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12 January 2001

MEMORANDUM FOR:

[Redacted]

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FROM:

[Redacted]

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SUBJECT: (U//~~FOUO~~) ODC Weekly Report 4-10 January 2001

REFERENCE:

(U) The Automatic Declassification Date is 17 April 2003!

U) Activities and Accomplishments Highlights

(U//~~FOUO~~) Items of Management Interest:

(U//~~FOUO~~) National Security Council (NSC) Records:

(U//~~FOUO~~) DO/SRO [Redacted] attended a meeting at NSC to discuss the disposition of [Redacted] pages of presidential records from the period 1953-1981. The subject matter of this collection included covert action activities, relations with Congress, the national security establishment, and double agent cases. Discussions on review procedures took place and it was determined that a team of [Redacted] reviewers could completely review the collection within three months. A decision by D/OIM on handling of collection has not yet been made. [Redacted]

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(U//~~FOUO~~) Interagency Automation Working Group Meeting:

(U//~~FOUO~~) The Automation Working Group (AWG) met at [Redacted] on 10 January 2001, where it held its monthly meeting. The well-attended event, chaired by [Redacted] of the DOE, had a full agenda. Highland Technologies briefed the group on various technological applications to declassification. Specifically, members considered emerging document duplicate detection techniques and automated tools and support for document reviewers and declassifiers. The AWG discussed government needs and requirements for redaction software.

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Also, a representative from the Office of the Secretary of Defense's office for POWs/MIAs (DPMO) updated members on its declassification automation activities. ODC's [redacted] rounded off the agenda with a presentation on CADRE, the CIA Public Access System at NARA. [redacted]

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~~(U//AFO)~~ From the Archive:

~~(U//AFO)~~ Changing Presidential Needs:

~~(U//AFO)~~ The need for a Saturday edition of the C.I.G. (Central Intelligence Group) Daily Summary was questioned in a 13 June 1947 memo from the assistant director Reports and Estimates (ORE) to the assistant director Collection and Dissemination. The memo notes that "When the C.I.G. Daily Summary was established (February 1946), the Director decided that a Saturday edition on a reduced scale should be published in time for delivery to the President and other recipients before noon. Since then, ORE has required the attendance of a skeleton staff on Saturdays to get out this edition." [redacted]

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- ~~(U//AFO)~~ The memo states that while "In February 1946 the President and other recipients of the daily were normally at their offices on Saturdays, at least until noon... this has long since ceased to be the case." The author continued: "I understand informally that he [the President], receives the Saturday edition with the Monday edition on Monday afternoon." The memo suggested a survey be done "to determine whether at present there exists a compelling requirement for a Saturday edition." The material reviewed did not indicate the final decision on this issue. [redacted]

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~~(U//AFO)~~ Document Conversion Center:

~~(U//AFO)~~ Production Statistics:

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~~(U//AFO)~~ Collection/Case Processing:

~~(U//AFO)~~ DCC/MORI Case Processing: The following chart represents significant document batches received and/or completed by the DCC/MORI conversion team during the weekly reporting period.

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~~(U//AFO)~~ **On the Horizon:** Collections for anticipated future processing include: The remainder of the Senate POW/MIA Collection and Princeton Conference documents, Nazi War Crimes, and Studies in Intelligence.

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~~(U//AFO)~~ **Factory/MORI Collection Tracking:**

~~(U//AFO)~~ The chart below tracks the production of the major components of the Factory--IWAS, SPREE and NARA--and the standing case types in MORI--CSI (Center for the Study of Intelligence), EOM (Executive Order-Mandatory), FOIA (Freedom of Information Act), PA (Privacy Act), and SS (Special Search). The SPREE category is an effort to capture a substantial category of work performed by Document Conversion Center resources associated with Special Processing for Expedited Exemption (SPREE) (including database reconciliation, updating of box/folder labels, and box and folder preservation).

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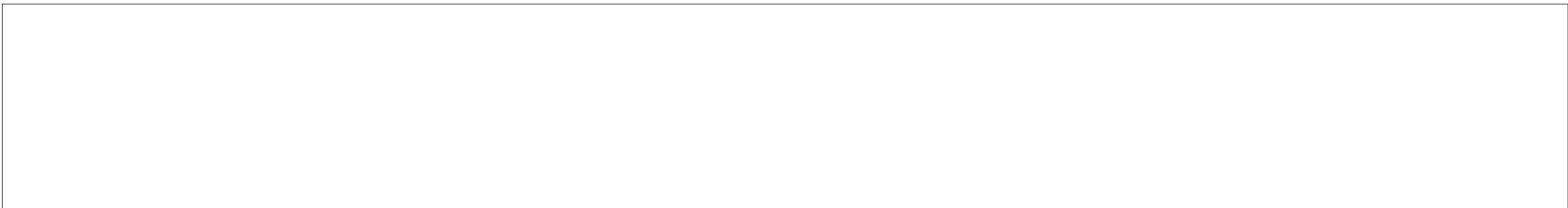
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~~U//**FOUO**~~ Factory Production:
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(U//~~ATUO~~) DCC Quality Assurance:

