

~~CONFIDENTIAL~~

2 July 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:   
Director of Information Services

SUBJECT: OIS Weekly Report (26 June - 2 July 1986)

1. \*The Classification Review Division (CRD) received an inquiry from the National Archives and Records Administration (NARA) concerning OSS interrogation reports from WWII. The reports were prepared by the SCI-2 unit of the Combined Allied Force Headquarters/Mediterranean located in Rome, Italy. Classification markings on the reports indicate British equities and raises the question whether the British should see the material as part of the review process. The NARA representative said the British have copies of the reports which they plan to hold as classified until 1989. He also said that the reports normally did not require coordination with the British. Although CRD accepts NARA's rationale, Agency reviewers will take a sampling of the material, review it, coordinate with the Directorate of Operations, and advise NARA whether we will agree to applying its criteria in this particular case.

2. The Information Resources Management Division (IRMD) hosted a tour of the Headquarters exhibit of "Donovan, The Early Years" for five representatives from NARA.  Curator, Historical Intelligence Collection, gave the group an interesting narrative on the exhibit. The NARA personnel in attendance are currently involved in the transfer of records of CIA predecessor wartime organizations.

3. IRMD representatives briefed Office of Logistics (OL) senior managers on the results of a recent information management survey covering the OL Supply Division. A number of recommendations were made for improving the division's information handling and records management practices. This is the first of a series of briefings that will be provided during the OL survey.

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

4. A second group of personnel from the Printing and Photography Division (P&PD) received training on dissemination procedures and the handling of SCI material. The training was recommended by IRMD in response to concern expressed in an Inspector General report relating to P&PD dissemination procedures. Arrangements were made with P&PD, the Office of Current Production and Analytic Support, and the Office of Security to provide the students and instructors for this training.

5. An IRMD representative met with representatives of the Unauthorized Disclosure Analysis Center/Community Counterintelligence and Security Countermeasure Staff/ICS to discuss establishing a file series for case files on "leaks".

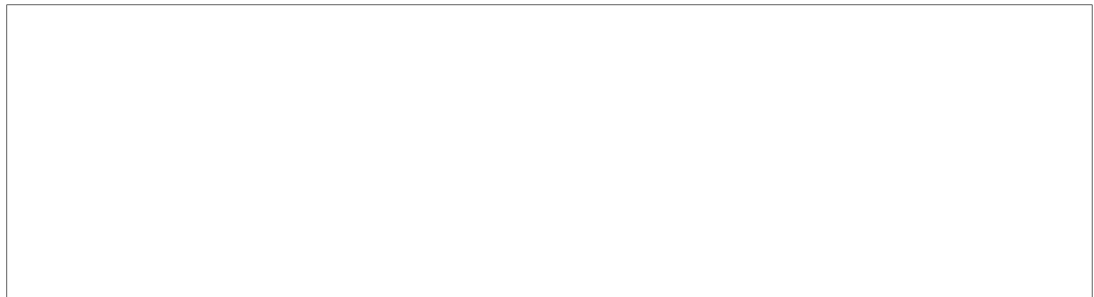
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6. The final survey report on the Office of Communications information management program has been completed. It contains 27 recommendations to simplify or improve OC's information handling and records management practices. OC senior management expressed general agreement with the recommendations and intent to implement them.

7. As reported in OIS Weekly dated 26 June, paragraph 3, CRD in conjunction with the National Security Agency and the Directorate of Operations is reviewing 162 boxes of records relating to the U.S. vs. Felt-Miller case. Initially, the reviewers will identify and tab material that is of interest to the Agency. CRD estimates that a reviewer can complete the review of about two boxes a day. The task, therefore, is expected to take four experienced reviewers about 20 working days to complete.

