

SYSTEM DESIGN
SPECIFICATIONS Declassified and Approved For Release 2013/09/04 : CIA-RDP93B01194R001700090001-7

U N C L A S S I F I E D - D R A F T

INFORMATION PRIVACY SYSTEM

(IPS)

SYSTEM DESIGN SPECIFICATIONS

SD195000

Prepared by:

Special Systems Branch
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19 May 1989

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Chapter 1

INTRODUCTION

1.1 PURPOSE

The System Design Specification document for the Information Privacy System (IPS) is written to present the detailed requirements and the operating environment for the development of IPS, a SQL conversion application of the current GIMS IPSLOG system. These specifications describe the design approach by functional area, which includes the functional flow, description of software and hardware and the identification of the data required by the software to achieve conversion from IPSLOG to IPS.

1.2 SCOPE

The SDS document for IPS identifies the major objectives of the system, the detailed needs of the customer and the information needed to code the system. The system requirements including functional, performance, security, hardware, interface and conversion requirements that must be satisfied by the final system are stated herein. This SDS contains text and flow charts explaining the design's hierarchical structure, logic flow, and data handling capabilities.

1.3 REFERENCES

DSG Documentation Standards Manual, 1989

Information Privacy System Development Plan

Information Privacy System Transition Plan

Information Privacy System Interface Control Document

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Chapter 2

SYSTEM OBJECTIVES AND FUTURE DESIGN CHANGES

2.1 SYSTEM OBJECTIVES

The purpose of this effort is to develop an effective system using SQL/DS that will assist ISD in controlling, tracking, and reporting on all cases throughout their processing cycle. Since GIMS is being phased out, all GIMS database/procedures are scheduled for conversion and such is the case with ISD's current system, IPSLOG. The new system, IPS, will be user friendly, and efficient in the areas of response time; accuracy will provide the user with the capability of easier database maintenance and provide flexibility in generating reports.

2.2 FUTURE DESIGN CHANGES

It is requested that the IPS Project Team look at the capability of the new system to provide ISD with the ability to generate form letters, address labels, and possibly bar coding in the future.

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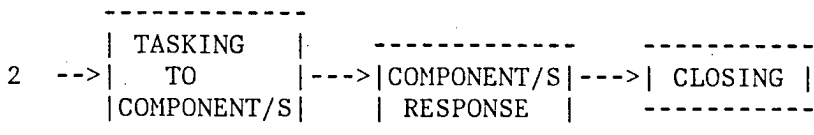
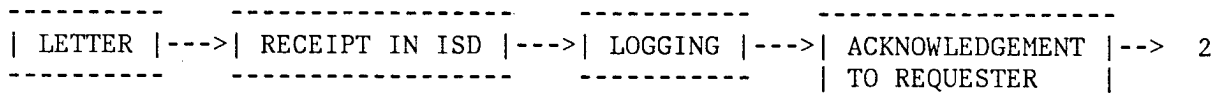
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Chapter 3

SYSTEM OVERVIEW

IPS will provide ISD with the capability of on-line data entry of information required for the recording, tracking and reporting of all Privacy Act, Freedom of Information and Executive Order cases. The Directorate Information Review Officers (IROs) and Freedom of Information Officers (FIOs) will also be able to record, track and report on cases within their individual directorates. Requests, referrals, appeals and litigation cases are included in IPS. Following is a generalized block diagram of IPS case processing. See APPENDIX A for a detailed block diagram of IPS case processing.

3.1 INTERNAL DESIGN OVERVIEW

The major functional requirements identified for the IPS system are:

- UPDATE - The ability to add, change, and retrieve records from the database and validation tables.
- REPORTS - The ability to generate reports periodically using on-line procedures.
- QUERY - The ability to produce reports from on-line queries.
- HELP - On-line help to assist the user.

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3.2 HARDWARE DESIGN OVERVIEW

There are no special hardware requirements for the IPS system. The Agency standard Delta Data terminals and printers currently available will be utilized by IPS while maintaining the ability to respond to the changing environment.

3.3 SYSTEM INTERFACES

Upon the retirement of a case in IPS, the case will be entered into ARCINS (Agency Archives and Record Center Inventory System) by the interface program. The job number will be provided by the Record Center to ISD. The data fields that will be transferred from IPS to ARCINS are : job number, box number, folder number, disposition date, item number, final date, case number, beginning date, requester's name and first line of the subject.

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Chapter 4

SYSTEM SUPPORT INFORMATION

4.1 SECURITY

The major security requirements are to control the users' read and/or write access to individual records and to limit the user's read and/or write access to particular data fields. Access to the database and specific data will be controlled by the IPS Database Manager (DBM) in ISD.

4.2 NAMING CONVENTIONS

Standard REXX, SQL and PLISQL naming conventions are implemented. SQL column names are preceded by the first character or first two characters of its SQL table name.

4.3 HUMAN FACTORS AND SYSTEM DESIGN

The IPS system will operate in an environment characterized by ease of operation, such as menus, simple user instructions, explicit error messages, brief user input and an "online" help facility.

4.3.1 DISPLAYS

The system will be menu and function key driven to allow easy user interaction and to minimize key strokes and input errors. Required menu fields will be displayed 'bright'. The system will provide the data for the date and user field on all menus. The IPS system will provide for various reference aids to support their online activities through the help facility. Clear text error messages will be displayed upon an invalid entry. The system will provide for easily resuming data entry.

4.3.2 ERROR MESSAGES

The following error messages are generated during the execution of the IPS system. Each error message is a simple, direct statement with the condition of generation being obvious.

1. PLEASE RUN IPS ON VM1, VM2, or VM3.
2. ERROR - SQL DISKS NOT LINKED
3. ERROR - REXX SQL NOT LINKED

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- 4.
5. INVALID FUNCTION KEY. PLEASE USE ONE OF THE VALID F KEYS BELOW.
6. INVALID OPTION. PLEASE USE ONE OF THE VALID OPTIONS ABOVE.
- 7.
- 8.
9. INVALID CASE OFFICER.
10. FIELD MUST CONTAIN 2 DIGITS. PLEASE RETYPE.
- 11.
12. NEW CASE OFFICER DATA INSERTED IN SQL TABLE. PLEASE CONTINUE.
13. TYPE IN ALL DATA TO BE ADDED/CHANGED. DEPRESS F10 (UPDATE).
- 14.
15. CASE OFFICER RECORD DELETED. PLEASE CONTINUE.
16. CASE OFFICER INITIALS NOT FOUND. NO DELETION DONE. PLEASE RETYPE
17. FIELD MUST CONTAIN AT LEAST 2 CHARACTERS. PLEASE RETYPE.
18. DATA IS REQUIRED IN THIS FIELD. PLEASE TYPE.
19. NUMBER OF DOCUMENTS AND PAGES ARE REQUIRED FOR EO CASE. PLEASE TYPE.
20. FIELD MUST CONTAIN NUMBERS ONLY. PLEASE RETYPE.
21. FIELD MUST CONTAIN ALPHABETIC CHARACTERS. PLEASE RETYPE.
22. TYPE OF CASE MUST BE: 'A', 'C', 'E', 'F', 'P', 'T'. PLEASE RETYPE.
23. THREE NUMBERS ARE REQUIRED IN THIS FIELD. PLEASE RETYPE.
24. FOUR NUMBERS ARE REQUIRED IN THIS FIELD. PLEASE RETYPE.
- 25.
- 26.
27. YEAR PORTION OF TSNUMBER IS INVALID.
28. BOTH TSYEAR AND TSNUMBER ARE REQUIRED. PLEASE RETYPE.
- 29.
30. YEAR (YYYY) OF DATE IS INVALID PLEASE RETYPE.
31. MONTH (MM) OF DATE IS INVALID. PLEASE RETYPE.
32. DAY (DD) OF DATE IS INVALID.
33. FIELD CONTAINS AN INVALID CHARACTER. PLEASE RETYPE.
34. KEYWORD CANNOT BE CHANGED TO A BLANK. F? TO CONTINUE. F? TO DELETE KEYWORD.
35. INVALID - DATE OF LETTER CANNOT BE LATER THAN RECEIVED DATE. PLEASE RETYPE.
- 36.
37. INVALID - DATE OF LETTER CANNOT BE GREATER THAN TODAYS DATE. PLEASE RETYPE.
38. FIELD MUST CONTAIN ALPHABETIC CHARACTERS ONLY.
USE A SPACE IF MULTIPLE PART. PLEASE RETYPE.
39. TYPE IN NAME AND OFFICE INFORMATION. DEPRESS F? TO ADD/CHG RECORD.
- 40.
41. FIELD MUST CONTAIN: 'FRUS' 'MANUSCRIPT' 'OTHER', 'DAMAGE' - PLEASE RETYPE.
42. 1=COMMERCIAL USE;2=EDUC & NON-COMMER INSTS;3=REPS OF NEWS MEDIA;4=ALL OTHER
43. INVALID -- RETURN DATE MUST BE AFTER SENT DATE
44. RESPONSE CODE MUST BE: D=DENIED, F=FEE ESTIMATE, N=NEGATIVE, P=POSITIVE
45. TYPE OF XREF(SUFFIX) MUST BE: 'A', 'C', 'D', 'E', 'F'.
46. TYPE OF ACTION MUST BE: F=FEE ESTIMATE, R=REFERRAL, T=TASKING
47. IF RSP (RESPONSE) IS ENTERED THEN RETURN DATE, IS REQUIRED.
48. OPEN CASE - TYPE IN DATA AND F4. CHANGE CASE - DEPRESS F10 FOR NEW MENU.
49. NO CASE NUMBER ENTERED ON SCREEN. PLEASE TYPE.
50. SQL ERROR! SEE FILE 'SQL ERROR' ON YOUR 'A' DISK. YOU MUST EXIT (F12) !!
51. NO INITIAL CASE FOUND, CHECK CASE NUMBER. F4 TO TRY ANOTHER.
- 52.
53. UPDATE UNSUCCESSFUL. NO MENU DATA CHANGED. PLEASE TRY AGAIN.
54. INITIAL CASE DATA UPDATED SUCCESSFULLY. PLEASE CONTINUE.

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- 55.
56. TYPE CASE NUMBER (EX: F88-0009) AND DEPRESS F4 TO SELECT RECORD.
- 57.
58. F4 NOT DEPRESSED PRIOR TO F10. RECORD MUST BE SELECTED FIRST.
59. TO DO COORD/REFS ENTER 'X' IN THE ADD/CHG/DISPLAY FIELD AND DEPRESS F?.

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Chapter 5

FUNCTIONAL SOFTWARE DESIGN

The major functional requirements identified for the IPS system are case information storage, menu display, data entry/update, data search/retrieval, report generation and help facility.

5.1 CASE INFORMATION STORAGE

The IPS system is an SQL database consisting of 18 tables with the case number being the key to all tables. Coding is done in REXX and PL/I with imbedded SQL statements and XMENU for menu display. XMENU usage requires that the system operate under the 3270 protocol.

5.2 MENU DISPLAY

IPS menus utilize several special features to aid in the input and the update of data. These features - cursor movement, function keys, required fields and coded input - are described below.

5.2.1 CURSOR MOVEMENT

Cursor movement on a menu is from left to right across a line. A user may move from field to field on a menu by using the TAB key. The TAB key causes the cursor to jump to the next rightmost field on the line or to the leftmost field on the next line.

5.2.2 FUNCTION KEYS

Function keys are used in the operation of IPS to make the system easier to use. Function keys enable the user to move from screen to screen and to manipulate data without pressing the ENTER key.

5.2.3 REQUIRED FIELDS

When completing menus with record data to be inserted into the database, certain fields on the menu are 'required' fields. These fields are displayed 'bright' and they MUST have an entry in order for the record to be inserted into the database. If a required field is left blank, the cursor will be placed back at the missing field and an error message will be displayed when an attempt is made to add the record.

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5.2.4 CODED INPUT

Certain fields on a menu may only accept a code as valid input. If an invalid code is input, the cursor is positioned at the incorrect field and an error message is displayed.

