

ADMINISTRATIVE - INTERNAL USE ONLY

31 July 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (24 - 30 July 1986)

1 *Inspectors from the Information Security Oversight Office (ISOO) conducted a two day document classification review in four offices of the Directorate of Intelligence (DI). The DI offices involved in the review were Near East and South Asian Analysis (NESA), Scientific and Weapons Research (OSWR), Soviet Analysis (SOVA), and African and Latin American Analysis (ALA). Approximately 600 finished intelligence items were involved in the inspection. On 30 July there will be a meeting with analysts from SOVA and NESA to discuss DI classification techniques and procedures. Upon completion of the review, the Director, ISOO will report the findings of the survey to the DCI. ISOO comments about the offices' personnel involved were laudatory.

2. On 24 July, representatives from the Information Resources Management Division (IRMD) and from the Printing and Photography Division (P&PD), Office of Logistics, conducted site surveys of two Agency components who have proposed micrographic applications. Both applications were approved and the 98-frame microfiche format was selected. Once the applications are fully operational, these components will experience faster retrieval and improved file integrity and need less storage space.

3. A representative from IRMD is assisting an officer from the Information Management Staff, Directorate of Operations, (IMS/DO) in the latter's initial efforts to research and write machine-readable records control schedule items for DO computer applications. On 28 July, they met with the Data Base Administrator for the LINTERNA File to prepare a draft schedule item for this file as well as identify and research the next application. The IRMD representative will continue to assist until the IMS officer feels comfortable enough to continue unassisted.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

4. The Agency Forms Officer in IRMD has completed a review and updating of the Field Forms Catalog. The Office of Logistics, Supply Division, the office responsible for all stock forms and issuances of forms to the field, has been asked to coordinate on the draft copy of the revised catalog. The catalog will be coordinated with the DO before being issued. The updated Field Forms Catalog will list approximately 130 forms, 30 less than the 1981 catalog.

5. On 21 July, a representative from IRMD met with Colonel Ray Tagge, the Liaison Officer from the National Archives and Records Administration (NARA). They discussed issues concerning the DS&T Records Control Schedule and the disposition of OSS records. NARA wants to know when the Agency will offer the FBIS Daily Reports and the JPRS Publications and wants a time period included in the records schedule for offering to NARA. FBIS will determine the dates and advise NARA through IRMD. Regarding the disposition of OSS records, there had been some confusion between NARA and DO/IMS concerning the permanency of the records. Colonel Tagge clarified the situation and the Agency will comply with the disposition instructions set forth in the approved Records Control Schedule.

6. The Information Services Center for the Offices of Communications and Logistics set an all time record for number of paper copies made during July. Over 350,000 copies were made on the two reproduction machines. This compares to a monthly average of 180,000. Part of the increase can be attributed to the summer-only employees' activities, but the virtual doubling in volume was not expected.

7. On 22 July, representatives from IRMD met with the Chief and Deputy Chief of the Data Voice Processing Activity and the Chief of the Data Support Systems. Both of these components are in the Office of Information Technology (OIT). The purpose of the meeting was to renew contact with focal point officers in OIT about Information Services Center (ISC) planning in the New Headquarters Building. Current ISC planning must be refocused to meet new requirements--for example, media dissemination--presented by [REDACTED] OIT is looking to OIS to assume an increasingly greater share of the output media dissemination.

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

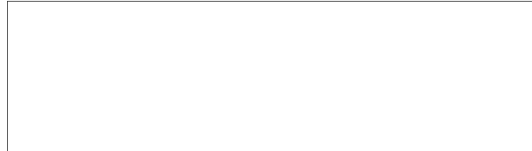
8. The backlog of initial FOIA requests was reduced this week to 1290. This compares with a backlog of 2163 this time last year and 3082 two years ago. In the FOIA request "department," a carefully worded acknowledgment and fee estimate inspired a requester to pare down his

STAT



For details of this request and other interesting items, please refer to the Information and Privacy Division's report which is attached.