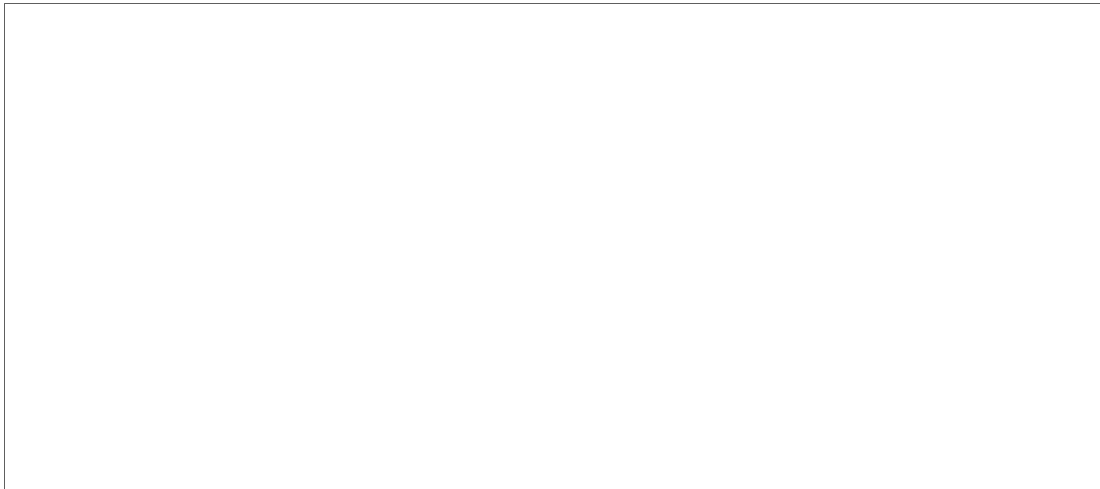
8. From the beginning of the Historical Review Program, CRD has been assessing its efforts to guard against the release of bits of information that although individually innocuous in the aggregate reveal intelligence sources and methods. After reviewing approximately 30 feet of records qualifying under the program, CRD offers the following examples of an aggregate (mosaic) effect:

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

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9. \*The backlog of initial FOIA requests was further reduced this week to 1323. This compares with a backlog of 2254 this time last year and 3044 two years ago. During this reporting period, the Chief and Deputy Chief of the Information and Privacy Division, along with the Information Review Officer, Directorate of Administration, and the OIS Legal Advisor, gave a one-day seminar for the Office of Personnel (OP) on handling Privacy Act requests. This was done at OP's request for 12 newly designated component Freedom of Information Officers. IPD is prepared to tailor such a course for any Agency component that may be interested. A separate IPD report is attached.

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Attachment

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

ADMINISTRATIVE-INTERNAL USE ONLY

2 July 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted Name]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (25 June - 1 July 1986)

1. <u>The Week in Review</u>	<u>25 June - 1 July 1986</u>	<u>1986 Weekly Average</u>
a. New cases	42	61.7
b. Cases closed	48	74.0
c. New appeals logged	6	3.5
d. Appeals closed	1	3.1
e. Manpower (man-weeks)	82.0	101.0
2. <u>Current Backlogs</u>		
a. Initial requests -	1323	
b. Requests in administrative appeal -	197	
c. Requests in litigation -	56	