5.3 ACCESSING IPS

Access to the IPS system will be from an REXX Exec on system software disk. If access is authorized the IPS Welcome Menu will be displayed and the following choices areas will be available to the user.

```
-----  
|  
| WELCOME TO THE INFORMATION PRIVACY SYSTEM (IPS)  
|  
| IF YOU ARE UNFAMILIAR WITH IPS DEPRESS F1 FOR HELP.  
|  
| F1 HELP  
| F2 INITIAL CASE PROCESSING  
| F3 APPEAL CASE PROCESSING  
| F4 LITIGATION CASE PROCESSING  
| F5 RETIREMENT PROCESSING  
| F6 WEEKLY STATISTICS  
| F7  
| F8 RESEARCH INITIAL CASE  
| F9 COUNT  
| F10 REPORT OPTIONS  
| F11 DBA FUNCTIONS (VALIDATION TABLES)  
| F12 EXIT IPS AND RETURN TO CMS  
|  
|-----
```

Each option is indicative of a functional area of the IPS system and upon the selection of F2-5 for case processing additional functional areas will be presented. The following information will state all functional areas indicated on the main menu and sub-menus.

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5.4.1 PURPOSE

The purpose of the HELP function is to provide the users with various reference aids to support their on-line activities. Each menu with its associated phase of the case processing will provide a HELP screen accessed by pressing function key F1.

5.4.1.1 General Information

Program Name: HELP
Language Used: REXX
Initiated By: User presses function key F1 on all menus.
Frequency of
Execution: Whenever the user requests on-line assistance.
Input: Function key F1.
Output: Terminal

5.4.1.2 Input

There is no data input for this procedure.

5.4.1.3 Output

Terminal display of a specific help screen. See Appendix B for all HELP screen displays.

5.5 INITIAL CASE PROCESSING

5.5.1 PURPOSE

The purpose of the Initial Case Processing menu is to present the functional choices available to the user when a new case is submitted for processing.

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***** INITIAL CASE PROCESSING *****

```
F1  HELP
F2  RETURN TO WELCOME MENU
F3  OPEN NEW CASE
F4  CHANGE INITIAL CASE DATA
F5  KEY/XREF (CASEOFF, TS#, RD, CDWD, TYPE REVIEW, SUBJECT)
F6  ACK/STAT (CORRESPONDENCE SENT TO REQUESTER)
F7  TASKING (ACTION, REFERS, COORDS & RESPONSES)
F8  FEES
F9  CASE OFFICERS TABLE
F10 T CASE CLOSED OR CHANGED TO P
F11 CLOSE INITIAL CASE
F12 EXIT IPS AND RETURN TO CMS
```

5.6 RETURN

5.6.1 PURPOSE

The purpose of the RETURN function is to provide the capability to leave the current menu and continue case processing by selection from the WELCOME menu.

5.6.1.1 General Information

Program Name: RETURN
Language Used: REXX
Initiated By: User presses function key F2 on Initial Case Processing menu.
Frequency of Execution: User's option.
Input: Function key F2.
Output: WELCOME menu displayed.

5.7 OPINIT

5.7.1 PURPOSE

The purpose of the OPINIT procedure is to provide the capability to add initial records to the IPS database. The user presses function key F3 and enters the required fields designated bright on the menu. The OPEN procedure calls the VALINIT function for the validation of the inputted values. Upon successful validation, the UPINIT function is called to add the record to the database and to display a freshened menu with a message indicating a successful add and the assigned case number.

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5.7.1.1 General Information

Program Name: OPINIT
 Language Used: REXX
 Initiated By: User presses function key F3 on Initial Case Processing menu.
 Frequency of Execution: Whenever a case is to be added to the database.
 Calls To: VALINIT and UPINIT.
 Input: Function key F3
 Output: Terminal; freshened OPEN menu

5.7.1.2 Input

The input of all data for the OPINIT procedure will be through a menu. The Log Date, User and Year are generated by the system. The user (a) enters the required fields, (b) presses function key F4.

```

-----
|                                     INITIAL CASE                                     |
| OPEN New Case:                      Log Date:                      User:                      |
|*****|
| Typecase: _ Letter Dated: _-_- Letter Rec'd: _-_- |
| Case Ofc: _ Category of Requester: _ Fee Waiver Requested: _ |
| Requester's Last Name: _____ |
|           First: _____ Middle: _____ Title: _____ |
| Requested For Last Name: _____ |
|           First: _____ Middle: _____ Title: _____ |
| Street: _____ |
| City: _____ State: _ Zip: _____ Country: _____ |
| Organization: _____ |
| NON-CIA Agency/Number: ___/___ |
| Number EO Docs: ___ Number EO Pages: ___ Type Class Review: _____ |
| TS Collateral:  ___ TS ___ TS ___ TS ___ |
|           TS ___ Codeword: _ RD: _ |
| Subject: _____ |
|_____ |
|_____ |
|-----|
| F1=HELP  F2=RETURN  F3=          F4=ADD  F5=KEY/XREF  F6=ACK/INT |
| F7=TASKING  F8=FEES  F9=CASEOFF  F10=CHANGE  F11=          F12=EXIT |
|-----|
  
```

5.7.1.3 Output

The output for this procedure will be a freshened menu with a message indicating the success of the database update and the number assigned by the system to the case.

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5.8 VALINIT

5.8.1 PURPOSE

The VALINIT procedure will validate each input data element against preestablished criteria. An appropriate error message will be displayed to identify the reason for failure and the menu will be redisplayed with the cursor positioned on the field in error. Validation of designated 'code' fields will include a search and verify of a validation table. Validation criteria for each field is specified in Chapter 6 under Edit checks for each data field of all SQL tables.

5.8.1.1 General Information

Program Name: VALINIT
Language Used: REXX
Initiated By: OPINIT and CHGINIT Procedure.
Frequency of Execution: Whenever initial case data or additional case data is added to or updated in the database.
Input: Menu data fields.
Output: Upon validation failure, the procedure will redisplay the menu with an appropriate error message and the cursor positioned on the field in error. Upon validation success, a return to the calling procedure is executed.

5.9 UPINIT

5.9.1 DEFINITION

The purpose of the UPINIT function is to add a new/updated record to the database.

5.9.1.1 General Information

Program Name: UPINIT
Language Used: REXX with SQL
Initiated By: OPINIT Procedure and CHGINIT Procedure.
Frequency of Execution: Whenever field data for a case has been successfully validated.
Input: Menu data fields.
Output: The record is added/updated in the database.

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5.10 CHGINIT

5.10.1 PURPOSE

The purpose of the CHGINIT function is to update case information in the database.

5.10.1.1 General Information

Program Name: CHGINIT
 Language Used: REXX with SQL
 Initiated By: User presses function key F4 on the Welcome menu and Initial Case Processing menu.
 Frequency of Execution: Whenever field data for a case is to be changed/updated.
 Calls To: SELINIT, VALINIT, UPINIT.
 Input: Function key F4.
 Output: Terminal; freshened menu.

5.10.1.2

Input

The input of all data for the CHGINIT procedure will be through a menu. The user (a) enters the case number, (b) presses function key F4, (c) enters changed/new data, (d) presses function key F10.

```

-----
                                INITIAL CASE
-----
CHANGE Case                               Date:                               User:
*****
Typecase:  _ - _ Letter Dated:  _ - _ Letter Rec'd:  _ - _
Case Ofc:  _ Category of Requester:  Fee Waiver Requested:  _
Requester's Last Name:  _____
                    First:  _____ Middle:  _____ Title:  _____
Requested For Last Name:  _____
                    First:  _____ Middle:  _____ Title:  _____
Street:  _____
City:  _____ State:  _ Zip:  _____ Country:  _____
Organization:  _____
NON-CIA Agency/Number:  _ / _
Number EO Docs:  _ Number EO Pages:  _ Type Class Review:  _____
TS Collateral:  _ TS  _ TS  _ TS  _
                    TS  _ Codeword:  _ RD:  _
Subject:  _____
-----
| F1=HELP  F2=RETURN  F3=OPEN  F4=SELECT  F5=KEY/XREF  F6=ACK/INT
| F7=TASKING  F8=FEES  F9=CASEOFF  F10=UPDATE  F11=CLOSE  F12=EXIT
|
-----

```

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5.10.1.3 Output

The output for this procedure will be a freshened CHANGE menu with a message indicating the case number and the success of the database change/update.

5.11 SELINIT

5.11.1 PURPOSE

The purpose of the SELINIT function is to retrieve Initial case information for addition or change.

5.11.1.1 General Information

Program Name: SELINIT
Language Used: REXX/SQL
Initiated By: User presses function key F4 on Change menu.
Frequency of
Execution: Whenever user changes/updates Initial case data.
Input: Case Number on CHANGE menu.
Output: Case information is retrieved and displayed on the menu.

5.12 KEY/XREF

5.12.1 PURPOSE

The purpose of the KEY/XREF procedure is to provide the user with the capability to add or change keywords and/or cross references to case information. This information is obtained through the RESEARCH INITIAL CASE (F7-WELCOME Menu). The user may also add and/or change other selected case data fields displayed at this time.

5.12.1.1 General Information

Program Name: KEY/XREF
Language Used: REXX
Initiated By: User presses function key F5 on Initial Case menu and submenus.
Calls To: SELKEY, VALKEY, UPKEY
Frequency of
Execution: Whenever keywords or cross references are added to or changed in the case information.
Input: Function key F5.
Output: Terminal; freshened menu.

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5.12.1.2 Input

The input of case data to be added or changed will be through a menu. The user (a) enters the case number, (b) presses function key F4 to select the case (c) enters additional data and/or changed data (d) presses function key F10 to update.

```

-----
| KEYWORD, CROSS REFERENCES (Add or Change)   Date:       User:       |
|-----|-----|-----|-----|-----|-----|-----|-----|
| Case Number: ____ - ____                    Requester:      |
|-----|-----|-----|-----|-----|-----|-----|-----|
| Case Officer: ____   Type Class Review: ____ Codeword: _ RD: _ |
| TS Collateral:  ____ TS ____                ____ TS ____    |
|                  ____ TS ____                ____ TS ____    |
| Cross References:  ____                    ____              |
|                  ____                    ____              |
|                  ____                    ____              |
| Keywords:  ____                    ____                    |
| Subject:  ____                    ____                    |
|-----|-----|-----|-----|-----|-----|-----|-----|
| F1=HELP  F2=RETURN  F3=OPEN  F4=SELECT  F5=      F6=ACT/STAT  |
| F7=TASKING  F8=FEES  F9=CASEOFF  F10=UPDATE  F11=CLOSE  F12=EXIT |
|-----|-----|-----|-----|-----|-----|-----|-----|

```

5.12.1.3 Output

The output for this procedure will be a refreshed menu with a message indicating the success of the database update.

5.13 SELKEY5.13.1 PURPOSE

The purpose of the SELKEY function is to retrieve case information for addition or change specifically in regard to Keywords and Cross References. Other menu fields are retrieved and displayed at this time.

5.13.1.1 General Information

Program Name: SELKEY
 Language Used: REXX/SQL
 Initiated By: User presses function key F4.

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Frequency of Execution: Whenever user adds and/or changes Keyword and/or Cross References case information.

Input: Case Number on Keyword, Cross Reference Menu.

Output: Case information is retrieved and displayed on the menu.

5.14 VALKEY

5.14.1 PURPOSE

The purpose of the VALKEY function is to validate each input data element against pre-established criteria. An appropriate error message will be displayed to identify the reason for failure and the menu will be redisplayed with the cursor positioned on the field in error.

Program Name: VALKEY
 Language Used: REXX
 Initiated By: KEY/XREF Procedure.
 Frequency of Execution: Whenever user adds/changes case keywords, cross references
 Input: Data fields from Keyword, Cross Reference Menu
 Output: Case data is validated for change or add.

5.15 UPKEY

5.15.1 PURPOSE

The purpose of the UPKEY function is to add or change keywords, cross references or other displayed fields to the case.

