

ADMINISTRATIVE - INTERNAL USE ONLY

8 October 1986

MEMORANDUM FOR: Deputy Director for Administration

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FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (2 - 8 October 1986)

1. Steven Garfinkel, Director, Information Security Oversight Office, is scheduled to tour the National Photographic Interpretation Center on 17 October 1986. On 18 November 1986, Mr. Garfinkel will address the monthly Directorate Records Management Officers meeting.

2. A representative from the Information Resources Management Division (IRMD) met with members of the Information Management Staff, Directorate of Operations (IMS/DO), to discuss proposed changes in the DO Records Control Schedule. An item concerning Agency instrumentalities that had been withdrawn from the current schedule at the request of the National Archives and Records Administration (NARA) is included in the changes. Through rewording and providing new disposition instructions for this item, IRMD is hopeful of obtaining NARA's approval.

3. The Regulatory Policy Division is processing a proposed Headquarters Notice informing employees that a security classification is no longer warranted when the words "cover", "official cover" or "non-official cover" are used in connection with the Agency. The notice reflects guidance from the Directorate of Operations that the use of cover is officially acknowledged by the Agency.

4. The Agency Records Management Officers Conference will be held on 30 and 31 October 1986. The conference will focus on internal Agency records management matters. Approximately 70 MI careerists and representatives from IMS/DO are expected to attend.

5. Alan Thompson, Director of the Declassification Division of NARA, met with representatives from the Classification Review Division (CRD) to discuss NARA's procedures in administering the Privacy Act relative to the declassification and release of government information. Useful information was gleaned from the meeting. Within the context of the Agency Historical Review Program and based upon classification reviews already conducted, CRD anticipates finding little, if any, information that would require review pursuant to the Privacy Act.

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6. CRD has completed a review of twenty-five cubic feet of OSS Research and Analysis records held by NARA. This was in response to a Special NARA request for an expedited review because of the considerable interest shown by researchers in the material.

7. The backlog of initial FOIA cases decreased during the reporting period to 1241. This compares with a backlog of 1951 one year ago and 3017 two years ago. The Departments of the Army and the Navy sent six more MIA/POW requests to the Agency this week. Fourteen Privacy Act requests were completed, including a "golden oldie" from 1978. The Information and Privacy Division's weekly report is attached.

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Attachment

ADMINISTRATIVE-INTERNAL USE ONLY

8 October 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: 

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (1-7 October 1986)

1. <u>The Week in Review</u>	<u>1-7 Oct 1986</u>	<u>1986 Weekly Average</u>
a. New cases	64	59.8
b. Cases closed	66	69.8
c. New appeals logged	5	3.3
d. Appeals closed	7	3.4
e. Manpower (man-weeks)	79.2	96.3

2. Current Backlogs

- a. Initial requests - 1241
- b. Requests in administrative appeal - 181
- c. Requests in litigation - 48

3. Spotlighted Requests

- a. The Departments of the Army and the Navy sent us six more MIA/POW requests this week.



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e. We were able to provide very quick turn-around for five requests this week with previously released documents from ORIS/DECAL.

f. Fourteen Privacy Act requests were completed this week, including a "golden oldie" from 1978.

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STAT HGH/MJD:kas [redacted] (8 October 1986) (FINAL)

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Orig - Adse

1 - DCI/DDCI/Executive Director

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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]

1 - DDO/IRO

STAT 25 - DDO/IMS [redacted]

1 - DDI/IRO [redacted]

1 - DDA/IRO

1 - IC/IRO

1 - OIS/LA

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ADMINISTRATIVE INTERNAL USE ONLY

7 October 1986

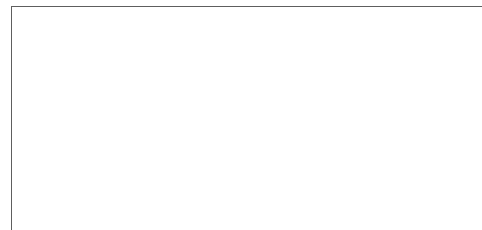
MEMORANDUM FOR: Director of Information Services  
FROM: Acting Chief, Classification Review Division  
SUBJECT: CRD Weekly Report, 30 September - 7 October 1986

1. Alan Thompson, Director of the Declassification Division of the National Archives and Records Administration (NARA), visited CRD offices on 2 October and met with CRD reviewers to explain the way NARA administers the Privacy Act. CRD had invited Mr. Thompson to discuss this subject because of the desire to apply the Privacy Act, among other statutes bearing on the release of government information, as part of the Historical Review Program. NARA, it turns out, reviews documents for PA considerations before releasing them to requesters, but only at the time of actual requests. Mr. Thompson explained that many documents are never requested or unrequested for very long periods so that: (1) it would be wasteful to review every document accessioned in anticipation of requests that may never come and, (2) the individual concerned in a document may be deceased by the time of a request so that the PA would no longer be applicable. Mr. Thompson informed us that NARA will always examine records for privacy considerations before releasing them to the public and will do so whether or not we make such judgements during our review. Mr. Thompson raised no objection to our review for privacy considerations. CRD/HRB has found no such information to this point and, because of the types of records we will be reviewing, we anticipate finding very little privacy information to withhold.