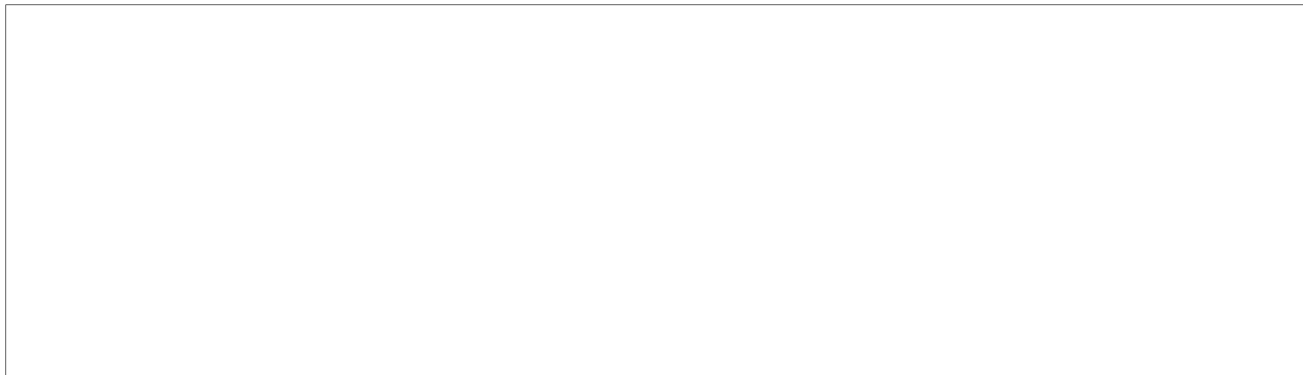
3. Spotlighted Requests

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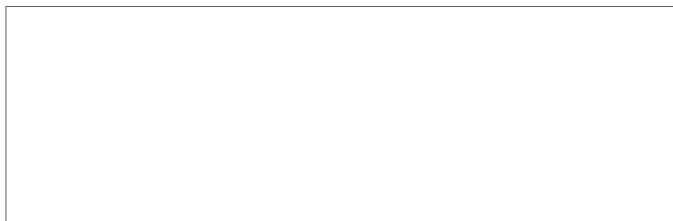
5. Items of Special Interest

a. The Chief and Deputy Chief of Information and Privacy Division, along with the Information Review Officer of the Directorate of Administration and the OIS Legal Advisor, presented this week a one-day seminar on handling Privacy Act requests for the Office of Personnel. This was done at the request of OP for the training of 12 newly designated component Freedom of Information Officers. If any other components have similar needs, IPD will be glad to tailor such a course to their requirements.

b. The Chief of IPD also conducted a segment of the current Office of Security Special Agents Training Course concerning the Privacy Act as it will relate to the new agents' field work. A number of issues were discussed including confidentiality for informants, access to records compiled during the course of an investigation, and the right to seek amendment of one's file.

c. We continue to make progress on the plans to acquire state-of-the-art hardware for the ORIS system--the electronic data base of previously released information. The system we envision will provide access to all concerned Agency components and will include IBM PC terminals, high resolution digitizers and monitors, and laser printers. Data storage, in digital form, will be on OIT main frame disk drives; ultimately, we look to storage on optical disks.

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STAT HGH/FBR:kas [redacted] 2 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]

1 - DDO/IRO

STAT 25 - DDO/IMS [redacted]

