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1 MAR 1972

SUPPORT SERVICES STAFF CONTRIBUTION TO THE  
SUPPORT DIRECTORATE PROGRAM MEMORANDUM

I. MAJOR NEW ACTIVITIES

A. Microfilm Systems Implementation

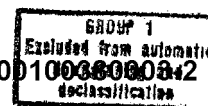
The continued pressures to limit paper creation, decrease storage of hard copy in offices, and to reach zero growth of records in the Records Center dictate thorough cost-effective exploitation of available techniques in data reduction, including employment of the various microforms.

During FY 1973 and the 1974 program year, the Support Services Staff (SSS) will continue to support OTR in the presentation of microfilm seminars, the objective of which is to familiarize a broad population of the Agency with the potentials offered by microfilm systems. We already have seen a significant quickening of component interest in this area, interest which is stretching SSS capability to respond to requests for assistance in the conduct of microfilm systems studies. By reprogramming internal SSS personnel resources, we propose to add one more officer in Fiscal Year 1973 to assist the present sole SSS microfilm program officer. The additional microfilm program officer will make it possible for SSS to extend systems analysis and hardware selection assistance to non-DDS components as well.

It also will be necessary to continue to employ the services of a consultant to provide expert advice on the conduct and analysis of microfilm systems studies during both FY 1973 and FY 1974. We expect the tempo in terms of numbers of studies, and their complexity, to require that we increase consultant funding from \$10,000 in FY 1973 to \$20,000 in FY 1974. In order to facilitate the introduction of microfilm systems, we are programming for the procurement of \$43,000 for microfilm equipment in FY 1974. This equipment will include microfilm cameras, readers, reader/printers, and a Diazo microduplicator for the Records Center; this

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equipment will be procured by SSS and will be used where needed to initiate pilot microfilm programs in DDS components. OS, OP, OMS and the Records Center all have major microfilm system potentials which are either being examined now or which warrant examination in the near future. We are requesting an increase of four contract positions in FY 1974 at our Records Center, three of which will be used to commence a major microfilm conversion of our permanent archival records. The fourth new contract position is needed to augment our current modest effort to screen archival material now in the Records Center.

B. Data Management Centers - Support Directorate ADP Systems Group

The SIPS Data Management Centers, discussed in previous program submissions, will commence operation in Fiscal Year 1973. Data Management Center staffing will require no increase in Support Directorate ceiling; plans for restructuring of current functions and procedures are underway. This restructuring will involve shifting personnel and positions from the Support offices and from the Information Processing Branch, Support Services Staff to the Data Management Center. [ ] of the present [ ] Information Processing Branch positions will be phased into Data Management Center activity. Approximately twenty-five input typists and sixteen input editors and technicians will be required for editorial work, input preparation, and reports distribution when the Centers are fully operational. These positions and people will come from internal transfer or assignment within the Support Directorate. The remaining thirteen positions now in IPB will form the nucleus of the Support Directorate ADP Systems Group responsible for maintaining, refining, and expanding new increments to present systems.

Detailed staffing plans for the Centers located in Headquarters, Key and Ames Buildings are in the final stage of development. Space renovation is underway in Headquarters Building. The major problem is establishing an appropriate management pattern for Center personnel and functions.

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SIPS represents a marked change in Directorate information processing. The Data Management Centers are visible evidence of this change. An evolutionary approach to management of the Centers seems most appropriate. Initially the systems will be managed and controlled at the Directorate level.

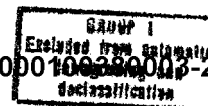
C. CIA Archives Program

There presently is a DDS proposal before the Executive Director-Comptroller for the establishment of a formal CIA Archives Program. If approved, this proposal will involve transfer of responsibility for the present unofficial Agency archives collection at the Records Center from the DDS/SSS to the O/DCI and would establish an Archives Staff reporting also to the O/DCI. While approval of this proposal will also involve the transfer of some positions and personnel from the directorates (including DDS) to the Archives Staff, those changes which would affect the Support Services Staff have not been incorporated into this Program submittal.

In order to provide adequate office space at the Records Center for an Archives Staff, funding of \$50,000 has been included in the FY 1974 program estimates year for construction of an elevator and stairs connecting the ground level of the Records Center  with the first floor, where the present informal archives collection is stored. Should the Archives Program proposal not be approved, the elevator and stairs will be invaluable in making the ground floor space useable by Agency personnel researching records; at present there is no suitable space available at the Records Center for the ever-increasing number of persons wishing to research documents stored at the Records Center.