STAT



Attachment

Page Denied

Next 1 Page(s) In Document Denied

ADMINISTRATIVE-INTERNAL USE ONLY

STAT HGH/AEF:kas [redacted] (30 July 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
25 - DDO/IMS [redacted]
1 - DDI/IRO
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

CONFIDENTIAL

29 July 1986

MEMORANDUM FOR: Director of Information Services
FROM: Acting Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 22 July - 29 July 1986

1. HRP coordination Results with O/DCI-Directorates: In the HRP's coordination of its initial review recommendations with the O/DCI-Directorates, the divergencies between those recommendations and the final decisions of the O/DCI-Directorates have affected less than two percent of the number of items of information involved. Furthermore, rather than representing fundamental disagreements, the divergences have almost all fallen into the narrow band within which irreducible differences will usually occur when different reviewers work on the same documents.

25X1

2. The most numerous divergences have involved source descriptions or CIA names. The DO stated once that source descriptions can be released if they are vague enough to preclude identification of specific persons. CRD feels that in the aggregate, hundreds of source descriptions, even if they don't reveal individual identities, could reveal the range and types of sources available to CIA in a certain region during a certain time frame. On another occasion, the DO questioned CRD's recommendations to release the names of several CIA officials. They were persons such as Abbot Smith and John Huizenga well known to the public. The DO accepted our recommendations after we explained that our policy is to withhold all CIA names, overt or covert, unless they are names already well known to the public.

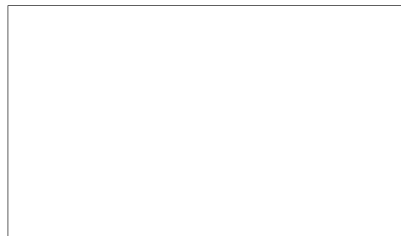
25X1

3. CRD is remaining alert to the possibility that we may unconsciously bias our recommendations in the direction of withholding more in order to avoid disagreements with the O/DCI-Directorates. We believe, however, that the low rate of divergences up to now only reflects (1) a roughly equal quality of review personnel between CRD and the O/DCI-Directorates and (2) a tendency for CRD, with it Agency-wide rather than Directorate perspective, to withhold slightly more due to anxiety over possible aggregate effects.

25X1

25X1

25X1

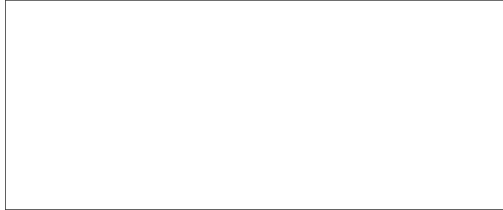


CONFIDENTIAL

CONFIDENTIAL

25X1 4. Review of DOJ Records Completed: On 24 July 1986 CRD members Mike
[redacted] completed the review of 158 of 162 boxes of records
from the case of U.S. vs. Felt/Miller. Four boxes were sealed by the court
and could not be reviewed. A report to DOJ giving the results of our review
together with recommendations for the future disposition of the CIA documents
is being prepared by the Legal Advisor/OIS. [redacted]

25X1



CONFIDENTIAL

Page Denied

Next 2 Page(s) In Document Denied

CONFIDENTIAL

29 July 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Information Resources Management Division

SUBJECT: IRMD Weekly Report (23 - 29 July 1986)

1. WORK IN PROGRESS

25X1 a. Top Secret Collateral Documents. [Redacted] and

25X1 [Redacted] Document Accountability Section (DAS), provided assistance to the Information Privacy Division (IPD) and to the Office of Scientific and Weapons Research (OSWR) in recording information into TSCADS. 25X1 [Redacted] visited the DI Office of African and Latin American Analysis (ALA) to review procedures for handling Top Secret collateral documents and to audit a random 25X1 sampling of ALA's Top Secret holdings. [Redacted] summer employee, is reviewing the final six cubic feet of Form 26s recalled from the Records Center for filing with office holdings.

