

MEMORANDUM FOR THE RECORD

SUBJECT: First Quarter Review - OIS Five-Year Plan - 21 January 1982 [] 25X1

1. The first presentation was given by [] Chief, Regulations Control Division (RCD), whose introductory remarks were geared towards providing a perspective for RCD's Five-Year Plan. C/RCD manages the Agency's regulatory system on behalf of the Deputy Director for Administration. This responsibility includes establishing and enforcing editorial standards; ensuring full and timely completion of the coordination process; acting as mediator to affect compromise solutions when differing views among coordinators tend to reach a stalemate; and obtaining, as appropriate, DCI, DDCI, DDA, or DDO approval for publication of issuances. [] 25X1

RCD currently processes more than 400 newly proposed regulatory issuances and revisions to policy annually. This activity results in great measure from changes in existing statutes and directives, Executive orders, and organizational changes within the Agency. [] 25X1

In addition to the numerous functions involved in processing these proposals and revisions, RCD also continues work on an active case file of approximately 125 regulatory issuances that was reduced during the past year from 180 issuances. This case file is composed of complex regulations and detailed handbooks that require considerable effort by each of the Agency elements involved. Too frequently, the sparse personnel assigned to policy and planning staffs dealing with regulations are faced with other competing priority demands. This situation, compounded with the inevitable differing views that develop as to prerogatives and responsibilities delegated, contributes to prolonged coordination. [] 25X1

RCD's staff consists of a Chief, Deputy Chief/Senior Editor, five editors, a secretary, and a clerk-typist. One-half of the current staff has less than one year's experience in their specialized assignments. Working with regulations, whether as a clerical or professional, requires many months training and experience because of the unique nature of this work. [] 25X1

As to its goals during the next five years, RCD plans the following: By the end of 1982, RCD will complete its objective to have a uniform numbering system for the 250 headquarters and 125 field regulations so that each regulation will be compatible in category number and subject matter.

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When this goal is achieved, the same numbering system will be applied to the headquarters and field notices. [redacted]

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During FY 1983 and FY 1984 all headquarters and field regulations that are dated three years or longer since their last revision must be reviewed, revised, coordinated, and reissued. Although a miniscule number will probably require no changes and therefore may be revalidated, the bulk of the 500 regulatory issuances in the system will be affected. Obviously, this updating requirement will add to RCD's workload. [redacted]

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During February 1982, delivery of the NBI 3000 word processing equipment is anticipated by RCD. Electrical hookup and training by NBI are scheduled during March. Mr. Fitzwater asked if this system would be compatible with the Electronic Text Editing and Composition System (ETECS). [redacted] responded in the affirmative. He mentioned that discussions were held with Printing and Photography Division and Office of Data Processing to ascertain this compatibility. In answer to a second question, he said about 85 percent of all the regulatory issuances are in ETECS. (This reflects 95 percent of the headquarters and field regulations but only 16 of the 46 handbooks are in ETECS.) [redacted]

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Mr. Fitzwater asked C/RCD if there were any problems concerning cooperation in the coordination of regulations. [redacted] responded it was not a lack of cooperation that was the major problem but the fact that most policy and planning staffs in the Agency responsible for coordination were hard-pressed. The regulations required careful attention and review, and such personnel were charged with other responsibilities and priorities as well. As for OGC, he noted that RCD enjoys very good working relations, and when time is a critical factor, excellent cooperation and response are received. [redacted] expressed the view that OGC response was not as good as it should be and cited the revised handbook on FOIA as an example.

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[redacted] also noted that a memorandum is on file to the DDA asking for a lawyer to be detailed to OIS for use with FOIA. He felt the lawyer could also be utilized in coordinating the Agency's regulations. [redacted] pointed out that the example mentioned, particularly as it concerned RCD's experience with OGC, was a rare occurrence. RCD is pleased with the overall performance and special relationship which it enjoys with OGC. RCD forwards about 400 regulatory issuances annually and unresponsiveness is the glaring exception rather than the rule. [redacted]

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2. The next presentation was by [redacted] Chief, Classification Review Division. The Division's review of OSS permanent records will be complete by the end of FY 1982, except for a chrono file which it does not believe worth reviewing. Visits to the Presidential Libraries and the manuscript review procedures are both being reviewed on schedule. The systematic review target rate of 150,000 pages is actually being accomplished at only 90,000 pages a month. The shortfall is a direct result of the

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Division's being understrength. The inventory of non-paper holdings has been started and should be completed this week. He noted that DDO records are not included and the majority of the records are DDS&T and date post-1970. Mr. Fitzwater asked if these included the large number of boxes of motion picture film that he saw at the Archives. Don responded that yes, these were among the non-paper items and that the exercise was primarily to inventory the holdings only, although a review of the motion picture film had already begun. He noted that he saw it prudent to conduct the inventory and to write procedures for the review of these special materials employing the expertise now available. If systematic review were to again become mandatory, there would be extant file of procedures for new and inexperienced officers to follow. Mr. Fitzwater asked if it included digital tapes--the response was yes and this caused many problems, both philosophical and procedural. []

