

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

10 July 1986

MEMORANDUM FOR: Deputy Director for Administration
FROM:
Director of Information Services
SUBJECT: OIS Weekly Report (3 - 9 July 1986)

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1. *Representatives from the Classification Review Division (CRD) visited the Library of Congress to begin a classification review of certain documents containing Agency equities. The documents were among the personal papers of Averell Harriman and Generals Hoyt S. Vandenberg, Harold "Hap" Arnold, and Carl Spaatz. One particularly interesting document, dated 4 May 1948, is entitled "Penetration and Compromise of OSS in Switzerland and Western Europe (Allan (sic) Dulles)." Also among these papers were four folders of OSS field reports on WW II bomb damage in Germany and on the German order of battle. CRD is coordinating its classification review with the Directorate of Operations and will inform the Library of Congress of the findings.

2. The Information and Privacy Division (IPD) sponsored and conducted its first Freedom of Information Act Seminar for FOIA personnel throughout the Agency. Emphasis was devoted to the proper handling of FOIA and Privacy Act requests. Speakers included the Chief, Information and Privacy Division, the OIS Legal Advisor, the DA Information Review Officer, and the Agency Security Classification Officer.

3. The Agency Security Classification Officer (ASCO), assigned to IRMD, met with a representative from the Special Security Center, Office of Security (OS/SSC). The ASCO explained the Office of Information Services classification management program and exchanged views on Agency information security practices.

4. The Agency Archives and Records Center (AARC) has been contacted by a component of the Information Management Staff (IMS), Directorate of Operations, concerning DO records that are now eligible for destruction or will be eligible within the next couple of years. The AARC will provide computer listings to assist IMS in planning its review and destruction of records including 3000 cubic feet of "bulkies" which are oversized attachments to DO reports.

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5. Roof repair at the AARC building has begun. Soon retired Agency records no longer will be in danger of water damage.

6. The Regulatory Policy Division (RPD) was asked by the Office of the Deputy Director for Science and Technology for any information covering the years 1969-1983 that could be useful in preparing a history of that directorate. Through some research, RPD has determined that it can provide mission statements, organization flow charts, announcements of key appointments [redacted] dealing with the organization of the DS&T.

7. The backlog of initial FOIA requests was further reduced this week to 1316. This compares with a backlog of 2228 this time last year and 3053 two years ago. Among the requests was one from [redacted]

Attachment

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9 July 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (2 - 8 July 1986)

1. <u>The Week in Review</u>	<u>2 - 8 July 1986</u>	<u>1986 Weekly Average</u>
a. New cases	42	61.0
b. Cases closed	49	73.0
c. New appeals logged	4	3.5
d. Appeals closed	0	3.0
e. Manpower (man-weeks)	89.7	101.0
2. <u>Current Backlogs</u>		
a. Initial requests -	1316	
b. Requests in administrative appeal -	201	
c. Requests in litigation -	53	

3. Spotlighted Requests

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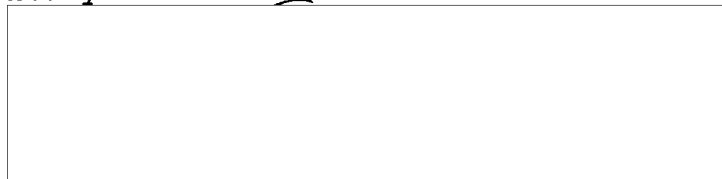
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5. Items of Special Interest

a. The first IPD running of the FOIA/PA Seminar was held at Ames Building 7 & 8 July. Students represented a good cross-section of Agency personnel and were very attentive and interested in the commentary and hands-on exercises.

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STAT HGH/CAS:kas, [redacted] (8 July 1986) (FINAL)

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UNCLASSIFIED

8 July 1986

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 1 July - 8 July 1986

1. Two representatives of CRD visited the Manuscript Division at the Library of Congress to review the classification status of a number of documents containing information of interest to CIA. The primary purpose of the visit was to review a document from the personal papers fo Gen. Hoyt S. Vandenberg titled "Penetration and Compromise of OSS in Switzerland and Western Europe (Allan (sic) Dulles)," dated 4 May 1948. This document was judged by CRD to contain information that remains classified and a copy was brought back and review of the document is now being coordinated with the DO. While at the Library the CRD representatives also reviewed about 20 documents of CIA interest that had been found in the personal papers of Averell Harriman, Gen. Harold "Hap" Arnold, and Gen. Carl Spaatz. Almost all of these documents remain classified because of information on intelligence sources and methods. Amongst the papers, however, there were four folders filled with OSS field reports on bomb damage in Germany and on German Army order of battle. These reports could be declassified. We will advise the Library of Congress on the results of the review we are coordinating with the DO. Should requests be made for the other documents that we judged were still classified, those documents will be processed through NARA which normally handles declassification reviews for the Library.