5.15.1.1 General Information

Program Name: UPKEY
 Language Used: REXX/SQL
 Initiated By: User presses function key F10.
 Frequency of Execution: Whenever user adds/changes case keywords, cross references.
 Input: Data fields from Keyword, Cross Reference Menu
 Output: Case data is added/changed to database.

5.16 ACK/STAT

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5.16.1 PURPOSE

The purpose of of the ACK/STAT procedure is to provide the user with the capability to add/update the type of correspondence sent to the requester and the current status of an active case.

5.16.1.1 General Information

Program Name: ACK/STAT
Language Used: REXX
Initiated By: User presses function key F6 on Initial Case menu and submenus.
Calls To: SELACK, VALACK, UPACK
Frequency of Execution: Whenever user adds/changes case status for requester.
Input: Function key F6
Output: Terminal; freshened menu.

5.16.1.2 Input

The input of case data to be added or changed will be through a menu. The user (a) enters the case number, (b) presses function key F4 to select the case, (c) enters additional data and/or change data, (d) presses function key F10 to update.

```

-----
|ACKNOWLEDGEMENT/STATUS REQUESTER MENU      Date:      User:
-----
|Case Number:  -  Case Officer:  _____
|Requester Last Name: _____ First Name: _____
|DATE SENT      TYPE  COMMENTS
|_____
|_____
|_____
|_____
|_____
|_____
|_____
|_____
|_____
|_____
|STATUS/DISPOSITION:
-----
|F1=HELP  F2=RETURN  F3=OPEN  F4=SELECT  F5=KEY/XREF  F6=
|F7=TASKING  F8=FEES  F9=CASEOFF  F10=UPDATE  F11=CLOSE  F12=EXIT
-----

```

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5.16.1.3 Output

The output for this procedure will be a freshened menu with a message indicating the success of the database update.

5.17 SELACK

5.17.1 PURPOSE

5.17.1.1 General Information

Program Name: SELACK
Language Used: REXX/SQL
Initiated By: User presses function key F4.
Frequency of
Execution: Whenever user adds/changes case status of a requester.
Input: Case number.
Output: Case status information is displayed on the menu.

5.18 VALACK

5.18.1 PURPOSE

5.18.1.1 General Information

Program Name: VALACK
Language Used: REXX
Initiated By: ACK/STAT procedure.
Frequency of
Execution: Whenever user adds/changes case status of a requester.
Input: Data fields from Acknowledgement/Status Menu.
Output: Data is validated for change or add.

5.19 UPACK

5.19.1 PURPOSE

5.19.1.1 General Information

Program Name: UPACK
Language Used: REXX/SQL
Initiated By: User presses function key F10.
Frequency of
Execution: Whenever user adds/changes case status of a requester.
Input: Data fields from Acknowledgement/Status Menu.
Output: Data is added to/changed in the database.

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The purpose of the Tasking function is to provide the user with the capability to add or change tasking data to the case information.

5.20.1.1 General Information

Program Name: TASK
 Language Used: REXX
 Initiated By: User presses function key F7.
 Calls to: SELTASK, VALTASK, UPTASK
 Frequency of
 Execution: Whenever tasking data is changed/added to a case.
 Input: Tasking menu data fields.
 Output: Terminal; freshened menu.

5.20.1.2 Input

The input of case data to be added or changed will be through a menu. The user (a) enters the case number, (b) presses function key F4 to select the case, (c) enters additional data and/or changes data, (d) presses function key F10 to update.

TASKING (ACTION MENU)				DATE:	USER:		
CASE NUMBER: ____ - ____				CASE OFFICER: ____			
LAST NAME: _____				FIRST NAME: _____			
ACT TYPE	ACTION OFFICE	ACTION SENT DATE	ACTION RETURN DATE	ADD/CHG/DISPLAY RSP COORDS&REFERRALS	#	#	COORD REFER
-	_____	_____	_____	-	-	-	-
-	_____	_____	_____	-	-	-	-
-	_____	_____	_____	-	-	-	-
-	_____	_____	_____	-	-	-	-
-	_____	_____	_____	-	-	-	-
-	_____	_____	_____	-	-	-	-
-	_____	_____	_____	-	-	-	-
-	_____	_____	_____	-	-	-	-
-	_____	_____	_____	-	-	-	-
STATUS/DISPOSITION: _____							
F1=HELP F2=RETURN F3=OPEN F4=SELECT F5=COORD/REF F6=ACK/STAT							
F7=TASKING F8=FEES F9=CASEOFF F10=UPDATE F11=CLOSE F12=EXIT							

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5.20.1.3 Output

The output from this procedure will be a freshened menu with a message indicating the success of the database update.

5.21 SELTASK

5.21.1 PURPOSE

5.21.1.1 General Information

Program Name: SELTASK
Language Used: REXX/SQL
Initiated By: User presses function key F4.
Frequency of
Execution: Whenever user adds/changes case tasking data.
Input: Case number on Tasking menu.
Output: Case information is displayed on the menu.

5.22 VALTASK

5.22.1 PURPOSE

5.22.1.1 General Information

Program Name: VALTASK
Language Used: REXX
Initiated By: TASK
Frequency of
Execution: Whenever user adds/changes case tasking data.
Input: Data fields from Tasking menu.
Output: Data is validated for add or change.

5.23 UPTASK

5.23.1 PURPOSE

5.23.1.1 General Information

Program Name: UPTASK
Language Used: REXX/SQL
Initiated By: User presses function key F10.
Frequency of
Execution: Whenever user adds/changes case tasking data.
Input: Data fields from Tasking menu.
Output: Data is added to or changed in the database.

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5.24 CORDREF

5.24.1 PURPOSE

5.24.1.1 General Information

Program Name: CORDREF
 Language Used: REXX
 Initiated By: User presses function key F5 from Tasking menu.
 Calls To: SELCORD, VALCORD, UPCORD
 Frequency of Execution: Whenever coordination and/or referral data is changed/added to a case.
 Input: Data fields of Coordination/Referral Menu.
 Output: Terminal; redisplay Tasking menu.

5.24.1.2 Input

```

    -----
    |TASKING (COORDINATION/REFERRAL MENU)      Date:      Userid:|
    |-----|
    |CASE NUMBER:  _ - _      CASE OFFICER:  _|
    |LAST NAME:  _____  FIRST NAME:  _|
    |ACTION OFFICE:  _____ SENT:  _____ RETURNED:  _____ RESPONSE:  _|
    |-----|
    |-----COORDINATIONS-----|
    |OFFICE  SENT DATE  RETURN DATE|
    |-----|
    |-----DIRECT REFERRALS-----|
    |AGENCY  SENT DATE|
    |-----|
    |F1=HELP  F2=RETURN  F3=      F4=      F5=UPDATE  F6=|
    |F7=      F8=      F9=      F10=     F11=     F12=EXIT|
    |-----|
    
```

5.24.1.3 Output

The output for this procedure is the redisplay of the Tasking (Action Menu).

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5.25 SELCORD

5.25.1 PURPOSE

5.25.1.1 General Information

Program Name: SELCORD
Language Used: REXX/SQL
Initiated By: CORDREF procedure
Frequency of
Execution: Whenever coordination and/or referral information is
added/changed to case data.
Input: Indicated field from Tasking (Action) menu.
Output: Terminal; requested case information

5.26 VALCORD

5.26.1 PURPOSE

5.26.1.1 General Information

Program Name: VALCORD
Language Used: REXX/SQL
Initiated By: CORDREF
Frequency of
Execution: Whenever coordination and/or referral information is
added/changed to case data.
Input: Data fields from Coordination, Referral Menu.
Output: Data is validated for change or add .

5.27 UPCORD

5.27.1 PURPOSE

5.27.1.1 General Information

Program Name: UPCORD
Language Used: REXX/SQL
Initiated By: User presses function key F5 on TASKING menu.
Frequency of
Execution: Whenever coordination and/or referral information is
added/changed to case data.
Input: Data fields from Coordination, Referral Menu.
Output: Data is added to/changed in the database.

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5.28 FEES

5.28.1 PURPOSE

5.28.1.1 General Information

Program Name: FEES
 Language Used: REXX
 Initiated By: User presses function key F8.
 Calls To: SELFEE, VALFEE, UPFEE
 Frequency of Execution: Whenever Fee information is changed/added to a case.
 Input: Function key F8.
 Output: Terminal; freshened menu.

5.28.1.2 Input

The input of fee data to be added or changed will be through a menu. The user (a) enters the case number, (b) presses function key F4, (c) enters changed/new data, (d) presses function key F10 to update.

```

-----
| FEES MENU - Add/Change/Delete  DATE:                USER:                |
|-----|-----|-----|
| Case Number:  -  Case Officer:  Initial/D:  |
| Requester Last Name:  |
|       First Name:  |
| Fee Balance:  Fee Billed:  Fee Paid:  |
| Charge/D  Old Fee A/C/D  New Fee  Paid/D  Old Pay A/C/D  New Pay |
|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|
| F1=HELP  F2=RETURN  F3=OPEN  F4=SELECT  F5=KEY/XREF  F6=ACK/STAT |
| F7=TASKING  F8=      F9=CASEOFF  F10=UPDATE  F11=CLOSE  F12=EXIT |
|-----|-----|-----|-----|-----|-----|
-----
  
```

5.28.1.3 Output

The output for this procedure will be a freshened menu with a message indicating the success of the database update.

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5.29 SELFEE

5.29.1 PURPOSE

5.29.1.1 General Information

Program Name: SELFEE
 Language Used: REXX/SQL
 Initiated By: User presses function key F4
 Frequency of Execution: Whenever fee information is changed/added to a case.
 Input: Case number.
 Output: Fee data for the specified case is displayed on the menu.

5.30 VALFEE

5.30.1 PURPOSE

5.30.1.1 General Information

Program Name: VALFEE
 Language Used: REXX
 Initiated By: Fees procedure.
 Frequency of Execution: Whenever fee information is added/changed.
 Input: Fee menu data fields.
 Output: Data fields are validated .

5.31 UPFEE

5.31.1 PURPOSE

5.31.1.1 General Information

Program Name: UPFEE
 Language Used: REXX/SQL
 Initiated By: User presses function key F10 on Fee Menu.
 Frequency of Execution: Whenever fee information is added/changed to case data.
 Input: Data from Fee Menu.
 Output: Data is added/changed in the database.

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5.32.1.3 Output

The output for function key F10 is a freshened menu and message indicating successful deletion; the output for function key F4 is the display of the second part of Case Officer Add or Change menu.

```

-----
|ADD OR CHANGE CASE OFFICER:____      Date:          User:          |
|*****|
|First:_____ Middle:_____ Last:_____ |
|Assigned To:_____ |
|                                     |
|-----|
|F1=      F2=      F3=RETURN      F4=ADD/CHG      F5=      F6=      |
|F7=      F8=      F9=      F10=      F11=      F12=EXIT|
|-----|

```

5.32.1.4 Input

The case officer's initials are displayed; the user enters the information in the menu data fields or corrects the menu data fields and presses function key F4.

5.32.1.5 Output

The output for function key F4 is a freshened menu and a message indicating successful addition/update to the case officer table.

5.33 TCASE

5.33.1 PURPOSE

The purpose of the TCASE procedure is to close a temporary case due to no response from the requester or to change a temporary case to a permanent case.

5.33.1.1 General Information

Program Name: TCASE
 Language Used: REXX
 Initiated By: User presses function key F10 on Welcome Menu.
 Calls To: SELFIN, VALT, UPT
 Frequency of

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Execution: Whenever a temporary case is closed/changed to P.
 Input: Function key F10.
 Output: Terminal.

5.33.1.2 Input

The input of data to close/change a T case to P is through a menu. The user (a) enters the case number, (b) presses function key F4 to select the case, (c) enters date in appropriate T case field, (d) presses function key F10 to update.

