ROUTING AND RECORD SHEET

SUBJECT: (Optional)

NEWS AND INFORMATION

FROM:			EXTENSION	NO.
SECRETARY/CRD				
				DATE

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. CHIEF, CRD	1 Oct 82		SK	DESTROY _____
2. CHIEF, EXTERNAL BRANCH		4 oct.	IE	RETURN TO _____
3. CHIEF, INTERNAL BRANCH	4	15 Oct	RA	REMARKS _____
4. SPECIAL ASSISTANT		4 Oct 82	M	1-2 : Pls look into Objective 13
5.				1-3 : " " " Objective 11
6.				1-4 : " " " Objective 17
7.				Any comments? Suggestions?
8.				☐ STAT
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 610 USE PREVIOUS EDITIONS
1-79

582/2

2 9 SEP 1982

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: STAT
                   Director of Information Services

SUBJECT: Planning Program for FY 1983 (and beyond)

REFERENCE: DDA memorandum dated 13 August 1982; Same Subject
                   (DDA 82-1998)

     1. In response to reference, our proposed five-year plan, with emphasis
on FY 1983, is forwarded for your approval. Our goals, and the assumptions
which helped shape them, are designed to relate directly to applicable
goals selected by the Directorate.

     2. For future coordination of this plan and the upcoming quarterly and
monthly conferences, the focal point for the planning activity within the
Office is   Executive Officer, OIS, and he can be reached   STAT
                                                                                        STAT

                                                                                        STAT

Attachment:
  As stated

EXO/OIS   (29 Sep 82)   STAT

Distribution:
   Original - Addressee w/att
          1 - Each Division Chief w/att
          1 - D/OIS Subject w/att
          1 - D/OIS Chrono w/o

Administrative - Internal Use Only

OFFICE OF INFORMATION SERVICES
FY 1983 FIVE-YEAR PLAN

INTRODUCTION

·   This five-year plan is designed to meet the Office of Information Services' requirements in FY 1983 (and beyond) in support of the Directorate goals. The assumptions delineated here are based on the updated version of those related to the overall Directorate. ·

ASSUMPTIONS

1. The need for electronic information handling systems will increase during the foreseeable future. The availability of additional personnel to manage and utilize these systems will be limited with little or no growth expected in this area for 1983. Continued challenges will be met by improving the utilization of personnel, hardware, and space resources.

2. Only minor reorganizations will occur incidental to the new Executive Order 12356 and the expansion of electronic registries. CRD functions will be evolving during the year and there will be no change in OIS support requirements overseas.

3. We will continue to operate primarily from the Ames Building though some Office units will be relocated within the building to permit better communication among the Divisions and to permit more efficient management.

4. Better word processing systems will become available and permit improvement in the quality and quantity of production. New equipment and new procedures in the Office will require additional training to increase the efficiency of utilization and provide career enhancement for the personnel involved.

5. There will be a continuing need to manage an Agency regulation, handbook, and notice system.

6. There will be a continuing need for emergency and long-range planning to meet the changing needs of the Agency and to ensure the proper protection of records vital to the continued operation of the Agency.

7. Changes in the Freedom of Information Act (FOIA) may reduce the time and work required to comply with this law. However, the Agency will still be required to support the provisions of the Privacy Act (PA) and the mandatory review provisions of Executive Order 12356.

GOALS

1. Continue to develop the newly formed MI Career Sub-Group to provide the maximum possible support for its members through training, job assignments, and the administration of an equitable promotion policy. Design the total program to be responsive to the needs of the Office while asserting affirmative action and assuring equal opportunities for members of the career Sub-Group.

2. Make maximum use of the best available equipment and systems for use in word processing, electronic storage and retrieval of information, and access and protection of vital and archival records. Continue planning to assure the proper maintenance and modernization of these systems and facilities and avoid duplication.

ILLEGIB

3. Provide an office environment which will be pleasing to employees and conducive to increasing efficiency in production, improving morale, and enhancing safety and security within the workplace.

4. Improve, where possible, the capability of the Agency to respond in a timely and consistent manner to requests for review or release of Agency information, as required by statute, Executive order, or Agency regulation.

5. Continue to develop and maintain a program of records management which provides for control over the creation, maintenance, use and disposition of all Agency records; develop and encourage the application of standards, procedures, and techniques designed to improve the management of records; ensure the maintenance and security of records of permanent value; and facilitate the segregation and ultimate destruction of records of temporary value.

