

~~ADMINISTRATIVE INTERNAL USE ONLY~~

OC/OL/IMC-M83-059
5 October 1983

MEMORANDUM FOR: Executive Assistant, D/CO

FROM:

[Redacted]

Acting Chief, Information Management Center, OC/OL

SUBJECT: OC/OL/IMC Monthly Report - September 1983

1. Operational Activities

- o During this reporting period the OC/OL/IMC Publications Unit published the following item:

OCHB 35.10.1 Office of Communications Programming, Budgeting, and Budget Execution Handbook

- o OC/IMC forwarded 64 cubic feet of record material for deposit in the Record Center. An additional 36 cubic feet of non-record or duplicate material was destroyed.
- o The Report of Classification Decisions made by OC during 10-16 September 1983 was forwarded to OIS on 27 September. The results of this report as follows:

Number of Derivative Decisions

[Redacted]

- Secret
- Confidential

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- o On 12 September, two members of OC/IMC briefed personnel at [Redacted] on procedures regarding the preparation of Transmittal Manifests and Dispatches being forwarded to the field installations.
- o OL/IMC completed 3 FOIA cases; with 3 cases outstanding
OL/IMC completed 2 Privacy Act cases; received 2 new cases; with 1 case outstanding

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2. WANG

- o On 23 September 1983, the Agency Wang Users Group met, System Administrators from OF, DO, and OSO discussed the overall management of their systems.
- o The Offices of AMD and CSD are scheduled for Wang cable installation the first week of October 1983.

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