FINAL MENU	DATE:	USERID:
CASE NUMBER: _ _ - _ _	REQUESTER: _____	
INITIAL/D: _____	INITIAL CLOSED: _____	CASE OFFICER: _____
T CASE CLOSED/NORESP: _____	T CASE CHANGE TO P: _____	
APPEAL/D: _____	APPEAL CLOSED: _____	CASE OFFICER: _____
LITIG/D: _____	LITIG CLOSED: _____	CASE OFFICER: _____
FINAL CASE OFFICER: _____	GRANT: _____	ORIS: _____
CHARGE/D: _____	FEE: _____	
DENY OFFICER	EXEMPTS	DENY OFFICER
_____	_() ()	_____
_____	_() ()	_____
_____	_() ()	_____
_____	_() ()	_____
SUBJECT		

F1=HELP F2=RETURN F3=OPEN F4=SELECT F5=KEY/XREF F6=ACK/STAT		
F7=TASKING F8=FESS F9=CASEOFF F10=UPDATE F11=CLOSE F12=EXIT		

5.33.1.3 Output

The output for this procedure will be (a) when a T case is closed, a freshened Final menu is displayed, (b) when a T case is changed to a P, the Open menu is displayed with a available case data.

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5.34 SELFIN

5.34.1 PURPOSE

5.34.1.1 General Information

Program Name: SELFIN
Language Used: REXX/SQL
Initiated By: User presses function key F4.
Frequency of
Execution: Whenever user adds/changes case closing information;
closes T case or changes to P case.
Input: Case number.
Output: Case final information is displayed on the menu.

5.35 VALT

5.35.1 PURPOSE

5.35.1.1 General Information

Program Name: VALT
Language Used: REXX
Initiated By: TCASE
Frequency of
Execution: Whenever user closes T case or changes T to P case.
Input: Final menu data fields.
Output: Data is validated for change or add.

5.36 UPT

5.36.1 PURPOSE

5.36.1.1 General Information

Program Name: UPT
Language Used: REXX/SQL
Initiated By: User presses function key F10.
Frequency of
Execution: Whenever user closes a T case or changes T to P case.
Input: Data fields from Final Menu.
Output: Data is added to the database or case changed.

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The purpose of the FINAL procedure is to add/change the closing information for a case.

5.37.1.1 General Information

Program Name: FINCASE
Language Used: REXX
Initiated By: User presses function key F11.
Calls To: SELFIN, VALFIN, UPFIN
Frequency of
Execution: Whenever a case is closed.
Input: Function key F11.
Output: Terminal; freshened menu.

5.37.1.2 Input

The closing information for a case is entered through a menu. The user (a) enters the case number, (b) presses function key F4 to select the case, (c) adds/changes menu data fields, (d) presses function key F10 to update. See FINAL Menu above.

5.37.1.3 Output

The output of this procedure is a freshened menu with a message indicating the success of the database update.

5.38 VALFIN5.38.1 PURPOSE5.38.1.1 General Information

Program Name: VALFIN
Language Used: REXX
Initiated By: FINCASE
Frequency of
Execution: Whenever user adds/changes case closing information.
Input: Data fields from FINAL Menu.
Output: Data is validated for change or add.

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5.39 UPFIN

5.39.1 PURPOSE

5.39.1.1 General Information

Program Name: UPFIN
Language Used: REXX/SQL
Initiated By: User presses function key F10.
Frequency of
Execution: Whenever user adds/changes case closing information.
Input: Data fields from Final Menu.
Output: Data is added to/changed in the database.

5.40 APPEAL CASE PROCESSING

5.40.1 PURPOSE

The purpose of the Appeal Case Processing menu is to present the functional choices available to the user when an Appeal case is submitted for processing. The functional areas for the processing of an Appeal case are similar to the functional areas of an Initial case. The elimination of the Acknowledgement/Status and Keyword/Cross References procedures and the addition of unique open/change menu for processing are the significant differences.

***** APPEAL CASE PROCESSING *** **

F1 HELP
F2 RETURN TO WELCOME MENU
F3 OPEN APPEAL CASE
F4 CHANGE APPEAL CASE DATA
F7 TASKING (ACTION, REFERS, COORDS & RESPONSES)
F8 FEES
F9 CASE OFFICERS TABLE
F11 CLOSE APPEAL CASE
F12 EXIT IPS AND RETURN TO CMS

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The user (a) enters the Appeal case number which is the system assigned Initial case number, (b) presses function key F4, (c) enters new data or updates data, (d) presses function key F10.

```

-----
| APPEAL CASE: Open or Change          Date:          User:          |
|*****|
| IPS-APPEAL:  _ _ -  Appeal/D:  Appeal/Rec/D:  |
| Requester's Last Name:  |
|      First Name:  | Middle Name:  | Title:  |
| Requested For Last Name:  |
|      First Name:  | Middle Name:  | Title:  |
| Organization:  |
| Category:  | Initial Status:  | Initial Case Ofc:  |
| OGC Atty:  | Appeal Case Ofc:  |
| Cross References:  |
|      |
| Subject:  |
|      |
|      |
|-----|
| F1=HELP  F2=RETURN  F3=          F4=SELECT  F5=          F6=          |
| F7=TASKING  F8=FEES  F9=CASEOF  F10=OPEN/CHG  F11=CLOSE  F12=EXIT  |
|-----|

```

5.41 LITIGATION CASE PROCESSING

5.41.1 PURPOSE

The purpose of the Litigation Case Processing menu is to present the functional choices available to the user when a Litigation case is submitted for processing. The functional areas for the processing of a Litigation case are similar to the functional areas of an Appeal case. The elimination of Fees procedure and addition of a unique open/change menu for processing are the significant differences.

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```

*****LITIGATION CASE PROCESSING *****

F1  HELP
F2  RETURN TO WELCOME MENU
F3  OPEN LITIGATION CASE
F4  CHANGE LITIGATION CASE DATA
F7  TASKING (ACTION, REFERS, COORDS & RESPONSES)
F9  CASE OFFICERS TABLE
F11 CLOSE LITIGATION CASE
F12 EXIT IPS AND RETURN TO CMS

```

The user (a) enters the Litigation case number which is the system assigned Initial case number, (b) presses function key F4, (c) enters new data or updates data, (d) presses function key F10.

```

LITIGATION MENU: Open or Change          Date:          User:
*****
IPS-LITIG:  _ _ - _ _      Litig/D:  _ _ _ _      Litig/Rec/D:  _ _ _ _
Requester's Last Name:  _ _ _ _ _
                First Name:  _ _ _ _ _      Middle Name:  _ _ _ _ _      Title:  _ _ _ _
Requested For Last Name:  _ _ _ _ _
                First Name:  _ _ _ _ _      Middle Name:  _ _ _ _ _      Title:  _ _ _ _
Organization:  _ _ _ _ _
Initial Status:  _ _      Initial Case Ofc:  _ _      Litig Case Ofc:  _ _
Litigation Number:  _ _ _ _ _      Court Date:  _ _ _ _ _
Plaintiff:  _ _ _ _ _
Colitigants:  _ _ _ _ _
OGC Atty:  _ _ _ _ _      Complaint:  _ _ _ _ _
Cross References:  _ _ _ _ _
                _ _ _ _ _
                _ _ _ _ _
                _ _ _ _ _
SUBJECT:  _ _ _ _ _
                _ _ _ _ _
                _ _ _ _ _

```

```

F1=HELP      F2=RETURN      F3=          F4=SELECT      F5=          F6=
F7=TASKING   F8=          F9=CASEOFC   F10=OPEN/CHG  F11=         F12=EXIT

```

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5.42.1 PURPOSE

The purpose of the Retirement Case Processing is to retire records to Record Center. The user (a) enters the case number, (b) presses function key F4, (c) enters the data, (d) presses function key F10. ARCINS is updated at this time via the Interface Control Program.

```

-----
| RETIREMENT MENU                               Date:           User:           |
|*****|
| CASE NUMBER:  _ _ - _ _                     REQUESTER: _____ |
| FINAL DATE:  _ _ _ _ _                     GRANT:  _ _ _ _ _      |
|
| JOBNUM:  _ _ _ _ _   BOXNUM:  _ _ _   FOLDER:  _ _ _   VOLUMES:  _ _ _ |
| ITEMNO:  _ _ _ _ _   DISP/D:  _ _ _ _ _   ORIS:  _ _ _ _ _ |
|
| TS COLLATERAL:  _ _ TS _ _ _   _ _ TS _ _ _   _ _ TS _ _ _ |
|                  _ _ TS _ _ _   CODEWORD:  _ _ _   RD:  _ _ _ |
|
|-----|
| F1=HELP   F2=           F3=RETURN   F4=SELECT   F5=           F6=ACK/STAT |
| F7=TASKING F8=           F9=           F10=UPDATE  F11=           F12=EXIT |
|-----|

```

5.43 WKSTATS

5.43.1 PURPOSE

The purpose of the WKSTATS procedure is to generate all statistical data required for ISD weekly report on Initial, Appeal and Litigation cases.

5.43.1.1 General Information

Program Name: WKSTATS
 Language Used: REXX/PLISQL
 Initiated By: User presses function key F6 on WELCOME menu.
 Calls To: RPTINIT, RPTAPP, RPTLIT, RPTALL
 Frequency of
 Execution: Weekly for Initial cases; monthly for all others.
 Input: Function key F6.
 Output: Report as requested.

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5.43.1.2 Input

The input for a report is entered through a menu. The system generates the year, however, the user has the capability of changing it.

```

-----
**WEEKLY/MONTHLY STATISTICS REPORT **

          1=INITIAL CASES
          2=APPEAL CASES
          3=LITIGATION CASES
          4=ALL CASES

ENTER CASE SELECTION:  _
ENTER FROM DATE:  ____-__-__
ENTER TO DATE:  ____-__-__

-----
|F1=HELP  F2=RETURN  F3=OPEN  F4=      F5=KEY/XREF  F6=ACK/STAT|
|F7=TASKING  F8=FEES  F9=CASEOFF  F10=     F11=REPORT  F12=EXIT|
-----

```

5.43.1.3 Output

The reports will be displayed on the terminal screen and sent to print.
Report 1 - INITIAL Cases

1. All cases opened in the specified from-to dates, listing the case number, requester's last name and log date.
2. All cases closed in the specified from-to dates, listing the case number, requester's last name, final date and grant code.
3. Count open P, F, E cases for specified from-to dates, total.
4. Count P, F, E cases opened in the year, total.
5. Count P, F, E cases closed in the year, total.
6. Backlog - total opened cases minus total closed cases.

Report 2 - APPEAL Cases

1. All cases opened in the specified from-to dates, listing the case number, requester's last name, initial grant code, log date and received date.
2. All cases closed in the specified from-to dates, listing the case number, requester's last name, appeal grant code, log date and received date.
3. Count open P, F, E cases for specified from-to dates, total.
4. Count P, F, E cases opened in the year, total.
5. Count P, F, E cases closed in the year, total.
6. Backlog - total opened cases minus total closed cases.

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Report 3 - LITIGATION Cases

1. All cases opened in the specified from-to dates, listing the case number, requester's last name, initial grant code, log date and received date.
2. All cases closed in the specified from-to dates, listing the case number, requester's last name, appeal grant code, log date and received date.
3. Count open P, F, E cases for specified from-to dates, total.
4. Count P, F, E cases opened in the year, total.
5. Count P, F, E cases closed in the year, total.
6. Backlog - total opened cases minus total closed cases.

Report 4 - All reports.

5.44 QINIT

5.44.1 PURPOSE

The purpose of the QINIT procedure is to provide the user with specific case information to be used in the opening of a new case.

5.44.1.1 General Information

Program Name: QINIT
Language Used: REXX/PLISQL
Initiated By: User presses function key F8 on WELCOME menu.
Frequency of
Execution: User option.
Input: Function key F8, menu data fields.
Output: Online and/or printed report.

5.44.1.2 Input

The input of data for the QINIT procedure is through a menu. The user enters the fields to be researched in the database.

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INITIAL Case Research					
F3 - Search Last Name of Requester:	_____				
F4 - Search Last Name Above and First Name:	_____				
F5 - Search Word in Subject:	_____				
F6 - Search Keywords:	_____				
F7 - Search Case Numbers:	_____				

F1=HELP	F2=RETURN	F3=RLNAME	F4=RL+RFNAME	F5=WORD	F6=KEYWDS
F7=CASE NOS.	F8=	F9=	F10=	F11=	F12=EXIT

5.44.1.3 Output

The output for this procedure will be terminal display and an optional printed report.

- F3 - Search Last Name of Requester - will list the last name, first name, case number and subject.
- F4 - Search Last Name & First Name - will list the last name, first name, case number and subject.
- F5 - Search Word in Subject - will list the last name, first name, case number.
- F6 - Search Keywords - will list the last name, first name, case number and subject.
- F7 - Search Case Numbers - will list last name, first name, case number, subject, final date and grant code.

5.45 COUNT5.45.1 PURPOSE

The purpose of the COUNT procedure to provide the counts of various data fields.

5.45.1.1 General Information

Program Name: COUNT
 Language Used: REXX/PLISQL
 Initiated By: User presses function key F9 on WELCOME menu.

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Frequency of
Execution: User option.
Input: Function key F9.
Output: Online report.

5.45.1.2 Input

The input to the COUNT procedure is through a menu. The user indicates on a menu with a 'X' the specific counts to be performed.

