

DD/S 72-1983

Executive Register  
72-2681

15 May 1972

**MEMORANDUM FOR THE RECORD**

FILE *Meetings (Deputies)*

**SUBJECT: Executive Director-Comptroller's Meeting with the Deputies,  
10 May 1972**

1. On 10 May the Executive Director-Comptroller held a meeting with the Deputy Directors. In attendance were:

- DDI
- DDS
- ADDP
- DDS&T
- General Counsel
- Inspector General

Compartmentation Systems

2. Following introductory remarks by the Executive Director and the Director of Security, Mr. [redacted] Office of Security, briefed on recommended modifications to the SI and T/K compartmented systems. A draft revision of regulations on handling SI and T/K compartmented intelligence within the Headquarters building was distributed. In response to various questions Mr. [redacted] made it clear that these revisions do not affect current procedures for handling Restricted Data, [redacted] material. While endorsing these new procedures, the DDI said that these revisions have the effect of handling plain Top Secret material with greater care than Top Secret compartmented information. The Executive Director asked the Director of Security to examine this matter and make appropriate recommendations with respect to Top Secret, after which he will present the revisions to the Director for his review and approval.

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Archives, History, and Records

3. The Executive Director initiated a discussion of his revised memorandum on this topic. He noted in particular that the Agency's Records Management Officer would be immediately subordinate to his Office and endorsed the suggestion that a Technical Committee be established to support the Records Management Board. Noting the annual report recommended to support the Archives and Historical

Administrative  
Control and  
Classification

Programs, the ADDP noted the burden of producing an additional report. The Executive Director asked that those Deputies having additional comments on these procedures forward them by 17 May. Following the meeting, the Executive Director determined that the annual report will be submitted at the same time as inputs to the annual PFIAB report. (The Directorates were so advised.)

#### Classification and Declassification

4. The General Counsel briefed on work under way to implement Executive Order 11652. The Executive Director noted the need to establish internal machinery to process requests for declassifying papers for historical purposes (per para. 3 above topic) and the DDI briefed on the Director's action vis-a-vis Lebanese Estimates.

#### Classified Bulletin Boards

5. The Executive Director noted the possible value of having a bulletin board in various offices on which classified material of general interest to that office and to the Agency could be displayed. The Director of Security interposed no objections provided the bulletin boards were placed out of visitors' view and the material thereon secured after hours. A brief discussion followed, and the DDS&T said that he will ask the Director of OSI to try this for a period of time and that he would then report back to the Deputies on OSI's experience.

#### Management Advisory Group

6. The Executive Director asked that the Deputies try to stay in touch with MAG personnel in their directorates and encouraged them to utilize MAG for its stated purposes.

#### The Director's State of the Agency Address

7. The Executive Director asked those in attendance to let him have their thoughts on topics to be covered in the Director's State of the Agency Address. It was noted that his last address was given on 15 June 1971. The Executive Director will seek an opportunity to discuss the basic theme with the Director, but in the meantime, suggestions from the Deputies were requested.

**The Director's Annual Conference**

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8. The Executive Director noted his discussions with each of the Deputies with respect to the agenda and said he will make appropriate adjustments on the topics to be covered.

**Suggestion Awards**

9. DDS&T said that he personally encouraged personnel in his directorate to forward suggestions and observed the resulting increase in cash awards to those concerned.

**Irregular Summer Working Hours**

10. The Executive Director noted last year's proposal by Director, OSR, to establish earlier working hours in order to permit employees to depart by mid-afternoon. A brief discussion followed, and it seemed to be the consensus that the administrative problems related thereto would outweigh the advantages.

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Assistant to the Executive Director

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