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2. CRD has completed its review of OSS Research and Analysis records held by the NARA. NARA had requested CRD to perform this review because it wanted to be able to release the records, in toto or in sanitized form, to greatly interested researchers. NARA initially believed there were about five feet of these records, but the amount turned out to be twenty-five feet.

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ADMINISTRATIVE INTERNAL USE ONLY

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7 October 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[redacted]  
Chief, Information Resources  
Management Division

SUBJECT: IRMD Weekly Report (1 - 7 October 1986)

1. WORK IN PROGRESS

25X1 a. Records Control Schedules. [redacted] Chief, Records Management Staff, Information Management Branch, IRMD, met with DO Information Management Staff members on 1 October 1986 to discuss proposed changes in the DO Records Control Schedule. One of the major items discussed included the Instrumentalities Files. This item had been withdrawn from the current DO schedule at the request of National Archives and Records Administration (NARA). We hope the new wording and requested disposition will now meet with NARA approval as this item has been under discussion for several years.

2. SIGNIFICANT EVENTS

a. Security Classification Management. Steven Garfinkel, Director, Information Security Oversight Office (ISOO), is scheduled to address the Directorate Records Management Officers (RMO) meeting on 18 November 1986. The invitation was extended to the Director/ISOO by the Chief, Information Resources Management Division (IRMD).

The Director, ISOO, is scheduled to receive a tour of the National Photographic Interpretation Center, DS&T, on 17 October 1986.

A proposed Headquarters Notice, advising employees that security classification is no longer warranted when using the word "cover" in connection with the Agency, nor for the phrases "official cover" and "nonofficial cover", has been sent to the Regulatory Policy Division (RPD) for coordination with appropriate Agency offices. The notice reflects recent guidance from the Directorate of Operations that cover is officially acknowledged by the Agency and no longer warrants national security classification.

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25X1 [redacted]

[redacted]

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c. Information Services Center. The OC/OL ISC has experienced intermittent problems with the Electrical Dissemination Circuit (EDC). They have been unable to transmit messages electrically since 3 October. All cable traffic is being sent to Headquarters via courier. The problem has been traced to Headquarters, but, has not been specifically identified.

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d. Annual RMO Conference. Invitations were sent out on 3 October for the Agency Records Management Officers Conference which will be held  on 30-31 October. Topics on this year's conference agenda are geared more toward internal Agency records management matters. Approximately 70 MI careerists and members of the Information Management Staff, DO, are expected to attend the conference.

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e. Records Center Volume. The net cubic footage gain in FY 1986 was 4,184 cubic feet. Over 2,000 cubic feet of OSS material was transferred to the National Archives and Records Administration during FY 1986. If the OSS records had not been transferred to NARA, we would have gained over 6,000 cubic feet in FY 1986. Total space now available in the Records Center is approximately 15,000 cubic feet.

Records Center personnel performed the following activities during the week:

- RAMS: Made 15 additions, 28 changes, and 8 deletions.
- ARCINS: Jobs received/edited: 9.  
Jobs keyed: 8 consisting of 819 entries.
- Accessions: Received 15 jobs totaling 77 cubic feet.
- References: Serviced 1,594 requests for records (65 were for annuitants).

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

7 October 1986

MEMORANDUM FOR: Director of Information Services

25X1  
FROM:

[redacted]  
Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities  
1 - 7 October 1986

1. RPD is currently processing 122 jobs, down from last week's total of 125.

2. Priority processing was provided for an Employee Bulletin initiated by the Office of Personnel to announce the annual Retirement and Financial Planning Seminar. This year's seminar is scheduled for 21, 23, 27, 29, and 31 October 1986.

3. A Headquarters Notice initiated by the Office of Security to announce the installation of new badge machines was also processed on a priority basis. The notice provides instruction in the operation of the new badge machines which are scheduled for installation in Headquarters building early in October 1986.

4. Now that the National Hispanic Heritage Week competition has been completed, the Office of Logistics in conjunction with the Office of Medical Services have initiated an Employee Bulletin to announce a competition for the design of a large graphic mural. The purpose of the mural is to add color and a sense of progression and distance to the jogging track area and to encourage the creative design talents of Agency employees. Prizes of \$600, \$300, and \$100 will be awarded to the winners.

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5. [redacted] newly appointed Executive Assistant to the DDA, paid a courtesy visit on Chief, RPD. [redacted] requested the visit so that he could meet RPD personnel and observe firsthand the procedures used in processing regulatory issuances. He complimented RPD for the quality and professionalism of issuances forwarded to the DDA for signature and expressed his desire to continue the same close working relationship that was maintained with his predecessor.

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FROM ATTACHMENT

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