

S E C R E T

30 October 1986

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

[Redacted]

Director of Information Services

SUBJECT: OIS Weekly Report (23 - 29 October 1986)

25X1 [Redacted]

2. *Mr. James Moore, Assistant Archivist for Records Administration, National Archives and Records Administration (NARA), met with the Director of Information Services. Mr. Moore was given briefings on the Agency's records management practices, the Historical Review Program, and the review of Agency records held at NARA and the Presidential Libraries. Later, Mr. Moore was given a tour of the Agency Archives and Records Center. He was impressed with the presentations, said he believed the Acting Archivist of the United States would want the same briefing and tour, and wished it were possible for other Federal agencies to take advantage of the Agency's program and experience in records management.

3. A representative from the Information Resources Management Division (IRMD) met with the Office of Communications (OC) Records Management Officer to discuss the Records Disposition Course IRMD will conduct for OC personnel. The discussion centered on administrative arrangements and identification of the audience and course content.

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25X1 [Redacted]

[Redacted]

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4. A representative from the Classification Management Branch, IRMD, briefed members of the Clearance Group and the Counterintelligence and Support Group, Office of Security (OS), on Agency classification markings and procedures. The briefings, designed for OS secretarial and clerical employees, provide practical guidance on implementing the classification precepts and guidelines contained in Executive Order 12356, National Security Information.

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5. A representative from the Information Technology Branch, IRMD, attended the International Society of Wang Users Conference in Boston, Massachusetts, from 19 to 22 October. State-of-the-art hardware and software were displayed. Concurrent seminars were conducted daily ranging from computer security to artificial intelligence. Attendees also were given the opportunity to participate in "roundtable discussions" and voice their opinions and concerns.

6. The Chief, Classification Review Division (CRD) and the Chief, History Staff met with members of the Office of the Historian, Department of State, to discuss CRD's support in compiling supplementary volumes of the Foreign Relations of the United States series. The Department of State historians want to locate and have declassified those CIA documents from the 1945-50 period that bear on the origins and evolution of the Intelligence Community and on substantive foreign intelligence given top policy makers during that period. CRD has agreed to provide support in this endeavor, but the Department also will continue its normal procedure of seeking access through the History Staff.

7. An IRMD representative met with a representative from the Office of Information Technology to discuss the management of electronic records systems (machine-readable records). The discussion centered on front-end disposition procedures, applications development, and hardware purchases.

8. The backlog of initial FOIA cases is 1237. This compares with a backlog of 1894 one year ago and 3024 two years ago. A technical staffer

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Attachment

ROUTING AND TRANSMITTAL SLIP

Date **30 OCT 1966**

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2. (FOR SIGNATURE)			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

This is the copy for the RMOs

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5041-102

*U.S.G.P.O.: 1963-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
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FORM 41 (7-76) 501-11.206

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C O N F I D E N T I A L

30 October 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Director of Information Services

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C O N F I D E N T I A L

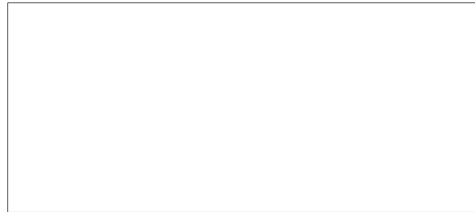
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6. An IRMD representative met with a representative from the Office of Information Technology to discuss the management of electronic records systems (machine-readable records). The discussion centered on front-end disposition procedures, applications development, and hardware purchases.

7. The backlog of initial FOIA cases is 1237. This compares with a backlog of 1894 one year ago and 3024 two years ago. A technical staffer at Bell Communications Research has requested that the "CIA investigate and analyze material developed by the Intelligence Division of the FBI in Canada and Iran." The requester said he knows this material to be unreliable and possibly fraudulent and he provided information on where to locate it. Other items of interest can be found in the attached Information and Privacy Division report.