1 - DDI/IRO

1 - DDA/IRO

1 - IC/IRO

1 - OTE/MAT

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1 - IPD Reading Board

1 - HGH

1 - LSS

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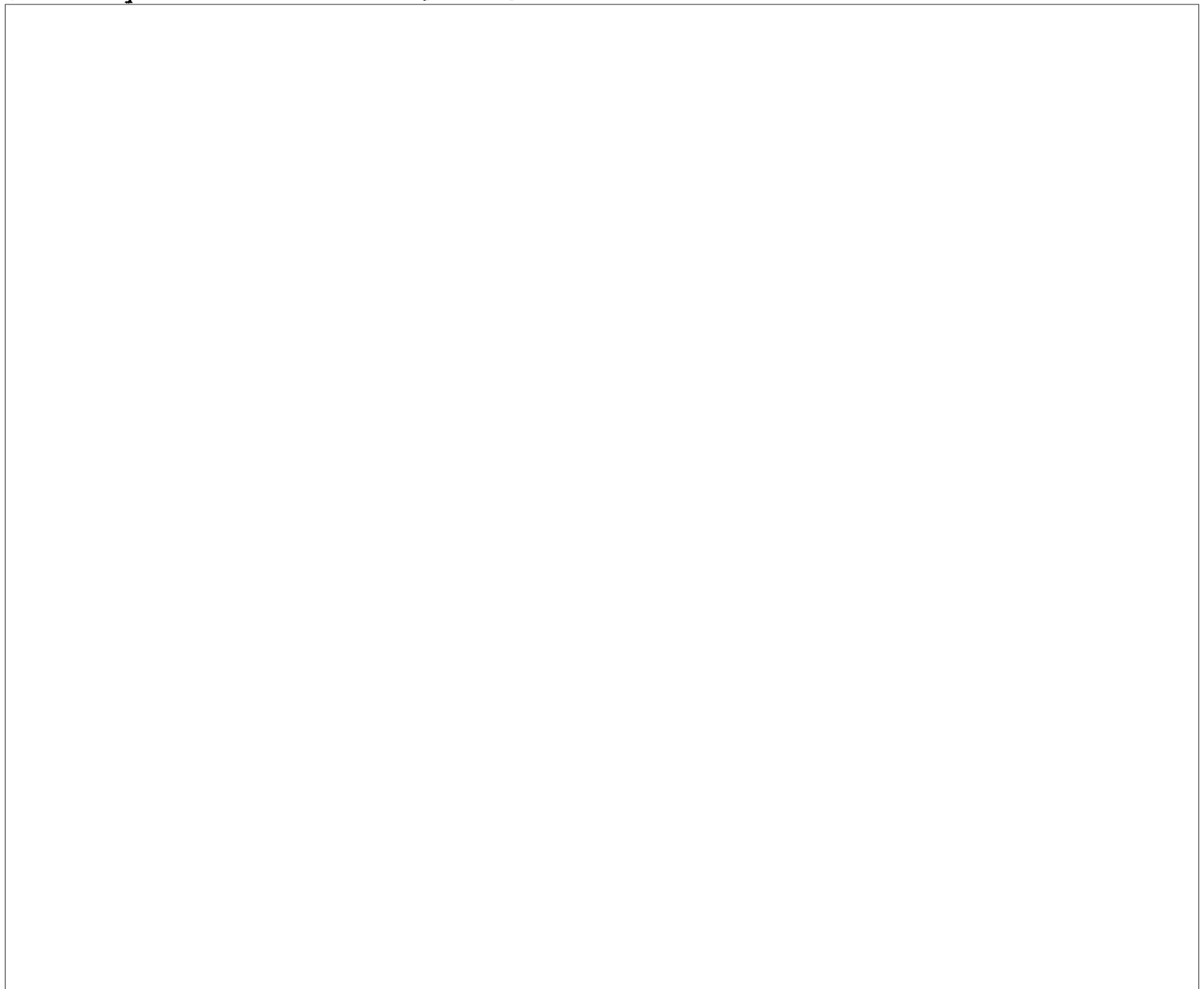
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1 July 1986

MEMORANDUM FOR: Director of Information Services  
FROM: Chief, Classification Review Division  
SUBJECT: CRD Weekly Report, 24 June - 1 July 1986

1. From the beginning of the Historical Review Program we have mounted a special watch to protect against the release of the bits of information that are individually innocuous, but in the aggregate reveal intelligence personnel, methods and activities. Documents will be transferred to NARA in coherent blocks, making it easy for outside researchers to assemble the bits and pieces into mosaics. Our efforts--after the review of some 30 feet of records--have yielded the following examples of aggregate effect:

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2. OIS/CRD is participating in the review of the 162 boxes of records of the U.S. vs Felt case. The review was begun on 25 June 1986 at the Department of Justice (DOJ). Justice needs the storage space and wants to retire these records to NARA. [redacted] provided two reviewers and OIS/CRD provided two more as the review began. The objective is to identify and tab material that is of interest to CIA. It appears that a reviewer can complete the review of about two boxes a day so its estimated that the task will take us about 20 working days if we have four experienced reviewers each day. So far very little information of interest to CIA has been found. [redacted]

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3. CRD received a query from Tom Hohman of NARA at the Washington National Records Center (WNRC) concerning OSS reports of interrogation from WWII. The reports, which are on microfilm, record the results of interrogations by OSS of Italian prisoners of war made by the SCI-Z unit of the Combined Allied Force Headquarters/Mediterranean located in Rome, Italy during 1944. These reports contain the marking "MOST SECRET (British Channels)" and this, together with the "Combined" nature of the parent unit raises the question whether the British should review the reports before they are declassified. Since the interrogations were conducted by OSS and the reports written by them, in the past it has been the policy not to coordinate the review with the British according the Hohman. We told Hohman that his sounded acceptable but we would look at sampling of the material during our next visit to WNRC and give him a more definitive answer. At that time, if it appears appropriate, we will check with the DO. Hohman also stated that the British have copies of these reports which they plan to hold classified until 1989. [redacted]

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1 July 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM: [REDACTED]

Chief, Information Resources  
Management Division

SUBJECT: IRMD Weekly Report (25 June - 1 July 1986)

1. WORK IN Progress

25X1 a. TRIS Usage. [REDACTED] TRIS Data Base Administrator, Information Technology Branch, has completed his scheduled visits to Agency registries to discuss TRIS problems with the users. His recent visit to the Office of Imagery Analysis, DI, surfaced with the same common problem he has encountered in most of the registries; that being the non-standard entries being entered in the TO and FROM fields. Chief, Information Technology Branch, and Chief, Information Services Branch, are currently discussing and planning procedures to effect TRIS entry standardization Agency-wide.