OBJECTIVES

1. Continue the development of TRIS in cooperation with ODP and maintain and refine those subsystems already developed.

2. Develop a plan to identify and establish a records control schedule for ADP records. Apply experience gained in establishing the information requirements for support of the TRIS program.

3. Establish procedures to ensure that the proper priorities are assigned to records systems management and the development, maintenance, and enhancement of OIS computer systems which support this management.

ILLEGIB

4. Reactivate the Vital Records plan and coordinate it with the Agency emergency planning program.

5. Develop a plan to increase the number of automated registries in the Agency and determine the feasibility of an early tie in to ARCINS and RAMS.

6. Complete the Headquarters records review and update the component records control schedules to reflect the recent extensive office reorganizations.

7. Conduct regularly scheduled audits of component registries and records management practices every five years or sooner.

8. Monitor legislative efforts to amend the FOIA and PA relative to their impact on the Agency to assure that the review of material is responsive to any changes which may affect the Agency's related actions.

9. Maintain a training program to sharpen the skills throughout the Agency for compliance with the FOIA, PA, and the mandatory review requirements of Executive Order 12356 and a program to enhance the capabilities of the individuals at the Information Review Officer level in supporting and operating the IPD computer logging system (IPLOG).

10. Combine the capabilities of the latest state-of-the art Wang word processing system with the DECAL computer retrieval system to enhance the organizational responsiveness in complying with the FOIA and PA.

ILLEGIB

11. Develop guidelines and procedures to produce a more consistent review of employees' manuscripts when submitted for pre-publication classification evaluation.

12. Increase the number of routine procedures that are handled by automated systems to enable more efficient processing and to provide better control of the functions.

13. Enhance the automated term list and add more high-interest documents, e.g., Kennedy assassination, OSS records, and finished intelligence releases, to the DECAL system to assist in processing requests.

14. Provide support to other government agencies in review of official records and manuscripts to determine the need for continued protection of material which contains information of interest to CIA.

redaction
15. Develop an automated data-production system which complements the Publications Review Board system for the storage and retrieval of information on classification review decisions.

16. Provide support to the Presidential Libraries through visits by Agency reviewing officer teams to resolve problems related to the release of information held by the libraries and which are related to Agency activities and interests.

17. Provide general guidance for use by the National Archives and Records Service (NARS) in the review and control of documents that are sensitive but not marked as classified, such as, White House Press Secretary's official appointment calendar, General Goodpastor's Presidential Daily Briefs, and various ambassadorial inderdepartmental memoranda touching on intelligence subjects.

18. Establish a program to update Headquarters and Field regulations on a three-year cycle, beginning in .FY 1983 for regulations issued in 1979 or earlier.

19. Improve the current word processing methods, thus enhancing the management of the Agency's regulatory issuance system. Continue the improvement as more efficient equipment becomes available.

20. Reconcile the numbering sequence of Agency notices and handbooks with the numbering sequence of the Headquarters and Field regulatory issuances, wherever possible.

Auiiiiiisiiaiive - iiiiuiiiai use Only

O - Scheduled
X - Actual

Office: Office of Information Services
Objective Statement: Maintain and refine capability for classification review consistent with Executive Orders and Agency Regulations. STAT
Responsible Officer:
Significant Funding Amount: $_____ FY 83
Date Submitted: September 1982

Activities Planned	Quarter 1				Quarter 2				Quarter 3				Quarter 4			
	OCT	NOV	DEC		JAN	FEB	MAR		APR	MAY	JUN		JUL	AUG	SEP	
Develop automated (computer) data reduction system for keeping track of classification review decisions - test portion of classified information management system (CIMS) (by end of 2nd quarter).							0									
Presentation of recommendation for mandatory review in CRD.			0													
Arrange for four visits of CRD review teams to Presidential Libraries (if funds are available).															0	
Provide NARS with CIA guidelines for NARS systematic review for years 1952-54 (ISOO Implementing Directive 12356).					0											

Administrative - Internal Use Only

O - Scheduled
X - Actual

2 of 2

Office: Office of Information Services
Objective Statement: Maintain and refine capability for classification review consistent with Executive Orders and Agency Regulations.
Responsible Officer:
Significant Funding Amount: $_____ FY 83
Date Submitted: September 1982