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Attachment

ADMINISTRATIVE-INTERNAL USE ONLY

29 October 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted Name]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (22-28 October 1986)

	<u>22-28 Oct 1986</u>	<u>1986 Weekly Average</u>
1. <u>The Week in Review</u>		
a. New cases	45	59.5
b. Cases closed	46	68.9
c. New appeals logged	0	3.2
d. Appeals closed	2	3.4
e. Manpower (man-weeks)	94.1	95.8
2. <u>Current Backlogs</u>		
a. Initial requests - 1237		
b. Requests in administrative appeal - 178		
c. Requests in litigation - 49		

3. Spotlighted Requests

[Redacted Content]

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STAT HGH/KK:slk [redacted] (29 October 1986) (FINAL)
Distribution:
Orig - Adse
1 - DCI/DDCI/Executive Director
1 - DCI History Staff
1 - DDI
1 - DDO
1 - DDS&T
5 - OIS
1 - C/PAO
1 - Comptroller
1 - IG
1 - OGC
1 - OCA
1 - OP
1 - OL
STAT 1 - C/IMS [redacted]
STAT 1 - DDO/IRO [redacted]
25 - DDO/IMS [redacted]
1 - DDI/IRG [redacted]
1 - DDA/IRO
1 - IC/IRO
1 - OIS/LA
1 - IRG/OS
1 - IPD Subject
1 - IPD Chrono
1 - IPD Reading Board
1 - HGH
1 - LSS

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE INTERNAL USE ONLY

28 October 1986

MEMORANDUM FOR: Director of Information Services
FROM: Acting Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 21 October - 28 October 1986

1. On 24 October, C/CRD, C/HRB/CRD, and C/DCI History Staff met with Messrs. Neil Peterson, Bill Deary, and John Glenmon of the Department of State's Office of the Historian to discuss CRD support in compiling Supplementary Volumes of the Foreign Relations of the United States series. State wants to locate and, if possible, to declassify those CIA documents of the 1945-50 period which bear on the origins and evolution of the Intelligence Community, and on substantive foreign intelligence provided top policy makers during that period. Fortuitously, CRD/HRB had already begun the process of gaining access to DI finished intelligence records for 1945-60 as part of the Historical Review Program. It was tentatively decided that when CRD has selected particular boxes of finished intelligence records for the HRP, State will be invited to examine data on their contents. If these records meet State's needs, an extra copy of all declassified documents earmarked for transfer to the National Archives and Records Administration will be provided to State. It was further decided that since CRD does not have the resources to conduct special searches to find documents for State, the major effort by State will continue to be to seek access through the DCI History Staff, the normal procedure in such work. [redacted]

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2. On 24 October, the Historical Review Branch began to transfer its document log--which tracks the review status and physical location of all records reviewed under the HRP--from the Wang system to VM. The log had grown to 161 pages, and required an average of 1.5 pages to track each foot of records. At this rate, retrieving data in selective ways by hand--as required under the Wang system--would soon be unfeasible. VM will enable CRD to do selective machine searches and will dramatically speed up printouts of the log. The transfer to VM is being made jointly by [redacted] of CRD/HRB and [redacted] of IRMD/ITB. [redacted]

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3. C/CRD participated in a briefing of Mr. James Moore, Assistant Archivist at the National Archives and Records Administration (NARA). In this portion of the briefing Mr. Moore was informed of the development and current status of the Agency's Historical Review Program, CRD's review of CIA records at NARA and the Presidential Libraries, and its role in the declassification review of material that State selects for inclusion in its Foreign Relations of the U.S. series.