(U//~~ATUO~~) Date Entry Report Template (DERT): The DCC continues to process "DERT" index lists. Concentration now is on "Priority 1" material, especially for selected directorate teams, although priority 2 and 3 material is also being approved under certain circumstances to maintain adequate workflow levels. [Redacted]

[Redacted]

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(U//~~ATUO~~) Declassification Review Division:

(U//~~ATUO~~) External Referral Unit:

(U//~~ATUO~~) Referral Operations:

(U//~~ATUO~~) ERU account managers are discussing with State and NSA declassification review officials a collection of [Redacted] located at the AARC. This group of documents (some [Redacted] pages), apparently incorporating significant NSA equity, appears exempt for several reasons. Based on NSA guidance, the entire collection may be exempted. [Redacted]

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(U//~~ATUO~~) ERU hosted on-site visits of both Air Force and Army reviewers last week. Through arrangements between the ERU Account Managers and various OGA declassification programs, those agencies send declassification reviewers to [Redacted] where they review referred documents on site and provide final release or denial decisions for their agencies. An Air Force reviewer returned this week for several more days. [Redacted]

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(U//~~ATUO~~) [Redacted] has replaced [Redacted] as the Department of the Treasury Special Projects Manager for Declassification. He will be added to ERU's extensive list of contacts at all known declassification programs in the US Government. [Redacted]

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(U//~~ATUO~~) We extracted [Redacted] from IWAS for processing by PIRD. [Redacted]

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(U//~~ATUO~~) Department of Defense Referral Center representative, [Redacted] spent January 8th and 9th verifying their DOD RAC documents. [Redacted]

[Redacted]

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(U//~~ATUO~~) CIA/NARA Operations:

(U//~~ATUO~~) [Redacted] was back at work one day last week and one day this week after a bout of illness. He is looking healthy and energetic. We are very pleased to have him back. [Redacted] is an OSS veteran and the agency's foremost expert on OSS records. [Redacted]

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(U//~~ATUO~~) We are currently reviewing the Army RG 319 collection (index cards). This collection should produce a high release page count. [Redacted] has completed the certification of the [Redacted] boxes of the National Security Council (NSC) [Redacted]. The log sheets for the boxes will be indexed the week of 8 January. These boxes contain RD and FRD materials and we will pass the boxes to DOE for their review. The log sheets for those boxes will be indexed the week of 8

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January. Our technicians are continuing to index the Army 319 collection. [redacted]

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~~(U//AIUO)~~ DCI Team:

(U//AIUO) The DCI Team is participating this week and next in training for the upcoming release of a new IWAS version. Because the team does so many "legal" referrals of OGC documents, the new IWAS version is expected to be very helpful as it will allow us to do "bulk" referrals of folders instead of doing each individually. [redacted]

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~~(U//AIUO)~~ DA Team:

(U//AIUO) Senior DA Reviewer, [redacted], traveled to SRC this week and held a team meeting with the Redactors there. The visit provided an excellent opportunity to update the Remote Team members on new issues and occurrences as well as provide feedback on current documents. [redacted]

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~~(U//AIUO)~~ DO Team:

(U//AIUO) Draft guidelines on handling Gehlen Organization intel reports have been prepared. These guidelines include issues which affect the Nazi War Crimes Task Force. We will be sending the draft to DO/IRO for his concurrence and information, prior to incorporation in Declassification Handbook. [redacted]

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(C) Personnel: Two new DO Team certifiers will be coming onboard soon: [redacted] has been approved by his home component [redacted] and is scheduled to begin his rotational assignment in OIM/DRD on 29 January. [redacted] is in the transition process through IMS and will assist with records surveys and IWAS certifying at the AARC. We welcome them and look forward to their contribution to the team. [redacted]

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~~(U//AIUO)~~ DI Team:

(U//AIUO) Refreshed from holiday leave, DI reviewers have rolled up their sleeves for the push to [redacted] Former Africanist colleagues [redacted] and [redacted] have spent the greater part of the week doing manual review of former Office of Central Reference records, most of which appears to be benign. Work on the map collection also continued. Review of the remnants of the scientific abstract (SAP) collection is stalled, awaiting input of additional material. More than [redacted] pages have been processed through Level II review so far. Senior Reviewer [redacted] is preparing to kick off a week of concentrated training sessions on IWAS version 2.8, which will require some major adjustments by the reviewer workforce. [redacted]

