

85-0221

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Special Activities Records Review

FROM:

EXTENSION

NO.

DATE

3 April 1984

25X1  
25X1

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ADDA

17 JAN 1985

Ben,

I gather that [redacted] people are now in place and reviewing the records.

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3. D/OIS

Jim

17 JAN 1985

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15.

3 April 1984

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM:

[Redacted]

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SUBJECT:

Office of Special Activities Records Review

As you requested, a preliminary assessment has been completed of subject records as to what course of action should be taken to consolidate the records and develop a rapid information retrieval system. Approximately 1200 cubic feet of permanent and temporary files are stored in the Records Center.

This task can be accomplished with a minimal amount of personnel and without an exorbitant amount of funds expended. The review will be conducted in accordance with the authority of the present Records Control Schedule.

The first priority is to obtain the service of ODP's Intelligence System Development Branch and request a RFC to ODP Systems to determine if any software is available which could be modified for this program. Attachment A is a graphic showing how the computer program should function. Once this program is operational, the software could be used on any inactive program within the Agency.

Scope of the Reviewing Function

Trying to bring this report together is a task within itself. A person without institutional memory would have a difficult time establishing a baseline for this Program. With this required knowledge, I would accept this task as Program Manager and bring it to a final conclusion posthaste.

I would approach the following people regarding their service for top management: [Redacted], as the General Program Consultant; [Redacted] as the alternate General Program Consultant; [Redacted] USAF Ret. as the Material Division Consultant; [Redacted] OSWR/DDI, as the Advance Systems Advisor;

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[Redacted]

[Redacted]

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[redacted] Jr. as the Micrographics Advisor; [redacted] was considered as the ODP representative but he is being re-assigned to the LIMS Program so another person from ODP/ISDB will be obtained as the Computer Programmer; [redacted] OD&E Contracts Settlement Team as the Contracts Advisor.

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To complete this task, a staff of five to eight clerical personnel working part-time would be required. I would consider the following clericals: [redacted] (who worked on the Project during the period of July 1957 through March 1963.) as the Clerical Administrator. Marge's expertise would be valuable to the success of this program. She also has had past experience working for Mr. Harry Fitzwater when he was setting up the program in [redacted]

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[redacted] is presently employed; [redacted], I was unable to contact her at this time; [redacted] a former Eastman Kodak employee who was [redacted] secretary and had Project and other SCI clearances during the period of 1955 thru August 1963.

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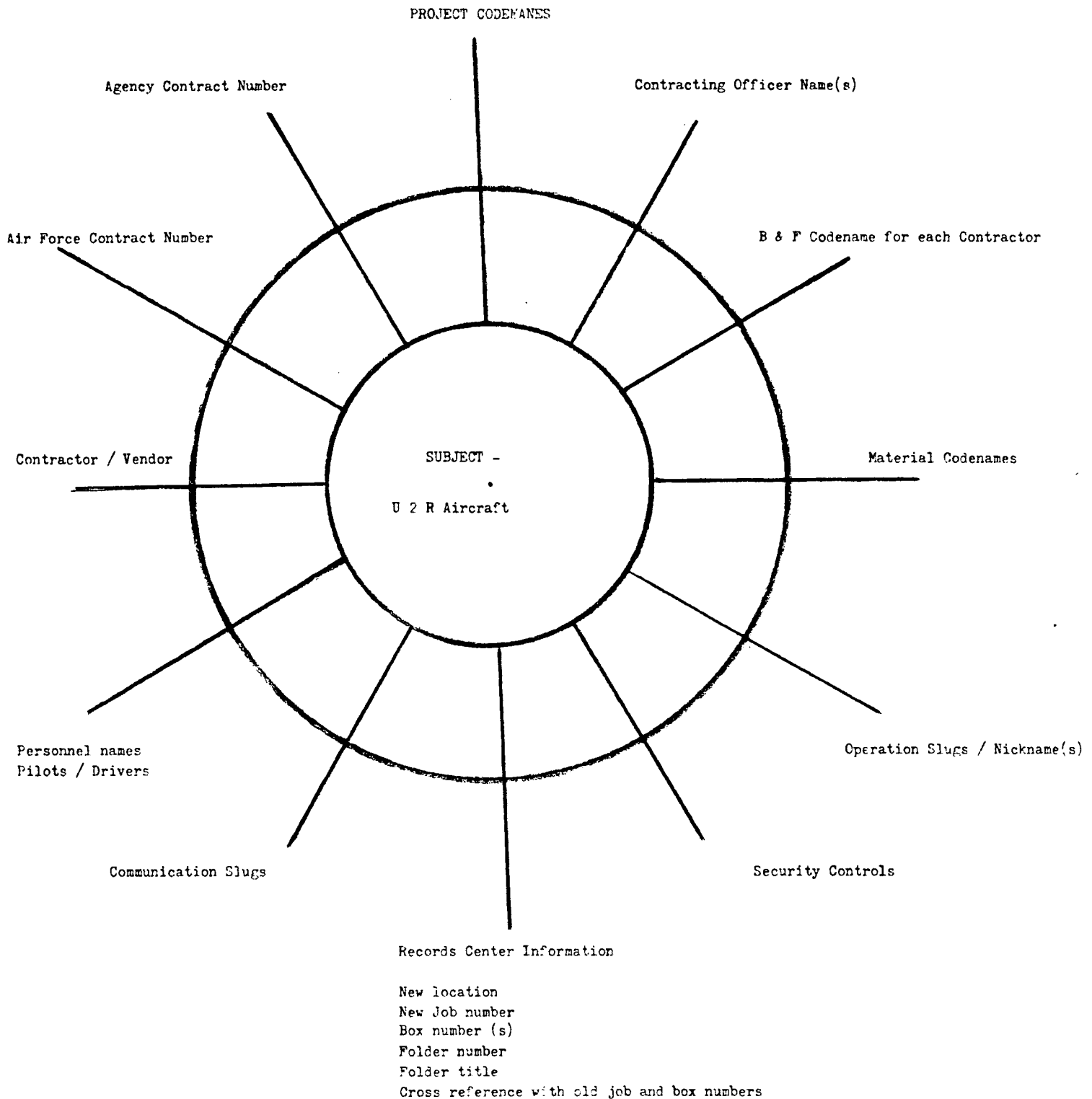
Attachment B is a list of project cryptos and codewords. This is a sample of what information would be required to have a Computer Retrieval System to respond to inquiries as requested.

I will recommend during this review custodianship of OSA records holdings be returned to my control exclusively, this would eliminate conflicts with the Records Center Personnel and the present custodian. I will also recommend microfilming only files which are requested by other Agencies. Once information is inputted to the computer, a Computer Output Microfiche (COM) a complete index of the files could be produced and made available to researchers or other interested parties.

For planning purposes and your information, I am scheduled to be on TDY in Chicago, Illinois, during the period of April 8 through 12 to attend the Association for Information and Management with specific interest in Micrographics systems and equipment.

[redacted]

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### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

[Redacted]

EXTENSION

NO.

DATE

5 Apr. 84

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TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

[Redacted]

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5 APR 1984

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM:

25X1

SUBJECT: Vaulted floor space available in Ames Building

As we discussed in our meeting on April 2, 1984 the amount of space required to review and process OSA records is approximately 400 to 600 square feet of vaulted space. I don't know the future status of room 825 Ames, but for planning purposes this room is approximately 480 square feet and adjoins room 821 which is a larger vault.

This room would be ideal since it has two Delta Data Terminal outlets, with necessary electric outlets, and telephone floor outlets. The security alarm system for 825 is controlled by the alarm system in room 821.

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