

OFFICE OF INFORMATION MANAGEMENT

This schedule covers the records for the **Director of Information Management** and the groups and divisions of the Office of Information Management (OIM). OIM was established 1 October 1997 to direct, advise, and coordinate the overall support of information management and related activities for the Agency.

The **Automation Group** manages the development and maintenance of automated information and record keeping systems.

The **Information Review Group** manages the receipt of requests for, review, and release of Agency materials.

The **Records and Classification Management Group** is responsible for the traditional records and classification management and electronic records policy and guidance.

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OFFICE OF INFORMATION SERVICES

This schedule covers the records for the Director of Information Services and the divisions and branches of the Office of Information Services (OIS). OIS was established 14 June 1979 to direct, advise, and coordinate the over-all support of information management and related activities for the Agency.

The Regulations Control Division directs and monitors the processing, coordination, and publication of Agency regulatory issuances.

The Records Management Division directs the Agency records management program and is responsible for the Agency national security classification program under Executive Order 12356.

The Information and Privacy Division receives and processes all requests submitted to the Agency under the Freedom of Information and Privacy Acts and the mandatory declassification review provisions of Executive Order 12356.

The Classification Review Division manages the Agency program for national security classification review.

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