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C/CRD

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8 July 1986

MEMORANDUM FOR: Director of Information Services

FROM: [redacted]
Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (2 - 8 July 1986)

1. WORK IN PROGRESS

a. Top Secret Documents. [redacted] conducted follow-up Top Secret collateral document inventory audits of the DCI Audit Staff and DA/Office of Information Technology. The procedures for handling Top Secret collateral documents were found to be satisfactory in both components. Specific questions concerning TSCADS information entries were discussed and directions provided to the Top Secret Control Officers for making appropriate system entries.

[redacted] OIS annuitant, will be detailed to DI/SOVA to assist the SOVA/TSCO in inventorying office collateral Top Secret documents. Initially this assistance is scheduled for two days; 14 and 17 July.

[redacted] will complete information processing this week of Office of Scientific and Weapons Research collateral TS documents located by the OIS annuitants in the Records Center.

[redacted] continues to verify hard copy documentation provided by DO [redacted] with document control information in TSCADS. [redacted] provided assistance to DST/ORD, DA/COMMO, DI/CPAS, and DI/OSWR Top Secret Control Officers (TSCO) in recording document control information in TSCADS. Computer listings of the documents assigned to ORD and COMMO offices were also provided the TSCOs for internal office reference. In addition, a visit was made to OSWR to assist the TSCO in recording TSCADS information resulting from annuitant searches. A second visit will be made on 11 July to continue assistance in recording information on retired collateral Top Secret document holdings.

[redacted]

[redacted]

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2. SIGNIFICANT EVENTS/ACTIVITIES

a. Freedom of Information Act--Classification Briefing.

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[redacted] Agency Security Classification Officer (ASCO), and [redacted] Classification Management Branch (CMB), briefed the Freedom of Information Act Seminar on 9 July 1986. This was the first Freedom of Information Act training session sponsored and conducted by the Information and Privacy Division, OIS. The briefing consisted of an overview of Executive Order 12356, National Security Information, its implementation within the Agency and a presentation on classification markings procedures. The briefing was followed by a hands-on classification exercise.

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b. Agency Security Classification Matters. [redacted]

Agency Security Classification Officer, met with a representative of the Special Security Center (SSC), Office of Security (OS), to exchange views on Agency information security practices and to familiarize SSC with the Office of Information Services' (OIS) classification management program. Also discussed were the plans and ongoing efforts of the ASCO in providing additional classification training and guidance to Agency employees.

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c. ISC Activities. [redacted]

has completed one week of training in fundamental registry procedures. Her second week of training will focus on identifying Sensitive Compartmented Information (SCI) material and appropriate marking and wrapping procedures for SCI documents. This training is provided to prepare Synobia for her new assignment in the Office of Current Production and Analytic Support (CPAS) registry.

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d. Records Center. [redacted] Chief, IMS [redacted]

[redacted] (a newly created branch), is now responsible for the review and destruction of all DO records. He has had several recent discussions with the A&RC Disposition Section regarding records that are now eligible for destruction and is also interested in records that will be eligible for destruction within the next couple of years, including the "bulkies" (bulkies are oversized attachments to DO reports). [redacted] has requested a number of RAMS listings by office, cubic feet, description, etc., which will provide information that will be helpful in planning his annual review and destruction of records. DO/IMS is planning to review all of the bulkies. This will be time consuming as there are approximately 3,000 cubic feet of bulkies requiring review. [redacted]

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Construction and repair of the roof of the A&RC building has begun. Agency records will soon no longer be in danger of water damage from a leaky roof.

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Records Center personnel performed the following activities during the week:

RAMS:	Made 12 additions and 3 changes.
ARCINS:	Jobs received/edited: 8.
	Jobs keyed: 14 consisting of 3,069 entries.
	Jobs completed: 21.
Accessions:	Received 28 jobs totaling 394 cubic feet.
References:	Serviced 1,813 requests for records.

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8 July 1986

MEMORANDUM FOR: Director of Information Services

25X1
FROM:

[Redacted]

Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities
2 - 8 July 1986

1. RPD is currently processing 123 jobs, up slightly from last weeks total of 120.

2. An Employee Bulletin is being processed which announces an invitation from the Director of Central Intelligence to all mid-level career intelligence analysts, both civilian and military, to participate in the Eighth Exceptional Intelligence Analyst Program.

3. The Office of Logistics has proposed two Headquarters Notices to resolve the growing problem of feature film videotapes being procured directly by Agency components and to implement procedures for the control and accountability of government-owned videotapes and computer software.

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4. [Redacted] received a request from [Redacted] O/DDS&T concerning what information RPD could provide on the Directorate of Science and Technology for the years 1969 to 1983. The information was being requested for [Redacted] who is preparing a history of DDS&T in commemoration of their 25th anniversary. [Redacted] was advised that RPD could provide mission statements and organization flow charts, announcement of key appointments, and regulations in the [Redacted] series dealing with the organization of DDS&T during the requested timeframe.

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