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[] then reviewed the objective of providing guidance to NARS on non-classified, unmarked, but sensitive documents. He mentioned the guidance was drawn up and was sent to DDO/IMS for coordination. IMS, noting that the majority of the material appeared to belong to State Department, proposed that the DCI coordinate with the Secretary of State, which the Division saw as being not only overkill but also incorrect because the problem lies with NARS. He felt that he had turned this around and that the guidance was now back on track. Mr. Fitzwater asked if this objective was to provide guidance only and the response was yes. [] advised that many of the documents were overt cover documents and documents between governments (such as papers from the Presidents to heads of other governments, as Mr. Fitzwater surmised) which were not provided with classification markings. []

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Don went on to mention they have completed the review of the 1951 through 1954 volumes of the Foreign Relations of the United States (FRUS) with the exception of one volume on Central America which is hung up in the DDO because it deals extensively with []. They will be reviewing FRUS volumes 1955-57 from this point forward. [] mentioned that with the E.O. 12065 mandate for systematic review being replaced by an Executive order making such a program optional, there is very little interest within the Agency to continue to support this exercise. He felt it would be a serious mistake, however, not to provide some kind of capability to assist other agencies, such as NARS, State, and DOD, which hold a sizable quantity of our information in their files, plan to continue systematic review, and will be placing support requirements on us. He mentioned that the Division was planning to visit the Truman Library where potentially some 50,000 pages of our information was being held, and the Eisenhower Library (138,000 pages). He noted further, as an indication of severity of this potential problem, that NARS has estimated the Carter Library could include as much as 1,000 cubic feet of sensitive national security information. []

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3. [] Chief, Information and Privacy Division, addressed the release of Agency information and stated that the past year had been a good one for his Division's production. They received 3,000 actions and responded to 2,975. At the same time, they reduced their administrative appeal caseload. The cost of this program to the Agency since its beginning in 1975 was \$17.6M, and during this same period, the Agency has collected about \$65,000 in fees which is equivalent to 4 mills on the dollar. Congress had originally estimated that this exercise would cost, government-wide, \$40,000 a year. [] mentioned that they should republish the Agency's rules and regulations on FOIA in the Federal Register as this had not been done since 1976. Mr. Fitzwater stated if we are not to get a concrete benefit, we should not publish in the Register. [] stated that his Division is updating the FOIA/PA course curriculum, which is being conducted by OTE. They will also conduct the annual Agency symposium on changes in processing FOIA to approximately 100 Agency employees [] In addition, the Division is preparing a slide presentation on FOIA. Mr. Fitzwater stated he would like to see this presentation as soon as it is far enough along. Mr. Fitzwater asked John if he had met with the DCI. The response was no; he had met with [] Question: How does he know about FOIA and the answer was: "I briefed him." John said it is hard to assert yourself in this field. DDA said: "Tell me the problem and I'll fight for you." John said he would be addressing a meeting next month at the Sigma Delta Chi Journalist Society on behalf of [] who has cleared the request with Admiral Inman. He anticipates the audience being hostile. He concluded by noting that the Congressional Report is on its way to the DDA. []

4. The next presentation was by [] Chief, Records Management Division. Ed's pitch centered on the need for automation within the records management function. He mentioned he has a Branch Chief working full time with Office of Data Processing to develop a systematic approach to standardize the automation of all Agency registry systems. He pointed out that a problem as simple as the sequence used for month, day, and year could cause many problems and foul ups between registries that do not have identical software and hardware systems. His Division is working with ODP to develop this standardized hardware and software system. He went on to discuss RAMS. Mr. Fitzwater said that he thought RAMS was up and running. [] responded it was up, but there were several aspects of the procedures that have to be further developed. Mr. Fitzwater asked for a demonstration of RAMS and it was agreed that [] would schedule it and get it on Mr. Fitzwater's calendar. The Headquarters records review is slightly behind schedule. The DDO has completed their portion, but the DDI has fallen behind due to their recent reorganization and relocation. The DDA's portion is on schedule. []

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5. [] gave an overview of the personnel aspects of his Office, 25X1
copy attached. [] gave a short look at some items of interest in 25X1
training. They included the assignment of a senior OTE training officer to
OIS for one year. This officer has discussed setting up outside training
with American University, Department of Agriculture, OPM, and NARS, which
is uniquely tailored to the requirements of OIS. In addition, he mentioned
with the expansion of the career service, they had several cases of individuals
that did not meet the requirements of age or grade to get into training.
In most cases, they were able to get exceptions. In addition, they are
developing a correspondence course program for their overseas employees,
conducting a short version of the DDO records course, and are actively
filling shortfalls that occur in OTE's standard course quotas. [] 25X1

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ROUTING AND RECORD SHEET				
SUBJECT: (Optional) First Quarter Review - OIS Five-Year Plan - 21 January 1982 25X1				
FROM: Executive Officer, Office of Information Services 1206 Ames Building	EXTENSION	NO. OIS 82-006/4 25X1	DATE 29 MAR 1982	
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.)
	RECEIVED	FORWARDED		
1. Chief, CRD	30 Mar 82		<i>[Signature]</i>	Attached is a Memorandum for the Record on OIS' presentations at the 21 January First Quarter Review of our Long-Range Plan. This includes the changes on the draft which was prepared by the Management Staff, DDA. A copy has been sent to DDA/MS.
2. Chief, IDB				
3. Chief, RND				
4. Chief, RND				
5. C/OPS - FYI	1 Apr 82		<i>[Signature]</i>	
6. C/ERO				Attachment: As stated
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15.				UNCLASSIFIED when separated

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