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2 April 1986

MEMORANDUM FOR THE RECORD

SUBJECT: The Office of Information Services FY 1986 First Quarterly Review

1. The Office of Information Services FY 1986 First Quarterly Review was held on 19 February 1986 at 0930 hours. [redacted] (D/OIS) opened the meeting with some remarks on how the morning agenda was organized and his plans for future quarterlies. He then provided some basic statistics about OIS. For instance, Main OIS currently has [redacted] and a budget of [redacted]. Nearly 85 percent of the budget is allocated to personal services, and 60-70 percent of these services lie within the statutory area. Thus, according to [redacted] OIS budget cuts are quite difficult to make. Before introducing the first speaker, [redacted] discussed the management structure of the Office. He said that his managers participate in every facet of the OIS mission, including decisions regarding monetary expenditures. He stated further that career paths in OIS require special handling - a personal touch, so to speak.

2. Next, [redacted] spoke on managing MI Career Sub-Group personnel. He informed attendees where MI careerists are located outside of Main OIS. There are a total of [redacted] OIS employees assigned to other offices, and [redacted] of these work in [redacted] OIS-operated registries serving individual Agency components. In addition, there are [redacted] OIS positions in registry units [redacted]. [redacted] then explained the organization and functions of the Ames Information Services Center (ISC), which serves OIS, ORD, PAO, OGI and ICS. He concluded by announcing that, for the first time, OIS will assume responsibility for a registry servicing DO components. OIS will administer the [redacted] ISC.

3. [redacted] then delivered a briefing on the Information and Privacy Division. He explained the background of the Freedom of Information Act and the Privacy Act, and he described the statutory responsibilities inherent in the administration of the acts. [redacted] stated that at the beginning of 1985, there were 3000 information requests outstanding. However, by the end of that year, there were only 1900 cases outstanding and at the present time, the figure stands at approximately 1500. He anticipates a backlog of only 1000 requests by the end of the 1986 calendar year. [redacted] also mentioned that an IPD support services branch was recently set up to handle the administrative duties of the division. Then he proceeded to discuss a few more weighty issues. For example, he talked about how the division often receives requests that are so broad or vague that they are

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difficult to service. He stated that by advising requesters to rephrase the verbiage of their requests, the division has been able to cut down on the amount of research it has to perform. He also explained that IPD now resolves cases that drag on and on by hiring annuitants to work on these requests until they are satisfactorily answered. Finally, he explained the appeals process, which involves much duplication of effort, because each request has to be reworked totally. The DDA then asked a question regarding the Mosaic Theory, that is, whether the Agency has a program to guard against someone assembling the big picture from previously released tidbits of information. The response was that there is currently no such program, but the Officially Released Information System (ORIS) will soon enable IPD to determine what material has been previously released on any given subject.

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4. [redacted] addressed attendees on Information Resources Management. The Information Resources Management Division (IRMD) is comprised of [redacted] employees, [redacted] of whom are assigned to the Agency Archives and Records Center (AARC). [redacted] stated that the division's mission is to carry out the Agency Records Management Program as outlined in [redacted] and he described the responsibilities of each of the branches within the division. Then he discussed current IRMD activities such as the implementation of new records control schedules; the survey of office information management practices; the development of ISCs at Ames [redacted]; and the establishment of a program to preserve records stored at AARC. [redacted] concluded his segment by outlining problems and challenges facing the division. He named quite a few, including the lack of storage space at AARC, the need to deal with information in an electronic form, and the small number of qualified professionals in the field.

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5. At this point, [redacted] provided a briefing on managing the Agency's regulations. She explained to the DDA that Regulatory Policy Division (RPD) is the OIS component responsible for the maintenance and issuance of official regulations and employee bulletins. According to [redacted] regulations are constantly being revised, partly because laws and executive orders change so often. RPD is comprised of [redacted] employees, [redacted] of whom are editors. [redacted] then explained the role of the editor and the coordinator, both of whom must work with the originator of a regulatory issuance, so that the issuance can be processed correctly. She indicated that these positions require diplomatic skills and that they are extremely labor intensive. In fact, the average editor is involved with 15-25 jobs at a time. Before concluding, [redacted] stated that RPD's goal is to revise every regulation that is over three years old.

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6. [redacted] discussed classification review, which is the mission of the Classification Review Division (CRD). CRD has been operative since 1976 and is comprised of [redacted] experienced, professional officers. It assists in the preparation of security reviews for the Department of State and Department of Defense, and it reviews Summary of Agency Employment forms (SAEs) [redacted]

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[redacted]. In addition, CRD provides help to the Publications Review Board and it assists IPD in the handling of mandatory declassification review per Executive Order 12356. [redacted] also described how CRD helps select material for the Agency's Historical Review Program, and he defined the structure of his division. 25X1

7. The final speaker, [redacted], spoke on planning. He stated that the OIS Planning Officer position is only about two years old. Then he proceeded to discuss a number of new initiatives, including Top Secret document accountability, ORIS, the Records Center Annex, and the Headquarters Regulatory Issuances System. [redacted] indicated that most of these projects may ultimately be curtailed due to budget considerations. 25X1

8. Following this presentation, the meeting was adjourned.

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