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Acquire reference material for classification review.		0			0				0			0
Spot and identify possible replacement classification review officers for CRD.					0							
Initiate second phase of State Department records survey.		0										

Administrative - Internal Use Only

Administrative - Internal Use Only

O - Scheduled
X - Actual

Office: Office of Information Services
Objective Statement: Maintain and refine the capability to respond in a timely, consistent manner STAT
Responsible Officer: [   ]   requests for release of Agency information
Significant Funding Amount: $ _____ FY 83   as required by statute or Executive order.
Date Submitted: September 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Add to DECAL data base material released on OSS, MKULTRA, and JFK assassination.											O	
Work with OT&E on course content of FOIA/PA seminar.	O											
Set up annual Agency FOIA/PA conference.								O				
Train DDI/IRO in add access to IPLOG.				O								
Train other component IROs as appropriate in add access to IPLOG.											O	

Administrative - Internal Use Only

Administrative - Internal Use Only

O - Scheduled
X - Actual

STAT

Office: Office of Information Services
Objective Statement: Continue to develop and maintain a records managment program.
Responsible Officer:
Significant Funding Amount: $ _____ FY 83
Date Submitted: September 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Complete the Head-quarters records review.									O			
Expand capabilities in auditing component records management practices, concentrating on refinenments in analysis, reports and recommendations, and follow-up action.											O	
Complete System Initiation phase of TRIS, including the system development plan and related documents.												O
Carry out the ADP records managment plan within OIS and begin application to other offices.												O

Administrative - Internal Use Only

Administrative - Internal Use Only

O - Scheduled
X - Actual

Office: Office of Information Services
Objective Statement: Continue to develop and maintain a records management program.
Responsible Officer:
Significant Funding Amount: $ _____ FY 83
Date Submitted: September 1982

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Establish priorities for the development, maintenance, and enhancement of OIS computer programs.		O										
Produce a Headquarters handbook on the management of Top Secret Collateral Materials.				O								

O - Scheduled
X - Actual

Office: Office of Information Services - Regulations Control Division
Objective Statement: Uniform Numbering System for all HR's and FR's
Responsible Officer:
Significant Funding Amount: $_____ FY 83
Date Submitted: September 1982

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Final review of field regulations printed by P&PD.		O										
Distribute field regulations Agencywide.			O									

Administrative - Internal Use Only

O - Scheduled
X - Actual

STAT

Office: Office of Information Services - Regulations Control Division
Objective Statement: Numbering change for HN's and FN's
Responsible Officer:
Significant Funding Amount: $_____ FY 83
Date Submitted: September 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Issue notice Agencywide to inform of numbering change for subsequent notices.				O								
Implement new numbering system.				O--O								

Administrative - Internal Use Only

Administrative - Internal Use Only

O - Scheduled
X - Actual

Office: Office of Information Services - Regulations Control Division
Objective Statement: Cyclical Update of HR's and FR's Through 1979
Responsible Officer:
Significant Funding Amount: $_____ FY 83
Date Submitted: September 1982

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Compile lists of HR's & FR's dated 1979 and earlier.	O											
Prepare memorandums to initiator requesting submission of schedule for revision or revalidation.		O										
Follow-up consultations and negotiation of deadline for submission of schedules.			O									
Initiators submit proposed revalidations or revisions.							O					
Prepare for Agency-wide coordination and/or OGC concurrence.									O			
Submit for approval.												O
Prepare approved regulations for printing and distribution.												O

Administrative - Internal Use Only

Administrative - Internal Use Only

O - Scheduled
X - Actual

Office: Office of Information Services - Regulations Control Division
Objective Statement: Installation of WANG Equipment
Responsible Officer:
Significant Funding Amount: $_____ FY 83
Date Submitted: September 1982

STAT

Activities Planned	Quarter 1				Quarter 2				Quarter 3				Quarter 4			
	OCT	NOV	DEC		JAN	FEB	MAR		APR	MAY	JUN		JUL	AUG	SEP	
Remove NBI word processing equipment.	0															
Install WANG equipment.	0															
Training of RCD personnel on WANG.	---------------0															
Tie-in to OIS Alliance Network.						0										
Develop procedure for interface with P&PD.										-----0						
Develop procedure for interface with initiators and coordinators.															-------0	