

ROUTING AND RECORD SHEET

AMES
ISC

NOV 19 1986

SUBJECT: (Optional) **Electronic Information Control Task Force**

FROM:
D/OIS
1206 Ames Building

EXTENSION NO. **OIT/TRIS**
LOGGED OIS*701*86
DATE **19 NOV 1986**

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	

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

1. EXA/DDA 7D18 Hqs.	21 NOV 1986	21 NOV 1986	seen
2.			
3. ADDA	21 NOV 1986		☆
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5. DDA	26 NOV 1986		WJD
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Bill,

Following up on our conversation of the other day, I have attached the draft charter of the Electronic Information Control Task Force.

Invitations to provide members of the task force are being sent to:

Executive Secretary/DCI
(for DCI area)
D/M&P/DS&T
D/IMS/DO
D/OIR/DI
D/OIT
D/OS

I look forward to this being a challenging and fruitful endeavor.

5 to 10:
This covers your direction with OIS issues.
D

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November 21, 1986


Bill & Hank:

I'm not sure what you had in mind for the Electronic Information Control Task Force. But if it's a wider charter than just the records management aspects of electronic information then you might want the Task Force to also address:

- information ownership. With shared databases it is much more difficult to determine who owns what. This is an important issue because information ownership implies the ability to control its access, usage, and format.
- information access. Typical information accesses are: retrieval-only, modification privilege, appending privilege, and deletion.
- retention and archival. General guidelines for information retention including how to archive and retrieve it.
- information formatting rules. How to keep data in one format, rather than twenty.
- sharing and duplication. Electronic systems are more valuable if information is shared, rather than replicated. General guidelines for information sharing.
- security. Document and portion marking, how to keep the classification with - but apart from - the data records, compartmentation and segregation, protection schemes (including encryption), etcetera.
- audit. Which supporting records are required for security and legal/integrity auditing?
- cost effectiveness. How to use the various storage hierarchy devices effectively relative to information usage.

Please ignore these suggestions if you were looking for more of an OIS records management function.


Jim

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