```

      **** COUNT OPTIONS ****

      Enter 'X' to select a count option.

      F3 - BY CASE OFFICER: _
      F4 - TO
      F5 - BE
      F6 - DETERMINED
      F7 - BY ISD
  
```

```

| F1=HELP  F2=      F3=By Case Ofc  F4=      F5=      F6=
| F7=      F8=      F9=      F10=     F11=     F12=EXIT|
  
```

5.45.1.3 Output5.46 REPORT5.46.1 PURPOSE

The purpose of this procedure is to provide ISD with various online and printed reports. These are *** TO BE DETERMINED BY ISD ***

5.46.1.1 General Information

Program Name: REPORTS
Language Used: REXX/PLISQL
Initiated By: User presses function key F10 on WELCOME menu.
Frequency of
Execution: User option.
Input: Function key F10 on Welcome menu.
Output:

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5.46.1.2 Input

The input to the REPORT procedure is through a menu. The user indicates on a menu with an 'X' their report choice.

```
-----  
*** REPORT OPTIONS ***  
  
Enter 'X' to select field choices:  
  
F3 - TO  
F4 - BE  
F5 - DETERMINED  
F6 - BY  
F7 - ISD  
  
-----
```

5.46.1.3 Output

The output for this procedure will be a printed report.

5.47 DBAFUNC5.47.1 PURPOSE5.47.1.1 General Information

Program Name: DBAFUNC
Language Used: REXX/SQL
Initiated By: User presses function key F11 on WELCOME menu.
Frequency of
Execution: DBA's option.
Input: Function key F11
Output:

5.47.1.2 Input5.47.1.3 Output

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5.48 EXIT

5.48.1 PURPOSE

To exit the IPS System and to return to the CMS environment.

5.48.1.1 General Information

Program Name: EXIT
Language Used: REXX
Initiated By: User presses function key F12 on all menus.
Frequency of
Execution: When the user wishes to exit the IPS System.
Input: Function key 'F12' from all menus.
Output: Exits IPS and returns to CMS environment.

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Chapter 6

IPS SYSTEM FIELDS

ACK_COMMENTS

This field will be used to describe the correspondence sent to the requester or the type of status change.

SQL TABLE: ACK_STATUS

New Length: 35

New Format: Alpha

GIMS Data List: None

Edit Checks: None

Comments: This is a new field. If the ACK/STATUS TYPE is R for ACK of RESPONSE then this field would contain ACKNOWLEDGE. If the TYPE is S for SPR (suspended request), this field might contain FEES, BIO or CONT (continue) SPR.

ACK_COORD_DUE

This field indicates when an action item assigned to the Coordinator is due.

SQL TABLE: ACK_STATUS

New Length: 10

New Format: Date

GIMS Data List: None

Edit Checks: YYYY-MM-DD

Comments: This is a new field.

ACK_DATE

This field contains the date correspondence was sent to the requester or the date status was changed.

SQL TABLE: ACK_STATUS

New Length: 10

New Format: Date

GIMS Data List: N11 (ACK/D SPR/D INTERIM/D REOPEN/D)

Edit Checks: YYYY-MM-DD

Comments: This new field will be used in place of the GIMS fields above.

ACK_STAT_DISP

This field will note the current status of an active case or the full disposition of a completed case. It will be used by ISD to indicate the case status from opening to closing. The field should be

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on the menu(s) with the actions, coordinations and referral information so that the Intelligence Analysts (IAs) can update it.

SQL TABLE: ACK STATUS

New Length: C80

New Format: Alphanumeric

GIMS Data List: None

Edit Checks: None

Comments: This is a new field. Sample of current status input - DDO outstanding 3 taskings DDO called 10/10/87.

ACK_TYPE

This field contains the type of correspondence sent to the requester or the type of status changed.

SQL TABLE: ACK_STATUS

New Length: 3

New Format: Alphanumeric

GIMS Data List: None

Edit Checks: Valid letters are A = ACCEPTANCE/LIFT SPR, R = ACK OF RECEIPT, I = INTERIM/STATUS, P = PARTIAL, F = FOLLOWUP, T = 3 YR LETTER, S = SPR, F/R = FINALED/REOPENED

Comments: This new field will be used with the other ACK/STATUS fields.

ACT_ACTION

This field is used to indicate the Agency directorate designated to process the request.

SQL TABLE: ACTION

New Length: C5

New Format: Alphanumeric

GIMS Data List: A4 (ACTION)

Edit Checks: Must be a valid code contained in office or component table. For example DDA1, DDA2.

ACT_STAT

This field will note the current status of an active case or the full disposition of a completed case to be used by IRO.

SQL TABLE: ACTION

New Length: C80

New Format: Alphanumeric

GIMS Data List: None

Edit Checks: None

Comments: This is a new field.

ACT_RESP

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This indicator code is used to record the type of response.

P = Positive, N = Negative, E = Fee Estimate, D = Denied

SQL TABLE: ACTION

New Length: C1

New Format: Alpha

GIMS Data List: A1 (ACT-RESP)

Edit Checks: Must be among ISD-provided list of valid codes.

ACT_RETRN_D

This field contains the date the action office responded to the request.

SQL TABLE: ACTION

New Length: 10

New Format: Date

GIMS Data List: A7 (ACT-RETRN/D)

Edit Checks: YYYY-MM-DD

ACT_SENT_D

This field contains the date the request sent to designee for action and processing. It is a required field if ACTION is present.

SQL TABLE: ACTION

New Length: 10

New Format: Date

GIMS Data List: A7 (ACT-SENT/D)

Edit Checks: YYYY-MM-DD

ACT_TYPE

This field will be used to indicate the type of action.

SQL TABLE: ACTION

New Length: C1

New Format: Alpha

GIMS Data List: None

Edit Checks: The type action must be T = Tasking, F = Fee Estimate, R = Referral.

Comments: This is a new field.

CASE NUMBER (Not Null)

This field consists of the type of case, year and sequence number.

The number is carried over from the IPS-LOG file.

SQL TABLE: APPEAL

New Length: 8 characters

New Format: Alphanumeric

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GIMS Data List: A8 (IPS-APPEAL)

Edit Checks: First character must be either E (Executive Order), P (Privacy Act), F (Freedom of Information Act), T (Temporary), followed by two digits for the year and a four-digit sequence number (AYY-NNNN). Same number as CASE NUMBER in IPS-LOG.

APP_CAT_CHANGE

This field is used to note if the status of a case has been changed.

SQL TABLE: APPEAL

New Length: C2

New Format: Alpha

GIMS Data List: None

Edit Checks: Must be a valid grant code.

Comments: This is a new field. Use the following table: IA - Initial to Appeal, IL - Initial to Litigation, or AL - Appeal to Litigation

APP_DATE (Not Null)

This is the date of the appeal as indicated on the requester's letter.

SQL TABLE: APPEAL

New Length: 10

New Format: Date

GIMS Data List: N11 (AAPPEAL/D)

Edit Checks: YYYY-MM-DD

APP_DENY_COMP

This field contains the name of the denying component.

SQL TABLE: APPEAL

New Length: C4

New Format: Alpha

GIMS Data List: A4 (ADENY-COMP)

Edit Checks: Must be a valid directorate name.

Comments: This field may repeat.

APP_DENY_OFF

(Required - When GRANT CODE is filled in)

This field contains the last name of the denying officer.

SQL TABLE: APPEAL

New Length: C20

New Format: Alpha

GIMS Data List: A30 (ADENY-OFF)

Edit Checks: Must be a valid name contained in table of officers.

Comments: This field may repeat.

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This concatenated field contains the reasons for denial. If DENYING OFFICER is entered, this field is required.

SQL TABLE: APPEAL

New Length: 8 characters

New Format: Alphanumeric

GIMS Data List: A1 (C1*C1*C1) (AEXEMPTS)

Edit Checks: Must be among the valid exemptions depending on the type of case processed.

APP_FINAL_DATE

This field contains the date of the final response to the request.

SQL TABLE: APPEAL

New Length: 10

New Format: Date

GIMS Data List: N11 (AFINAL/D)

Edit Checks: YYYY-MM-DD

APP_FINAL_LOG_DATE

This is the date the final response was logged. It is automatically generated.

SQL TABLE: APPEAL

New Length: 10

New Format: Date

GIMS Data List: N11 (AFIN/LOG/D)

Edit Checks: YYYY-MM-DD

APP_FINAL_GRANT

This field records the final action taken on the request. It is a required field if APPEAL FINAL DATE is present.

SQL TABLE: APPEAL

New Length: C3

New Format: Alpha

GIMS Data List: A3 (AGRANT)

Edit Checks: Must be a valid grant code.

APP_LETTER_DATE

This field contains the date the appeal letter is released to the action offices for concurrence.

SQL TABLE: APPEAL

New Length: 10

New Format: Date

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GIMS Data List: N11 (ALTR/SIG/D)
Edit Checks: YYYY-MM-DD

APP_LOG_DATE

This is the date the appeal was entered into IPS. It is automatically generated using the system date.

SQL TABLE: APPEAL
New Length: 10
New Format: Date
GIMS Data List: N11 (APP/LOG/D)
Edit Checks: None

APP_RFNAME (NOT NULL)

This required field contains the requester's first name.

SQL TABLE: APPEAL
NEW LENGTH: C15
New Format: Alpha
GIMS Data List: A15 (RFNAME)
Edit Checks: None

APP_RLNAME (NOT NULL)

This required field contains the requester's last name.
System should have capability of updating and retrieving multiple last names.

SQL TABLE: APPEAL
New Length: C30
New Format: Alpha
GIMS Data List: A30 (RLNAME)
Edit Checks: Must be alphabetic characters.
Comments: Multiple part names will be separated with a space.

APP_RMNAME

This field contains the requester's middle name or initial.

SQL TABLE: APPEAL
New Length: C10
New Format: Alpha
GIMS Data List: A10 (RMNAME)
Edit Checks: Must be alphabetic characters.
Comments: Multiple part names will be separated with a space.

APP_RTITLE

This field denotes the requester's title.

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SQL TABLE: APPEAL
New Length: C6
New Format: Alpha
GIMS Data List: A6 (RTITLE)
Edit Checks: None

APP_BY_LNAME

This field indicates that the requester represents another party, it contains the last name of the "BY" party.

SQL TABLE: APPEAL
New Length: C30
New Format: Alpha
GIMS Data List: A30 (FLNAME)
Edit Checks: None

APP_BY_MNAME

This field indicates the "BY" middle name or initial.

SQL TABLE: APPEAL
New Length: C10
New Format: Alpha
GIMS Data List: A10 (FMNAME)
Edit Checks: None

APP_BY_TITLE

This field contains the "BY" title.

SQL TABLE: APPEAL
New Length: C6
New Format: Alpha
GIMS Data List: A6 (FTITLE)
Edit Checks: None

APP_BY_FNAME

This field indicates that the requester represents another party, it contains the first name of the "BY" party.

SQL TABLE: APPEAL
New Length: C15
New Format: Alpha
GIMS Data List: A15 (FFNAME)
Edit Checks: None

'APP_ORG'

This field is used to record the requester's organizational affiliation.

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SQL TABLE: APPEAL
New Length: C60
New Format: Alphanumeric
GIMS Data List: A60 (ORG)
Edit Checks: None

APP_OGC_ATT

This field contains the name of the OGC attorney assigned to the appeal.

SQL TABLE: APPEAL
New Length: C30
New Format: Alpha
GIMS Data List: A30 (AOGC/ATTY)
Edit Checks: None

APP_OPEN_CASEOFF

This field contains the initials of the case officer who is assigned the appeal for processing.

SQL TABLE: APPEAL
New Length: C3
New Format: Alpha
GIMS Data List: A3 (ACASE-OFF)
Edit Checks: Must be a valid code contained in the CASE OFFICER table.

APP_REC_DATE (Not Null)

This field indicates the date the appeal was received in ISD.

SQL TABLE: APPEAL
New Length: 10
New Format: Date
GIMS Data List: N11 (APP/REC/D)
Edit Checks: YYYY-MM-DD

APP_UPDATED

This field contains the date the record was updated. It is generated automatically by the system.

SQL TABLE: APPEAL
New Length: 10
New Format: Date
GIMS Data List: None
Edit Checks: YYYY-MM-DD
Comments: This is a new field.

AACT_ACTION

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This field is used to indicate the office or component designated to process the request or the source of an incoming referral.

SQL TABLE: APPEAL_ACTION

New Length: C5

New Format: Alphanumeric

GIMS Data List: A4 (AACTION)

Edit Checks: Must be a valid code contained in office or component table.

AACT_RESP

(Required if APPEAL ACTION RETURN DATE is present)

This indicator code is used to record the type of response.

P = Positive, N = Negative, E = Estimate, D = Denied

SQL TABLE: APPEAL_ACTION

New Length: C1

New Format: Alpha

GIMS Data List: A1 (AACT/RESP)

Edit Checks: Must be among ISD-provided list of valid codes.

AACT_RETRN_D

This field contains the date the action office responded to the request.

SQL TABLE: APPEAL_ACTION

New Length: 10

New Format: Date

GIMS Data List: N11 (AACT/RET/D)

Edit Checks: YYYY-MM-DD

AACT_SENT_D

This field contains the date the request sent to designee for action and processing. (Required if APPEAL ACTION is present)

SQL TABLE: APPEAL_ACTION

New Length: 10

New Format: Date

GIMS Data List: N11 (AACT/SENT/D)

Edit Checks: YYYY-MM-DD

AACT_TYPE

This field will be used to indicate the type of action.

SQL TABLE: APPEAL_ACTION

New Length: C1

New Format: Alpha

GIMS Data List: None

Edit Checks: The type action must be T = Tasking, F = Fee Estimate,

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R = Referral.
Comments: This is a new field.

ACoord_Coord

This field is used to record appeal coordinations to other components or agencies by the primary designee in the APPEAL ACTION field.

SQL TABLE: APPEAL_COORD
New Length: C4
New Format: Alphanumeric
GIMS Data List: A5 (ACoord)
Edit Checks: Must be a valid code in table.

