e.g., allocation of space, for the TRIS Data Base. The year-end processing took 10 1/2 hours to complete on 1 January.

e. Top Secret Review-Office of General Counsel (OGC). [redacted], Document Accountability Section, Classification Management Branch, continues processing information on collateral Top Secret (TS) documents identified by OIS annuitants in Office of General Counsel (OGC) holdings at the Records Center. This activity, to date, has identified over 3,000 unrecorded collateral TS documents within the OGC files.

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f. OIS COOP Program. Chief/IRMD and [redacted], Chief, Information Management Branch, met with [redacted] Coordinator for Student Program (OP), to discuss establishing a COOP program with The College of Business and Public Administration at the University of North Dakota on 6 January 1987. North Dakota is one of the few universities that offer a curriculum in Information Management. IMB will develop a plan outlining the student's activities covering two tours of duty with the Agency for [redacted] to present to officials at the University of North Dakota. This effort will begin as a pilot program for one or two students.

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

RAMS:	Made 14 additions and 25 deletions.
ARCINS:	Jobs received/edited: 2.
Accessions:	Received 14 jobs totalling 208 cubic feet.
References:	Serviced 1,138 requests for records.
Special Runs:	One to DD0 and one to OF.

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06 January 1987

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Regulatory Policy Division, OIS

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SUBJECT:

Regulatory Policy Division Activities
31 December 1986 - 06 January 1987

1. RPD is currently processing 132 jobs, a decrease of six over last week.

2. [Redacted] responded to a priority request from the Office of General Counsel (OGC) for background information on a specific provision of [Redacted] She advised OGC that this provision first appeared in the 19 April 1976 revision of [Redacted] and was based on Executive Order 11906.

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3. An Employee Bulletin is being processed to provide an update on the Agency's Child Day Care Center. In addition to providing the current status of the center, the bulletin also announces the formation of a three-member board to which Agency employees can direct their questions and comments.

4. Priority processing was provided for two issuances that are the result of recent legislation that became effective 1 January 1987. The first issuance was a Headquarters Notice which advises employees that under the new

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[Redacted]

5. Chief, RPD attended a meeting with the Director of Personnel, the Executive Assistant to the DDA, and members of the Office of Personnel's (OP) Communications Working Group to describe the procedures followed by RPD editors in processing regulatory issuances and to answer questions from the group concerning RPD's coordination process, particularly the coordination required for employee bulletins. OP is interested in communicating more effectively with all employees on upcoming changes in the Agency's personnel system. The meeting was very informative and should prove beneficial in resolving future processing problems.

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