2. SIGNIFICANT EVENTS/ACTIVITIES

25X1 a. Information Security Oversight Office Document
25X1 Review. Four Directorate of Intelligence (DI) offices participated in an intensive two day Information Security Oversight Office (ISOO) document classification review. [Redacted] Agency Security Classification Officer (ASCO), and [Redacted] of OIS accompanied the ISOO inspectors to the Offices of Near East and South Asian Analysis (NESA), Scientific and Weapons Research (OSWR), Soviet Analysis (SOVA), and the Office of African and Latin American Analysis (ALA). Approximately 600 finished intelligence items were made available to ISOO for inspection. A follow-up day is scheduled for 30 July and will be devoted to meeting with analysts from SOVA and NESA to discuss DI classification techniques and procedures. Upon completion of the review, the Director, ISOO will report the findings to the DCI. Preliminary ISOO comments have been laudatory. The courtesy and professionalism of the four DI offices was commendable.

25X1 [Redacted]

25X1 [Redacted]

CONFIDENTIAL

CONFIDENTIAL

b. Records Management Officers Meeting. The July meeting of the Directorate of Administration (DA) Records Management Officers (RMO) was hosted by the ODDA/RMO. The highlight of the meeting was the opportunity for the DA RMOs to meet
 25X1 William Donnelly, DDA, and [redacted] Chief, Information Resources Management Division (IRMD). Mr. Donnelly shared some of his records management experiences as Chief, Information Management Staff, DO, and described several records reduction initiatives that had been effective in the DO. He admonished the RMOs to take an aggressive stance in managing records and emphasized the need to reduce Agency records holdings.

[redacted] discussed the recent reorganization of IRMD and provided information concerning current and proposed staffing within IRMD. With the departure of Messrs. Donnelly and [redacted] the meeting continued with a brief overview of the O/DDA organization and records management procedures presented by the ODDA/RMO. In addition to items of general interest to the RMOs, the DA/RMO emphasized the need for DA offices to complete work on the revision of the Privacy Act Systems listed in the Federal Register. The next DA RMO meeting will be hosted by the Office of Training and Education (OTE).
 25X1
 25X1

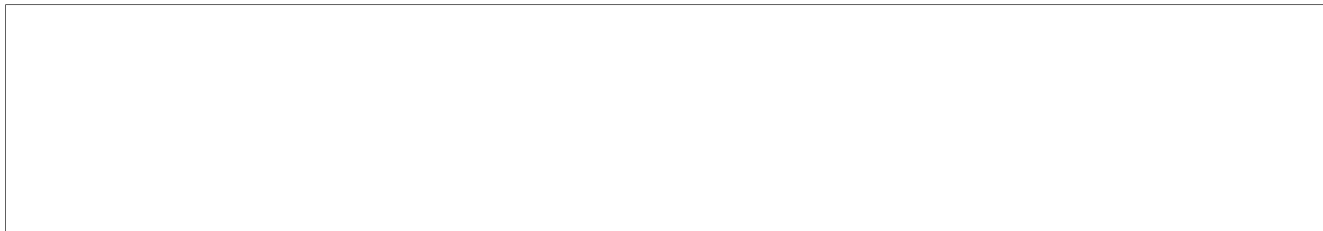
c. RMO Conference. [redacted] Information Management Branch (IMB), has been selected as the organizer for the 1986 Records Management Officers Conference which is to be held on 30 and 31 October. Preliminary arrangements are being made and agenda items are being solicited from Records Management Officers.
 25X1

d. Micrographics. [redacted] Information Management Branch, and [redacted] Printing and Photography Division, Office of Logistics (P&PD/OL), conducted site surveys of two proposed micrographic applications on 24 July 1986. The requests were submitted by the Employment Programs Staff, Military Support Section, Office of Personnel (EPS/MSS/OP), and the Special Activities Division, Operations Group, Office of Technical Services (SAD/OG/OTS). Both applications were approved and the 98-frame microfiche format was selected. It is anticipated that these components will experience faster retrieval, improved file integrity, and reduced storage space. Arrangements for job set-up and production scheduling are being worked out between P&PD and the customers.
 25X1
 25X1

e. Machine-readable Records. [redacted] Information Management Branch, received a telephone call from [redacted] Information Management Officer, Information Management Staff, Directorate of Operations, requesting assistance in her initial efforts to research and write machine-readable records control schedule items for DO computer applications.
 25X1
 25X1

CONFIDENTIAL

25X1



25X1

f. Forms. The Agency Field Forms Catalog has not been revised since 1981. [redacted] IMB, has reviewed the entire catalog and updated the field forms currently in use as of April 1986. Office of Logistics, Supply Division (OL/SD), which is the office responsible for all stock forms and issuances of forms to the field, was asked to coordinate on the draft copy of this catalog. After the changes are made, the catalog will be coordinated with the DO for finalizing. There will be approximately 130 forms in the new Field Forms Catalog which will be a reduction of 30 forms from the 1981 listing.