ACoord_RETRN_D

This field contains the date the coordination office responded. .

SQL TABLE: APPEAL_COORD
New Length: 10 characters
NEW FORMAT: DATE
GIMS DATA LIST: A
EDIT CHECKS: YYYY-MM-DD

ACoord_SENT_D

This field contains the date the APPEAL COORDINATION request was sent.

SQL TABLE: APPEAL_COORD
New Length: 10
New Format: Date
GIMS Data List: N11 (ACoord/SENT/D)
Edit Checks: YYYY-MM-DD

AREFER_AGY

This field identifies the agency (non-CIA) to which documents have been sent for their direct response to the requester.

SQL TABLE: APPEAL_REFERER
New Length: C5
New Format: Alpha
GIMS Data List: None
Edit Checks: Must be a valid Agency code listed in ISD-table.
Comments: This is a new field.

AREFER_SENT_D

This field indicates the date the referral was sent to an agency for its direct response to the requester.

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SQL TABLE: APPEAL_REFER
New Length: 10
New Format: Date
GIMS Data List: None
Edit Checks: YYYY-MM-DD
Comments: This is a new field.

FINAL_CASEOFF
This field contains the initials of the case officer who finalized the case.

SQL TABLE: CLOSING
New Length: C3
New Format: Alpha
GIMS Data List: None
Edit Checks: Must be a valid code contained in the case officer table.
Comments: This is a new field. This is a required field when the final date is added.

FINAL_DATE
This field contains the date of the final response to the request.

SQL TABLE: CLOSING
New Length: 10
New Format: Date
GIMS Data List: N11 (FINAL/D)
Edit Checks: YYYY-MM-DD

FINAL_DENY_OFF
This field contains the last name of the denying officer.

SQL TABLE: CLOSING
New Length: C20
New Format: Alpha
GIMS Data List: A20 (DENY-OFF)
Edit Checks: Must be a valid name contained in table of officers.
This field is required when case is closed.
Comments: This field may repeat.

FINAL_EXEMPTIONS
This concatenated field contains the reasons for denial. If DENY OFFICER is entered, this field is required.

SQL TABLE: CLOSING
New Length: 8 characters
New Format: Alphanumeric
GIMS Data List: A5 (C1*C1*C1) (EXEMPTS)

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Edit Checks: Must be among the valid exemptions depending on the type of case processed.

Comments: This field may repeat.

FINAL_GRANT_CODE

This field records the final action taken on the request. It is a required field if FINAL DATE is present.

SQL TABLE: CLOSING

New Length: C3

New Format: Alpha

GIMS Data List: A3 (GRANT)

Edit Checks: Must be a valid grant code.

FINAL_ORIS

This field is used to indicate that documents from this case have been included in the Officially Released Information System (ORIS).

SQL TABLE: CLOSING

New Length: C1

New Format: Alpha

GIMS Data List: None

Edit Checks: X

Comments: This is a new field.

COORD_COORD

This field is used to record coordinations to other components or agencies by the primary designee in the ACTION field.

SQL TABLE: COORD

New Length: C5

New Format: Alphanumeric

GIMS Data List: A4 (REFER)

Edit Checks: Must be a valid code in table.

Comments: Fields COORDINATION, COORDINATION SENT DATE, COORDINATION RETURN DATE may repeat as a group.

COORD_RETRN_D

This field contains the date the coordination office responded.

SQL TABLE: COORD

New Length: 10

New Format: Date

GIMS Data List: A7 (REF-RETRN/D)

Edit Checks: YYYY-MM-DD

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This field contains the date the coordination request was sent.

SQL TABLE: COORD

New Length: 10

New Format: Date

GIMS Data List: A7 (REF-SENT/D)

Edit Checks: YYYY-MM-DD

CROSS_REF

This field denotes cross references to other IPS cases. It is the same format as CASE NUMBER and may contain up to eight different case numbers followed by a suffix. The suffix will indicate the type of cross reference as listed in the comments.

SQL TABLE: CROSSREF

New Length: C10

New Format: Alphanumeric

GIMS Data List: A9 (XREF)

Edit Checks: Same as CASE NUMBER

Comments: The one character suffix is used to identify the type of cross reference: A - Same Requester-Same Topic, B - Different Requester-Same Topic, C - Same Requester-Different Topic, D - New-Old, E - Piggyback, F - Work Together.

FEE_BALANCE

This field records the balance due from the requester. (BILLED - PAID)

SQL TABLE: FEE

New Length: N9.2

New Format: Numeric

GIMS Data List: N14 (BALANCE)

Edit Checks: None

FEE_BILLED

This field records the total amount billed to the requester.

SQL TABLE: FEE

New Length: N9.2

New Format: Numeric

GIMS Data List: N14 (BILLED)

Edit Checks: None

FEE_CATEGORY

This field will be input by logging when a new case is opened and

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assigned a case number. It is used to indicate the category of the requester as defined in the comments.

SQL TABLE: FEE

New Length: C1

New Format: Numeric

GIMS Data List: None

Edit Checks: 1 - 4

Comments: This is a new field which is required. The following table will be used:

1 - Commercial use requesters, 2 - Educational and non-commercial scientific institutions,
3 - representatives of the news media, 4 - all other.

FEE_CHARGE

This field is to record the amount charged to the requester.

SQL TABLE: FEE

New Length: N7.2

New Format: Numeric

GIMS Data List: N10 (FEE)

Edit Checks: None

FEE_CHARGE_D

This field is to record the date fees were charged to the requester.

SQL TABLE: FEE

New Length: 10

New Format: DATE

GIMS Data List: N11 (CHARGE/D)

Edit Checks: Must be valid date.

FEE_PAID

This field records the total amount of the payments made by requester.

SQL TABLE: FEE

New Length: N9.2

New Format: Numeric

GIMS Data List: N14 (PAID)

Edit Checks: None

Comments: This is a continuous running total.

FEE_PAID_D

This field contains the date payment was received from the requester.

SQL TABLE: FEE

New Length: 10

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New Format: Date
GIMS Data List: N11 (PAID/D)
Edit Checks: YYYY-MM-DD

FEE_PAYMENT

This field contains the amount of the payment received from the requester.

SQL TABLE: FEE
New Length: N7.2
New Format: Numeric
GIMS Data List: N10 (PAYMENT)
Edit Checks: None

FEE_TYPE

This field is to record the type of fee being charged.
A relational table will be constructed on each case to
show amount for search, review and copy.

SQL TABLE: FEE
New Length: C1
New Format: Alpha
GIMS Data List: None
Edit Checks: Three characters as noted in table below.
Comments: This is a new field. This field must be defined by three
categories S (Search Fee), R (Review Fee), C (Copy Fee), and O (Old Style
Fee) followed by the amount charged to the requester noted in the next
field.

FEE_WAIVER_DECISION

This field is used to indicate that a fee waiver was approved,
denied or amended.

SQL TABLE: FEE
New Length: C8
New Format: Alpha
GIMS Data List: None
Edit Checks: Must contain approved, denied or amended.
Comments: This is a new field. It is suggested that three (3)
boxes be included in the FEES MENU so that ISD could enter an X
and the program would store APPROVED, DENIED, or AMENDED into the field.

FEE_WAIVER_REQ

This field is used to indicate that a fee waiver has been requested.
It will be input by logging when a case is opened and assigned a
new number.

SQL TABLE: FEE

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New Length: C1
 New Format: Alpha
 GIMS Data List: None
 Edit Checks: Must contain X or blank.
 Comments: This is a new field.

CASE NUMBER (Not Null): ITYPE, IYR, ISEQNUM
 This field consists of the Type of case, Year, and Sequence Number.
 The year and sequence number is generated automatically by the system.

SQL TABLE: INITIAL
 New Length: 8 characters
 New Format: Alphanumeric
 GIMS Data List: A8 (IPS-LOG)
 Edit Checks: First character must be either A (Amendment),
 E (Executive Order), P (Privacy Act), F (Freedom of Information Act),
 T (Temporary), C (Classification Review) stored in column name TYPE,
 followed by two digits for the year stored in column name YR and a
 four-digit sequence number (AYY-NNNN) stored in SEQNUM. One set of
 sequence numbers will be used for all type cases.

IAGYCODE and IAGYNUM

These fields will be used to record the agency code and the
 case number assigned by the
 originating non-CIA agency.

SQL TABLE: INITIAL
 New Length: 5 characters and 11 characters
 New Format: Alphanumeric
 GIMS Data List: None
 Edit Checks: Must be a valid code contained in the non-agency table.
 ISD will provide a listing of these codes (ACT-DL).
 Comments: These are new fields requested by ISD.

IAPPEAL_OPEN_D

This field is the date the appeal was filed.

SQL TABLE: INITIAL
 New Length: 10
 New Format: Date
 GIMS Data List: N11 (APPEAL/D)
 Edit Checks: YYYY-MM-DD

IAPPEAL_FINAL_D

This field is used to record the date an appeal is closed.

SQL TABLE: INITIAL

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New Length: 10
New Format: Date
GIMS Data List: N11 (ACLOSED/D)
Edit Checks: YYYY-MM-DD

ICDWD

This field will be used to indicate that codeword material is contained in the case file.

SQL TABLE: INITIAL
New Length: 1 character
New Format: Alpha
GIMS Data List: LA11 (CDWRD - Control No.)
Edit Checks: X or Blank.

IEODOCS

This field is used to record the number of documents received for an Executive Order case. This field is required if the type of case is E.

SQL TABLE: INITIAL
New Length: N3
New Format: Numeric
GIMS Data List: None
Edit Checks: None
Comments: This is a new field requested by ISD.

IEOPAGES

This field is used to record the number of pages reviewed in an EO case. This field is required if the type of case is E.

SQL TABLE: INITIAL
New Length: N4
New Format: Numeric
GIMS Data List: None
Edit Checks: None
Comments: This is a new field requested by ISD.

IBY_LNAME

This field indicates that the requester represents another party, it contains the last name of the "BY" party.

SQL TABLE: INITIAL
New Length: C30
New Format: Alpha
GIMS Data List: A30 (FLNAME)
Edit Checks: None

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IBY_MNAME

This field indicates the "BY" middle name or initial.

SQL TABLE: INITIAL

New Length: C10

New Format: Alpha

GIMS Data List: A10 (FMNAME)

Edit Checks: None

IBY_TITLE

This field contains the "BY" title.

SQL TABLE: INITIAL

New Length: C6

New Format: Alpha

GIMS Data List: A6 (FTITLE)

Edit Checks: None

IBY_FNAME

This field indicates that the requester represents another party, it contains the first name of the "BY" party.

SQL TABLE: INITIAL

New Length: C15

New Format: Alpha

GIMS Data List: A15 (FFNAME)

Edit Checks: None

ILITIG_FINAL_D

This field is used to record the date a litigation is closed by ISD.

SQL TABLE: INITIAL

New Length: 10

New Format: Date

GIMS Data List: N11 (LCLOSED/D)

Edit Checks: YYYY-MM-DD

ILITIG_OPEN_D

This field is used to record the date the litigation was filed. It is also referred to as the litigation date.

SQL TABLE: INITIAL

New Length: 10

New Format: Date

GIMS Data List: N11 (LITIG/D)

Edit Checks: YYYY-MM-DD

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ILOG_DATE

This is the date a case is entered into IPS. It is automatically generated using the system date.

SQL TABLE: INITIAL

New Length: 10

New Format: Date

GIMS Data List: N11 (LOG/D)

Edit Checks: None

ICASEOFF

This field contains the initials of the case officer who is assigned the case for processing.

SQL TABLE: INITIAL

New Length: C3

New Format: Alpha

GIMS Data List: A3 (CASE-OFF)

Edit Checks: Must be a valid code contained in the case officer table.

Comments: Capability to make global change of all cases assigned from one case officer to another.

IORG

The field is used to record the requester's organizational affiliation.

SQL TABLE: INITIAL

New Length: C60

New Format: Alphanumeric

GIMS Data List: A60 (ORG)

Edit Checks: None

IRD

This field will be used to indicate that RD material is contained in the case file.

SQL TABLE: INITIAL

New Length: C1

New Format: Alpha

GIMS Data List: None

Edit Checks: X or blank

Comments: This is a new field.

IRECEIVE_D (Not Null)

This required field indicates the date the request was received in ISD.

SQL TABLE: INITIAL

New Length: 10

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New Format: Date
GIMS Data List: N11 (RECEIVED/D)
Edit Checks: YYYY-MM-DD

IREQUEST_D (Not Null)

This required field is the date of the requester's letter or the date received in ISD if the letter is undated.

SQL TABLE: INITIAL
New Length: 10
New Format: Date
GIMS Data List: N11 (REQUEST/D)
Edit Checks: YYYY-MM-DD

ICITY

This field contains the requester's city.

SQL TABLE: INITIAL
New Length: C20
New Format: Alpha
GIMS Data List: A20 (CITY)
Edit Checks: None

ICOUNTRY

This field contains the requester's country.

SQL TABLE: INITIAL
New Length: C5
New Format: Alpha
GIMS Data List: None
Edit Checks: None

IRFNAME (Not Null)

This required field contains the requester's first name.

SQL TABLE: INITIAL
NEW LENGTH: C15
New Format: Alpha
GIMS Data List: A15 (RFNAME)
Edit Checks: None

IRLNAME (Not Null)

This required field contains the requester's last name. System should have capability of updating and retrieving multiple last names.

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SQL TABLE: INITIAL

New Length: C30

New Format: Alpha

GIMS Data List: A30 (RLNAME)

Edit Checks: Must be alphabetic characters.