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28 October 1986

MEMORANDUM FOR: Director of Information Services

FROM: [redacted] Chief, Information Resources Management Division

SUBJECT: IRMD Weekly Report (22 - 28 October 1986)

1. WORK IN PROGRESS

a. Records Disposition Course. [redacted] Chief, Information Management Branch (IMB), met with [redacted] Office of Communications, Records Management Officer (OC/RMO) on 23 October to discuss the Records Disposition Course IMB will be conducting for OC personnel. The discussion centered on preliminary administrative arrangements, the audience for whom the course is intended, and the elements of records management to be included in the course content that would be most beneficial to the OC personnel attending. Follow-up meetings will be held periodically between IMB and OC personnel as development of the course progresses.

b. Machine-Readable Records. [redacted] Chief/Machine-Readable Section, Information Management Branch, met with [redacted] Chief, Management Division, Office of Information Technology, on 27 October. A variety of topics relative to the records management considerations associated with electronic record systems (machine-readable records) were discussed. Emphasis was placed on the need for some form of front-end dispositioning and how we might approach the problem concerning future applications development and hardware (personal computers) purchases. The meeting was a positive step towards dealing with this problem.

[redacted]

[redacted]

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2. SIGNIFICANT EVENTSa. National Archives and Records Administration (NARA).

Mr. James Moore, Assistant Archivist for Records Administration, NARA, met with the Director of Information Services (DIS) on 23 October. Mr. Moore was provided a briefing on Agency records management practices followed by a briefing and tour of the Agency Records Center. Mr. Moore stated he wished it were possible for other Government agencies to take advantage of the Agency's program and experience in records management.

b. Commendation for ISC. The Director and Deputy

Director, Office of Information Services, visited the OC/OL/ISC and read a citation from the Director of Logistics commending the ISC for excellent support. The Director of OIS expressed his appreciation to the personnel responsible for the efforts that made this achievement possible. In the citation, the Director of Logistics noted "with pleasure that I can now advise you that under the excellent leadership of [redacted] and her Deputy, [redacted] we have witnessed a complete turnaround in service and attitude of OIS employees currently serving in the OC/OL Information Services Center." [redacted]

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c. Classification Briefing Program. The Clearance Group

and Counterintelligence & Support Group of the Office of Security (OS) were briefed on Agency classification markings and procedures by [redacted] Classification Management Branch (CMB). The briefings provide practical guidance on the implementation of the classification precepts and guidelines contained in Executive Order 12356, National Security Information, and were designed for OS secretarial and clerical employees. Three additional OS staffs will be briefed during the coming week. [redacted]

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d. International Society of Wang Users Conference.

[redacted] Information Technology Branch, attended the International Society of Wang Users Conference in Boston, Massachusetts, 19-22 October. The conference focused on user needs and displayed state-of-the-art hardware and software. Concurrent seminars were conducted each day by experts in the field and the topics of the seminars ranged from computer security to artificial intelligence. [redacted] attended seminars on System Implementation, Wang Security Updates, Information Management, New Computer Generations, Wang and IBM Compatibility, and Wang Network Management. Attendees were also given the opportunity to sit at "roundtable discussions" with Wang representatives and voice their opinions and concerns.

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d. Archives and Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 30 additions and 28 deletions.
ARCINS:	Jobs received/edited: 18. Jobs keyed: 19 consisting of 1,780 entries.
Accessions:	Received 27 jobs totalling 193 cubic feet.
References:	Serviced 1,577 requests for records.


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28 October 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:


Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities
22 - 28 October 1986

1. RPD is currently processing 124 jobs, up two from last week's total.
2. The Office of Personnel has initiated an Employee Bulletin to announce the Federal Employees Health Benefits Program (FEHPB) 1986 Open Season. The bulletin also advises that a Employee Symposium will be held in the Headquarters Auditorium on 13 November which will provide valuable information to employees interested in changing health insurance plans.
3. A Headquarters Notice is being processed to announce the establishment of two new annual Agency awards. The new awards are the Engineer of the Year and the Scientist of the Year and were established to recognize the contributions of outstanding Agency engineers and scientists. The first two employees to receive these awards will be named before the end of the year.
4. Priority processing was provided for an Employee Bulletin initiated by the Office of Logistics to announce the fourth phase of construction for the North Parking Lot. Construction is scheduled to begin on 3 November 1986 and is expected to last approximately 3 weeks.

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