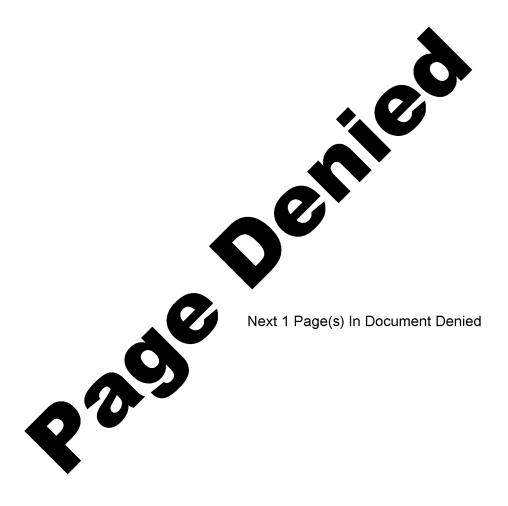
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**ROUTING AND RECORD SHEET** AMES SUBJECT: (Optional) Electronic Information Control Task Force OTT/TRIS EXTENSION FROM: LOGGED OIS\*701\*86 D/OIS 1206 Ames Building 1 9 NOV 1986 TO: (Officer designation, room number, and DATE OFFICER'S COMMENTS (Number each comment to show from whom building) INITIALS to whom. Draw a line across column after each comment.) RECEIVED FORWARDED EXA/DDA Bill, 7D18 Hqs. 21 101 1986 Following up on our conversation of the other 2. day, I have attached the draft charter of the Electronic Information 3. 21 167 636 Control Task Force. ADDA Invitations to provide 4 members of the task force are being sent to: 5. Executive Secretary/DCI MY 26 Nov (for DCI area) DDA D/M&P/DS&T 6. D/IMS/DO D/OIR/DI 7. D/OIT D/OS 8. I look forward to this being a challenging and fruitful endeavor. 10. 2 to 10: 12. 13. 14. 15.



## Administrative - Internal Use Only

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.