Comments: Multiple part names will be separated with a space.

IRMNAME

This field contains the requester's middle name or initial.

SQL TABLE: INITIAL

New Length: C10

New Format: Alpha

GIMS Data List: A10 (RMNAME)

Edit Checks: Must be alphabetic characters.

Comments: Multiple part names will be separated with a space.

ISTATE

This field contains the requester's state.

SQL TABLE: INITIAL

New Length: C2

New Format: Alpha

GIMS Data List: A2 (STATE)

Edit Checks: Validate using table (STATE-DL).

ISTREET

This field contains the requester's street address.

SQL TABLE: INITIAL

New Length: C45

New Format: Alphanumeric

GIMS Data List: A45 (STREET)

Edit Checks: None

IRTITLE

This field denotes the requester's title.

SQL TABLE: INITIAL

New Length: C6

New Format: Alpha

GIMS Data List: A6 (RTITLE)

Edit Checks: None

IZIP

This field contains the requester's zip code.

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SQL TABLE: INITIAL
New Length: C10
New Format: 99999-9999
GIMS Data List: A5 (ZIP)
Edit Checks: None

SUB1, SUB2, SUB3

These fields are used to record the subject of the request.

SQL TABLE: INITIAL
New Length: C210
New Format: Alphanumeric
GIMS Data List: A320 (SUBJECT)
Edit Checks: None
Comments: ISD will review data to determine what will be lost in conversion. Each new field is 70 characters long. Data recorded in SUB1, SUB2 and SUB3 will be keyed in new fields such as # EO DOCS, # EO PAGES, STATUS/DISP.

ITCLOSE_D

This field is used to indicate that a T case is closed due to no response from requester.

SQL TABLE: INITIAL
New Length: 10
New Format: Date
GIMS Data List: N11 (CL-NORESP/D)
Edit Checks: YYYY-MM-DD

ITCHNGP_D

This field is used to indicate the date a T was changed to a P case.

SQL TABLE: INITIAL
New Length: 10
New Format: Date
GIMS Data List: N11 (CL-RESP/D)
Edit Checks: YYYY-MM-DD

ITS_NUM1, ITS_NUM2, ITS_NUM3, ITS_NUM4

This field contains the TS collateral control number.

SQL TABLE: INITIAL
New Length: C13
New Format: Alphanumeric
GIMS Data List: A9 (TSNUM)
Edit Checks: See format in comments.
Comments: This field is to be a repeating field allowing up to 4 TS numbers to be entered. Field is formatted as follows: XXXXXTS000188

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where X is office of origin, 0001 is number and 88 is year. The office of origin will be an optional field.

ITYPE REVIEW

This field will be used to indicate the type of classification review.

SQL TABLE: INITIAL

New Length: C10

New Format: Alpha

GIMS Data List: None

Edit Checks: The type review must be FRUS, MANUSCRIPT, DAMAGE (for damage assessment), and OTHER.

Comments: This is a new field.

IUPDATE

This field contains the date the record was updated. It is generated automatically by the system.

SQL TABLE: INITIAL

New Length: 10

New Format: Date

GIMS Data List: N11 (UPDATE/D)

Edit Checks: YYYY-MM-DD

KEYWORD

This field is to record specific words associated with each request to easily search, identify, and retrieve information about other cases with the exact or similar requested information. Up to five (5) keywords may be input for each case.

SQL TABLE: KEYWORD

New Length: 20

New Format: Alphanumeric

GIMS Data List: A30 (TERM-LIST)

Edit Checks: None

Comments: Up to 5 keywords may be entered for one case in the new system. ISD will have to review the data in the TERM-LIST to determine what data needs to be included in the new system. The field in the old system is 30 characters and there are many records which have more than five (5) keywords. ISD will generate a listing of all keywords (online/offline) before new IPS system is in operation and update the new system after conversion.

REFER_AGY

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This field identifies the agency (NON-CIA) to which documents have been sent for their direct response to the requester.

SQL TABLE: REFERRAL

New Length: C5

New Format: Alpha

GIMS Data List: A4 (REFRL)

Edit Checks: The agency code must be among a list of valid codes.

REFER_SENT_D

This field records the date the referral was sent to another agency.

SQL TABLE: REFERRAL

New Length: C10

New Format: Numeric

GIMS Data List: None

Edit Checks: YYYY-MM-DD

Comments: This is a new field requested by ISD.

RET_BOXNUM

This field is the box within the job in which the records are retired to the Agency Archives and Records Center.

SQL TABLE: RETIRED

New Length: N4

New Format: Numeric

GIMS Data List: A4 (BOXNUM)

Edit Checks: None

Comments: Should be updated automatically from data prepared in VM and transferred to ARCINS.

RET_DESTRUC_D

This field contains the date the case folder should be review for destruction.

SQL TABLE: RETIRED

New Length: 10

New Format: Date

GIMS Data List: N11 (DEST/D)

Edit Checks: YYYY-MM-DD

RET_FOLDER_NUM

This field is the folder within the box in which the document was

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retired to the Agency Archives and Records Center.

SQL TABLE: RETIRED

New Length: C5

New Format: Alphanumeric

GIMS Data List: A5 (FOLDER)

Edit Checks: First four positions must be numeric.

Comments: Should be updated automatically from retirement data prepared in VM and transferred to ARCINS.

RET_ITEM_NUM

This field is the item number of the material retired to the Agency Archives and Records Center.

SQL TABLE: RETIRED

New Length: C8

New Format: Alphanumeric

GIMS Data List: None

Edit Checks: None

Comments: This is a new field.

RET_NUM_FOLDERS

This field is used to record the number of folders (volumes) for a case.

SQL TABLE: RETIRED

New Length: N2

New Format: Numeric

GIMS Data List: A2 (NFOLD)

Edit Checks: None

RET_JOB_NUM

This field is the job in which the records were retired to the Agency Archives and Records Center.

SQL TABLE: RETIRED

New Length: C9

New Format: Alphanumeric

GIMS Data List: A10 (JOBNUM)

Edit Checks: YYXNNNNNA (YY-year, X-classification or dash, N-sequence number, A=a or r)

Comments: Should be updated automatically from retirement data prepared in VM and transferred to ARCINS.

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CASE NUMBER (Not Null)

This field consists of the type of case, year and sequence number. It is carried over from the IPS-LOG or IPS-HIST file.

SQL TABLE: LITIG

New Length: 8 characters (C1*C2*C4)

New Format: Alphanumeric

GIMS Data List: A8 (IPS-LITIG)

Edit Checks: First character must be either E (Executive Order), P (Privacy Act), F (Freedom of Information Act), T (Temporary), followed by two digits for the year and a four-digit sequence number (Ayy-NNNN).

LCOLITIGANTS

This field contains the colitigants for the case other than the requester and the plaintiff.

SQL TABLE: LITIG

New Length: C60

New Format: Alpha

GIMS Data List: A30 (LCO/LIT)

Edit Checks: None

LVERSUS_STYLE

This field is used to record style of complaint (Readers Digest v. FBI, CIA v. Doe, etc.).

SQL TABLE: LITIG

New Length: C20

New Format: Alpha

GIMS Data List: None

Edit Checks: None

Comments: This is a new field.

LCOURT_DATE (Not Null)

This is the date of the litigation as indicated by the court.

SQL TABLE: LITIG

New Length: 10

New Format: Date

GIMS Data List: N11 (LLITIG/D)

Edit Checks: YYYY-MM-DD

LOPEN_CASEOFF

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This field contains the initials of the case officer who is assigned the litigation for processing.

SQL TABLE: LITIG
New Length: C3
New Format: Alpha
GIMS Data List: None
Edit Checks: Must be a valid code contained in the CASE OFFICER table.
Comments: This is a new field.

LFINAL_DATE

This field contains the date the litigation was closed.

SQL TABLE: LITIG
New Length: 10
New Format: Date
GIMS Data List: N11 (LFINAL/D)
Edit Checks: YYYY-MM-DD

LFINAL_LOG_DATE

This is the date the litigation closing action was logged.
It is automatically generated.

SQL TABLE: LITIG
New Length: 10
New Format: Date
GIMS Data List: N11 (LFIN/LOG/D)
Edit Checks: YYYY-MM-DD

LLNAME

This field contains the requester's last name.

SQL TABLE: LITIG
New Length:
New Format:
GIMS Data List:
Edit Checks:

LMNAME

This field contains the requester's middle name.

SQL TABLE: LITIG
New Length:
New Format:
GIMS Data List:
Edit Checks:

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LFNAME

This field contains the requester's first name.

SQL TABLE: LITIG

New Length:

New Format:

GIMS Data List:

Edit Checks:

LBY_LNAME

This field contains the last name of the BY party.

SQL TABLE : LITIG

New Length:

New Format:

GIMS Data List:

Edit Checks:

LBY_MNAME

This field contains the middle name of the BY party.

SQL TABLE: LITIG

New Length:

New Format:

GIMS Data List:

Edit Checks:

LBY_FNAME

This field contains the first name of the BY party.

SQL TABLE: LITIG

New Length:

New Format:

GIMS Data List:

Edit Checks:

LTITLE

This field contains the requester's title.

SQL TABLE: LITIG

New Length:

New Format:

GIMS Data List:

Edit Checks:

LORG

This field contains the requester's organization.

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SQL TABLE: LITIG
New Length:
New Format:
GIMS Data List:
Edit Checks:

LLOG_DATE

This is the date the litigation was entered into IPS. It is automatically generated using the system date.

SQL TABLE: LITIG
New Length: 10
New Format: Date
GIMS Data List: N11 (LIT/LOG/D)
Edit Checks: None

LOGC_ATTY

This field contains the name of the OGC attorney assigned to the litigation.

SQL TABLE: LITIG
New Length: C30
New Format: Alpha
GIMS Data List: A30 (LOGC/ATTY)
Edit Checks: None

LUPDATE

This field contains the date the record was updated. It is generated automatically by the system.

SQL TABLE: LITIG
New Length: 10
New Format: Date
GIMS Data List: None
Comments: This is a new field.

LNUMBER (Not Null)

This is a court assigned number for the litigation.

SQL TABLE: LITIG
New Length: 11 characters
New Format: Alphanumeric
GIMS Data List: A11 (LITIG/NUM)
Edit Checks: None

LREC_DATE (Not Null)

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This field indicates the date the litigation was received in ISD.

SQL TABLE: LITIG
New Length: 10
New Format: Date
GIMS Data List: N11 (LIT/REC/D)
Edit Checks: YYYY-MM-DD

LPLAINTIFF

This field contains the name of plaintiff if other than the requester.

SQL TABLE: LITIG
New Length: C60
New Format: Alpha
GIMS Data List: A60 (LPLAINTIFF)
Edit Checks: None

LACT_ACTION

This field is used to indicate the office or component designated to process the request or the source of an incoming referral.

SQL TABLE: LITIG_ACTION
New Length: C5
New Format: Alphanumeric
GIMS Data List: A4 (LACTION)
Edit Checks: Must be a valid code contained in office or component table.

LACT_RESP

This indicator code is used to record the type of response.
P = Positive, N = Negative, E = Fee Estimate, D = Denied

SQL TABLE: LITIG_ACTION
New Length: C1
New Format: Alpha
GIMS Data List: None
Edit Checks: Must be among ISD-provided list of valid codes.
Comments: This is a new field.

LACT_RETRN_D

This field contains the date the action office responded to the request.

SQL TABLE: LITIG_ACTION
New Length: 10
New Format: Date

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GIMS Data List: None
 Edit Checks: YYYY-MM-DD
 Comments: This is a new field.

LACT_SENT_D

This field contains the date the request sent to designee for action and processing.

SQL TABLE: LITIG_ACTION
 New Length: 10
 New Format: Date
 GIMS Data List: N11 (LACT/SENT/D)
 Edit Checks: YYYY-MM-DD

LACT_TYPE

This field will be used to indicate the type of action.

SQL TABLE: LITIG_ACTION
 New Length: C1
 New Format: Alpha
 GIMS Data List: None
 Edit Checks: The type action must be T = Tasking, F = Fee Estimate, R = Referral.
 Comments: This is a new field.

LCOORD_COORD

This field is used to record coordinations to other components or agencies by the primary designee in the LITIG ACTION field.

SQL TABLE: LITIG_COORD
 New Length: C4
 New Format: Alphanumeric
 GIMS Data List: None
 Edit Checks: Must be a valid code in table. If this field is used, LITIG ACTION RESPONSE must be "P", "R", or "C".
 Comments: This is a new field. Fields LITIG COORDINATION, LITIG COORDINATION SENT DATE, LITIG COORDINATION RETURN DATE may repeat as a group.

LCOORD_RETRN_D

This field contains the date the LITIG COORDINATION office responded.

SQL TABLE: LITIG_COORD
 New Length: 10
 New Format: Date
 GIMS Data List: None
 Edit Checks: YYYY-MM-DD

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Comments: This is a new field.

LCOORD_SENT_D

This field contains the date the coordination was sent.

SQL TABLE: LITIG_COORD

New Length: 10
New Format: Date
GIMS Data List: None
Edit Checks: YYYY-MM-DD
Comments: This is a new field.

LREFER_AGY

This field identifies the agency (non-CIA) to which documents have been sent for direct response to the requester.

SQL TABLE: LITIG_REFERER

New Length: C4
New Format: Alpha
GIMS Data List: None
Edit Checks: Must be a valid Agency code listed in ISD-table.
Comments: This is a new field.

LREFER_SENT_D

This field indicates the date the referral was sent to an agency for its direct response to the requester.

SQL TABLE: LITIG_REFERER

New Length: 10
New Format: Date
GIMS Data List: None
Edit Checks: YYYY-MM-DD
Comments: This is a new field.

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APPENDIX A

IPS CASE PROCESSING

