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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ISB Meeting - 18 April 1988 (U)

FROM:

SA/EXDIR
7E12 HQS

EXTENSION

NO.

ER 1481-88

DATE

11 April 1988

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

DATE

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

1. ER (File B-209-IR)
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25X1
25X1

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ER 1481-88
11 April 1988

NOTE FOR: Information Systems Board

25X1 FROM:

[Redacted]

Special Assistant to the Executive Director

25X1 SUBJECT: ISB Meeting - 18 April 1988

[Redacted]

The next meeting of the Information Systems Board has been scheduled for 18 April at 14:00 in room 7D64 Headquarters. Time should have been reserved on your calendar. An agenda for the meeting as well as papers pertaining to two of the topics are attached.

[Redacted]

[Redacted]

Attachments

- A. Agenda
- B. Draft Terms of Reference for the Electronic Processes Study Group
- C. Draft Employee Bulletin on the Information Technology Policy

This document is unclassified when separated from the attachments.

[Redacted]

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SUBJECT: ISB Meeting - 18 April 1988

25X1

DCI/EXDIR (11 Apr 88)

Distribution:

Orig - Each ISB member

1 - C/CSD/ISG/OS

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25X1

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Attachments

INFORMATION SYSTEM BOARD MEETING

Monday, 18 April 1988
14:00 - 15:30
Room 7D64 Headquarters

Agenda

25X1 Gateways -- Policies and Practices. [] Chief of
Management Information Systems Division within the Office of
Development and Engineering, will describe plans to establish
25X1 connections between the DS&T Wang network and contractor systems.
[] Chief of Client Services Division within the
Office of Security, will discuss the security policy for network
25X1 gateways. []

Electronic Processes Study. A working group will be chartered to
recommend specific policies and procedures which would allow
greater reliance upon electronic processes. The Board will
review the terms of reference and provide the names of
25X1 representatives to serve on the working group. []

Information Technology Policy. It has been one year since the
Board published an "Information Technology Policy for the Central
Intelligence Agency." The Board will review an Employee Bulletin
which reports on progress towards the goals expressed in the
25X1 policy and includes an updated policy statement. []

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D r a f t

Terms of Reference
for the
ELECTRONIC PROCESSES STUDY GROUP

Sponsored by the
Information Systems Board

Purpose: To recommend specific policies and procedures which would allow greater reliance upon electronic processes.

Background: We want every employee to be able to perform everyday processes electronically. To achieve this, we need to bring our paper and electronic cultures closer together by deciding how our administrative control mechanisms, which are well-established in the paper world, apply to electronic processes. More to the point, we must understand how requirements involving records management, authentication of transactions, and command and control relate to our electronic records and communications.

The group will help pave the way for more complete integration of electronic processes into the everyday business of the Agency by identifying applicable administrative requirements and recommending specific policies and procedures to satisfy those requirements. The group may also propose changes to existing systems.

Membership: Office of Information Technology
(data processing careerist, chair)
Office of Information Technology
(information management careerist)
Office of Information Resources
Office of Communications
Information Management Staff
Directorate of Administration
(multiple representatives, if necessary)
Directorate of Science and Technology
Office of General Counsel

Schedule: Kickoff 18 April
Brief progress to ISB 4 August
Brief findings to ISB 4 November
Publish final report 12 December

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