25X1

g. Records Disposition. [redacted] Chief, Information Management Branch/Records Management Section, met with Colonel Ray Tagge from National Archives and Records Administration (NARA) on 21 July to resolve additional questions concerning the DS&T Records Control Schedule which is being reviewed by NARA. Two of the major issues are when will we offer the FBIS Daily Reports and the JPRS Publications to NARA. NARA wants a time period included in the schedule stating when these holdings will be offered to NARA. FBIS will determine those dates.

25X1

Disposition of OSS records was the final topic discussed. At a meeting held on 21 May between NARA and DO/IMS, NARA representatives stated that all OSS records are now considered to be permanent. Colonel Tagge, when asked about this, said it was incorrect and that we must comply with the disposition instructions as set forth in the approved OSS Records Control Schedule. He will pursue this issue within NARA and further advise [redacted] of this determination.

25X1

h. Information Services Center Activities. The OC/OL ISC Copy Center set an all time volume record during July. Over 350,000 copies were made on the two copying machines as compared to the average 180,000 per month. Part of the heavy usage can be attributed to the summer-only employees' use, but the virtual doubling in volume was not expected. Chief, ISB, says "so much for the Paperless Office".

Chief, Office of Communications, Office of Logistics Information Services Center, and [redacted] (ISC) completed the OC annual collateral TS inventory and forwarded the results to the Agency Top Secret Control Officer. Since last year's inventory, the Center has reduced OC TS holdings by 60 documents. [redacted]

25X1

CONFIDENTIAL

CONFIDENTIAL

25X1 [redacted] Chief, Information Services Branch,
25X1 and [redacted] (ISB) met with [redacted]
25X1 Chief and Deputy Chief, respectively, of the Data Voice Processing
Activity/GOG/OIT, and [redacted] Chief/Data Support
Systems/GOG/OIT, on 22 July. The meeting was called by Chief/ISB to
renew contact with focal point officers in OIT for Information
Services Center (ISC) planning in the New Headquarters Building.
Chief/DVPA informed the group that scheduled occupancy for the NHB
25X1 had slipped back as much as eight to 12 months. In contrast,
planning for [redacted] is proceeding
rapidly with some OD&E elements already on site. It is apparent
that current ISC planning must be refocused to meet the new
requirements presented by the RCC complex. All present agreed that
OIS, OIT, and OD&E have an excellent opportunity to plan an ISC
that can also serve as the model for the New Headquarters
Building. A meeting to discuss RCC planning was scheduled for
30 July 1986 and will include representatives from OIT and OIS as
well as the DDS&T and OD&E Records Management Officers. Chief/DVPA
also made it clear that OIT is looking to OIS to assume an
increasingly greater share of the output media dissemination for
much of the Agency. In this context OIS will be looking at output
medial dissemination in the current Headquarters building in
addition to RCC and the NHB.

i. Selection of Software Packages. The Information
Technology Branch has selected two PC software packages for OIS,
namely, Microsoft Word and Lotus 1-2-3. Ease of use is very good,
due to a comprehensive menu system and context-related helps.
Lotus 1-2-3 is a two-dimensional spreadsheet program. An important
use of Lotus is sensitivity analysis, which involves a hypothetical
scenario and changes one or more variables to examine varying
results.

CONFIDENTIAL

Records Center personnel performed the following activities during the week:

RAMS:	Made 28 additions, 42 changes, and 40 deletions.
ARCINS:	Jobs received/edited: 18. Jobs keyed: 13 consisting of 520 entries. Jobs completed: 42.
Accessions:	Received 34 jobs totaling 245 cubic feet.
References:	Serviced 1,431 requests for records (21 were for annuitants).
Special Run:	One to NCD.

25X1