```

| LOGGING SECTION |
| DETERMINES CASE TYPE |
| T=TEMPORARY, P=PRIVACY |
| F=FREEDOM, E=EXECUTIVE |

```

|

```

| LOGGING SECTION |
| QUERIES DATABASE FOR |
| REQUESTER AND/OR |
| SUBJECT; FEES OWED; |
| INFO PRINT-OUTS |

```

|

```

| LOGGING SECTION |
| MAY MAY NOT SEEK |
| CASE OFFICER REVIEW |
| PRIOR TO ADDING NEW |
| RECORD TO IPS |
| DATABASE |

```

|

```

| LOGGING SECTION |
| PREPARES PRELIMINARY |
| ACKNOWLEDGEMENT |
| LETTER OF RECEIPT |

```

```

| LOGGING SECTION |
|----->| MAILS LETTER |
| FOR T CASES |

```

|

```

| CASE PACKAGE FOR P, |
| F & E CASES GIVEN |
| TO CASE OFFICER |

```

|

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```

-----
| CASE OFFICER MAY/MAY NOT |
| REQUEST ADDITIONAL      |
| SEARCHES DONE           |
-----

```

```

-----
| CASE OFFICER PREPARES | CASE OFFICER MAY CLOSE | -----
| FINAL ACKNOWLEDGEMENT | THE CASE                | ----> |END|
| LETTER OF ACCEPTANCE  | -----
-----

```

```

-----
| CASE OFFICER DETERMINES | ----> | LOGGING SECTION ENTERS |
| FEE CHARGES             |      | FEE DATA; RETURNS CASE |
-----
|                           |      | PACKAGE TO CASE OFFICER |
-----

```

NO

```

-----
| CASE OFFICER GIVES |
| CASE PACKAGE TO   | <-----
| IA FOR TASKING    |
-----

```

```

-----
| IA ADDS TASKING INFO |
| (DATES, CIA COMPONENTS/|
| OTHER AGENCIES) TO  |
| IPS DATABASE        |
-----

```

```

-----
| IA TRACKS RESPONSES |
| ADDS ADDITIONAL     |
| TASKINGS            |
-----

```

```

-----
| ALL RESPONSES IN: |
| IA REVIEWS CASE & |
| PREPARES IT FOR  |
| CLOSING           |
-----

```

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|

| CASE OFFICER REVIEWS CASE |
| & WRITES FINAL RESPONSE |
LETTER

|

| CASE IS CLOSED BY |
LOGGING SECTION

|

END

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APPENDIX B

IPS ONLINE HELP

B.1 HELP ***WELCOME MENU***

Information Privacy System

The IPS system provides the capability for recording, tracking and reporting of all Privacy Act, Freedom of Information and Executive Order requests for the Agency.

This Welcome menu is used to describe what options are available within the system.

Depress F3 to Return to Welcome Menu

B.2 HELP ***INITIAL CASE PROCESSING***

OPEN New Initial Case

1. Type of Case (A=amend,C=class,E=EO,F=FOIA,P=privacy,T=temporary)
2. Case Number (year and sequence number automatically assigned by system)
3. Letter Dated (All Dates are in YYYY/MM/DD format 1987-11-30)
4. Letter Received Date (Must be later than letter date)
5. Case Officer (Initial officer, not required for T cases)
6. Fee Category of Requester (1=commercial use, 2=educational & non-commercial scientific institutions, 3= representatives of the news media, 4 = all other)
7. Fee Waiver - (X or blank)
8. Requester's Last and First Name
9. Non-CIA Agency (If entered, must be valid code)
10. Number of pages and documents are required if EO case
11. Type Classification Review (MANUSCRIPT,FRUS,OTHER,DAMAGE)
12. TS Collateral (XXXXX TS 9999 88 where XXXXX=ofc origin & is optional)
13. Subject (May be entered in OPEN or KEYS/XREFS menus)

To open a new initial case fill in the required items in the menu and depress the F4 key. Required field names are highlighted on the menu.

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Depress F3 to Return

B.3 HELP ****CHANGE INITIAL CASE****

B.4 HELP **** KEY/XREF ****

Cross References and/or Keywords

Type in case number (Ex: E88-0765) and depress F4 to select the record. If a record is found, the last and first name of the requester will appear in the menu along with any other existing fields. Type in data to add or change in the fields listed and depress F10 to add or change the data.

Type Classification Review - Must be FRUS, MANUSCRIPT, DAMAGE, OTHER.
TS Collateral - (XXXXX TS 9999 88 where XXXXX=ofc of orgin & is optional).
Codeword & RD - Must be blank or 'X'

Cross Refference - Same format as case number, followed by suffix A-F.
A = Same Requester/Same Topic; B = Different Requester/SmeE Topic
C = Same Requester/Different Topic; D = New-Old; E = Piggyback;
F = Work Together.

Category of Requester - (1=Commercial Use; 2=Educational & Non-Commercial Scientific Institutions; 3=Representatives of New Media; 4=All Other.

Depress F3 to Return

B.5 HELP ****ACK/STAT****

B.6 HELP ****TASKING****

B.7 HELP ****FEES****

B.8 HELP ****CASEOFF****

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B.9 HELP **FINAL CASE PROCESSING**

B.10 HELP **LITIGATION CASE PROCESSING**

B.11 HELP **RETIREMENT CASE PROCESSING**

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