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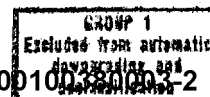
D. Formalized Training Program in Records Management

We have initiated discussions with OTR to develop a major training effort in records management to be managed by OTR Support School. This program encompasses the following:

1. Briefings of senior management personnel by an outside expert [redacted] Target audiences would include Deputy Directors, Office Heads and perhaps Branch Chiefs. The purpose of these briefings is to explain what records management is in terms understandable to top management and to explain benefits components can expect from active records management programs, highlighting savings in personnel, space and increased efficiency of information handling.
2. Expand similar records management briefings in various courses now being run by OTR starting with the Advanced Intelligence Seminar, Mid-Career, the Support portion of Intelligence in World Affairs, and CT training.
3. Develop specifically targeted "in-house" courses (given by OTR instructors or instructors provided by NARS) for various levels of management concerned with records problems covering the major program elements of records management, i.e., forms, correspondence, reports. Target audiences would include full and part time RMO's, registry chiefs, senior secretaries, managers of major file collections and support officers.
4. Establish training prerequisites for records management officers. Coordinate external training for records management professionals at NARS, American University and other records management seminars.

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5. Resources required: Need for one full time senior training officer in OTR (to be programmed by OTR) to establish and maintain program working in concert with SSS personnel. Also need funds for outside consultant speakers, [redacted] Offices would fund costs of external training recommended by OTR. Most important, however, would be commitment on the part of operating officials to release their personnel for training ranging from up to 10 weeks full time for records management professionals to 1 or 2 hours for their senior level managers.

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II. PARTICULARLY SENSITIVE OBJECTIVES OR ISSUES

None.

III. MAJOR ANTICIPATED PROBLEMS

A. Problems in Microfilm Area

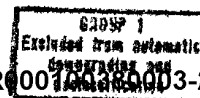
As we identify large file holdings that are susceptible to long range cost effective microfilm applications (and systems work has been completed) office heads will be faced with problems of identifying manpower they can divert to conversion (i.e., file preparation, purging, filming, and verifying) once the initial conversion is completed it is expected that maintenance of the system itself will be handled with the same amount of personnel and perhaps less personnel than we are now using on hard copy systems.

B. See paragraph V below.

IV. UNFUNDED REQUIREMENTS THAT MAY RESULT IN REQUESTS FOR RELEASES FROM THE AGENCY'S RESERVE FOR CONTINGENCIES DURING FY 1973

None.

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V. NEW ACTIVITIES ON WHICH PRIMARY RESOURCE IMPACT ON THE AGENCY WILL OCCUR BEYOND THIS PROGRAM PERIOD (ie, FY 1975 and Beyond)

New technical collection systems now being developed in DDS&T will result in mass quantities of film and other information media (both hard copy and computer tapes) that will be beyond their current capability to store. Even now, the product of the latest new overhead collection system to become operational is of such magnitude that NPIC and the DDI will have serious problems living within the space allocated to them [redacted] in FY 1973 and FY 1974. We have advised NPIC planners to include space to store their project product in their new building plans. The Support Directorate should insure that adequate space is included in NPIC building plans to accommodate their film and records storage needs resulting from these new systems. There simply is not room [redacted]

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VI. CHANGES IN RESOURCE NEEDS FOR FY 1973 AND FY 1974

FY 1973:

A \$74,000 increase was made to the original FY 1973 estimate; \$64,000 increase for the 1972 pay legislation; \$10,000 increase for consultant services in microfilm systems.

FY 1974:

A. Our overall FY 1974 budget estimates reflect a net decrease of \$76,000 under the FY 1973 budget due primarily to decreased requirements by SIPS for ADP hardware and terminal site preparation costs. (-\$76,000)

B. There are, however, the following increases over the FY 1973 base (which have been more than offset by decrease mentioned in A above):

1. 1% to provide for periodic step increases, promotions, reclassifications, etc. \$13,000

2. Other increases:

a. Management (74-0010) 40,000

\$10,0-0 over FY 1973 for increased microfilm consultant funding; \$30,000 for procurement of microfilm hardware.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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b. Records Administration (74-0050) 6,000

Consultant services in connection  
with new records training program.

c. Archives and Records (74-0055) 67,000

\$50,000 for installation of an ele-  
vator and stairs at Records Center;  
\$13,000 for procurement of Diazo  
microduplicator; \$4,000 to survey  
the humidity and temperatures in  
the Records Center building.

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