

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Accounting of Disclosures of Records Made to Persons or
Entities Outside the Central Intelligence Agency (CIA)

FROM:

EXTENSION NO.

OL 1 2225

DATE

2 JUN 1981

TO: (Officer designation, room number, and
building)DATE ☒OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

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1. DDA
7D24 Headquarters

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2 JUN 1981


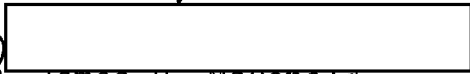
MEMORANDUM FOR: Deputy Director for Administration

FROM: James H. McDonald
Director of Logistics

SUBJECT: Accounting of Disclosures of Records Made
to Persons or Entities Outside the
Central Intelligence Agency (CIA)

REFERENCE: Mtp1 Adsee Memo fm OGC dtd 26 May 81,
same subj (OGC 81-04296, OL 1 2148)

As requested in the referent memorandum from the Office of General Counsel, the Office of Logistics (OL) has prepared a brief description of the system of accounting used for disclosures under the Privacy Act. Attached is a blind memorandum relating the results of a review of OL's working procedures relating to declared Privacy Act records systems.

 
James H. McDonald

Attachments:
A. Reference
B. Blind Memorandum

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OGC 81-04296

26 May 1981

MEMORANDUM FOR: See Distribution

FROM :

[REDACTED]
Office of General Counsel

SUBJECT : Accounting Of Disclosures Of Records
Made To Persons Or Entities Outside
The Central Intelligence Agency (CIA)

1. To aid in a review of recordkeeping practices relating to systems of records maintained by the Agency (as defined under the Privacy Act), this Office needs to determine to what extent an accounting has been or is being maintained for each disclosure of records made to persons or entities outside the Central Intelligence Agency. Accordingly, it is requested that you provide this Office with a brief description of the system of accounting used for such disclosures made from records systems under your cognizance. If no such accounting has been or is being maintained, then you should provide this Office with a brief evaluation of what technical steps, manpower needs and financial costs would be required to establish and maintain such a system of accounting. (In drafting your evaluation, assume the system of account will have to accurately record: (1) the date, nature and purpose of each such disclosure, and (2) the name and address of each person or entity to whom such a disclosure is made. Use your own professional judgment whether such a system of accounting can or should be automated or manual.)

2. This Office would appreciate receiving a response to this inquiry by no later than the close of business on 5 June 1981. Please feel free to call me [REDACTED] if you have any questions about this matter.

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OL 1 2148

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Accounting of Disclosures of Records Made to Persons or Entities Outside the Central Intelligence Agency (CIA)

1. The Office of Logistics (OL) has reviewed its record-keeping practices relating to declared Privacy Act records systems.

2. OL currently has a manual recording system for Freedom of Information Act (FOIA) and Privacy Act (PA) requests. It contains the request number, the requestor's name, subject of the request, received and response dates, and response comments. This information is kept on all requests. OL does not distinguish between disclosures or denials of records as criteria for recording information in the OL system.

3. It would not be difficult to change the existing system to accommodate the information requirements outlined in the multiple addressee memorandum from the Office of General Counsel dated 26 May 1981. Because of the small number of requests handled by OL, the manpower impact would be negligible.