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~~(U//FOUO)~~ NIMA Team:

(U//FOUO) Production: NIMA Team production continues. Regarding automated review, this week the Team participated in the initial IWAS 2.8 upgrade orientation training class. All agree that current software improvements appear to work efficiently and are looking forward to using the new system. [redacted]

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~~(U//FOUO)~~ **Other Production:** IWAS incoming referrals (from other CIA teams to NIMA via DS&T) appear to be picking up. NIMA and DS&T Team chiefs have received recent notifications of referrals specifically for NIMA review of at least [] folder/documents. So far, [] one of these have shown up in the DS&T Refer TNW queue and will be picked up by NIMA reviewers following actual implementation of IWAS 2.8 on Wednesday, 17 Jan 01. Similarly, this week, NIMA has referred three folder/documents to the DS&T, but since IWAS referrals between NIMA and DS&T have not yet been implemented, these have been hardcopy exchanges. []

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~~(U//AFO)~~ **Quality Control/Training:**

~~(U//AFO)~~ The CD process is scheduled to began again. [] [] and Senior Coordinator for Guidance, [] continue to work on documents in the EHU queue to resolve new or remaining policy/guideline issues for inclusion in the Handbook. The new updated version of the Handbook has been approved by the ODC Management Board. The new version of the Handbook will be ready for distribution later this month and will be distributed to all current Handbook holders. Work continues to resolve procedural issues with records scanned at NARA-College Park and to identify any policy/guideline problems. [] is working with the senior reviewers and others to draft new guidance. Training has been planned for all certifiers and reviewers in the new IWAS 2.8 due out January 16th. Classes, using the training server, will begin on January 11th and are expected to conclude by January 19th. Training for the reviewers at SRC will take place on site. []

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~~(U//AFO)~~ **Declassification Support Division:**

~~(U//AFO)~~ **Document Management Team:**

~~(U//AFO)~~ The Document Management Team began working on the FRUS/HRP project. To date a total of [] pages have been reviewed copied, hole-punched, highlighted and placed into notebooks. The DMT is currently waiting for the last set of document to complete the [] binders destined for the HRP Conference. []

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~~(U//AFO)~~ **MORI Operations:**

~~(U//AFO)~~ On January 10, [] and members of the MORI Close Support Team provided a presentation to SCD on the tasking process using the IRTRAC Lotus Notes Database and MORI. []

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~~(U//AFO)~~ On January 11, OIM met with the EIS team to discuss the next step in deploying OIM's metric information to the Data Warehouse for EIS. A decision was made that [] will work directly with EIS, to implement sending the data to the Data Architecture Database directly. []

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~~(U//AFUO)~~ **25-Year Operations:**

~~(U//AFUO)~~ **Guatemala Collection:**

~~(U//AFUO)~~ The [Redacted] Guatemala documents requiring re-reviewing at the beginning of the Wrangler effort have been completed. [Redacted] documents were re-reviewed over the last week. The Hold for Print queue, which contained [Redacted] folders, was flushed during this reporting period causing the folders to be forwarded to AntProcessing. As of 3 January there are [Redacted] Guatemala folders in Ant Processing. There are now [Redacted] folders in AntProcessing indicating progress through the system. These folders are currently being processed. This indicates that material that has completed its re-review is re-entering the AntProcessing queue. Hopefully a large percentage of this material will complete AntProcessing but some percentage will be found in error and will have to be re-reviewed.. Progress is being made. [Redacted]

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~~(U//AFUO)~~ **Completion of Jobs in IWAS with Less Than 10% Remaining to be Completed:**

~~(U//AFUO)~~ [Redacted] and [Redacted] developed a white paper suggesting a new approach to the management of IWAS product being moved through the system. A briefing has been scheduled for 17 January on strategies for production issues. Among other issues, the briefing will review current IWAS status, Priority 1 output, and strategies to enhance IWAS production. [Redacted]

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(U) Upcoming Week

~~(U//AFUO)~~ The FY 2001 march continues. [Redacted]

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~~(U//AFUO)~~ This week we have an ERWG on Wed. Among other things, we will discuss the recent ISOO letters on withdrawal of guidance and folder exemption. NARA has also agreed to brief on agency declassification guidance that they use. [Redacted]

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[Redacted]

Chief, OIM Declassification Center

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~~(U//AFUO)~~ U//AFUO except indicated Para(s) and Indicated Cover Name(s)

CC:

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