25X1 b. Top Secret Documents. Messrs. [REDACTED] and [REDACTED] have completed their review of DI/OSWR retired records holdings at the Records Center. Review activity for the week resulted in 67 TS documents being located; 65 were on record as being charged to OSWR and two were listed for follow-up review by the Document Accountability Section.

25X1 [REDACTED] Document Accountability Section (DAS), continues to process information for collateral TS documents located by OIS annuitants. Processing of search findings from the DI/OSWR retired holdings continues by verifying information with office records. Verification efforts this week resolved 17 previously unaccounted for documents. [REDACTED] continues the verification of hard copy documentation provided by DO, [REDACTED] with document control information in TSCADS. Appropriate adjustments to DO system information will be entered following data review.

25X1 [REDACTED] reviewed Form 26s returned to this office for filing from retirement jobs destroyed by the Records Center. Two documents previously on record as unaccounted for were resolved in this review. In addition, a visit was made to OSWR to assist in recording TSCADS information; 129 document entries were serviced in

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this session. Research on specific document copy information was also conducted for the O/DDS&T, DDS&T/Office of Research and Development, and DDI/Office of Imagery Analysis to assist Top Secret Control Officers in making proper TSCADS data entries.

25X1 [redacted] summer employee, is reviewing Form 26s recalled from the Records Center in preparation for incorporating these forms with DAS files.

25X1 [redacted] Chief, Document Accountability Section, sent a memorandum to DO/Information Management Staff summarizing efforts by DAS to verify TSCADS document control information with DO office holdings. More than 15,000 collateral TS documents in the Operations Group/Sensitive Information Section were reviewed by annuitants for comparison with system information. DAS will continue to assist the DO in completing the verification of DO office holdings with recorded TSCADS information.

## 2. SIGNIFICANT EVENTS/ACTIVITIES

a. Office of Communications' Survey. The final survey report on the Office of Communications' Information Management Program has been completed and sent to Chief, IRMD, for review. The survey report contains 27 recommendations to simplify or improve OC's existing information handling and records management practices. OC senior management expressed general agreement with the study's recommendations and their intent to implement them.

25X1 b. Office of Logistics' Survey. [redacted] Acting Chief, Information Control Branch, and [redacted] ICB, briefed Office of Logistics (OL) senior managers on the results of their information management survey completed in the OL Supply Division. A number of recommendations were made by the OIS briefers for improving the information handling and records management practices in the division. This is the first of a series of periodic briefings that will be provided during the OL survey. The briefing was deemed to be overwhelmingly successful, based on the response from OL senior management.

25X1 c. ISC Activities. [redacted] Regulatory Policy Division, has completed two week's training in the Ames ISC. She will work in the O/DDA registry for two weeks before reporting to her assignment in the DI registry. [redacted] completed a week of training in the Ames ISC and reported to the DCI executive registry on 30 June, to begin her first assignment in the MI career service. [redacted] Information Privacy Division, reported to the Ames ISC on 30 June to begin training in registry operations prior to receiving a registry assignment. [redacted] reported to the Office of Security on 30 June to operate the newly established registry [redacted]

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d. Information Handling Training. A second group of P&PD/OL personnel received training in dissemination procedures and the handling of SCI material in the CPAS registry on 30 June. The training was recommended by IRMD in response to a concern expressed in an IG report relating to P&PD dissemination operations. Arrangements were made with the Office of CPAS, P&PD, and OS/SSC to provide the students and instructors for this training session.

25X1 e. Files Maintenance. [redacted] Information Control Branch, will meet with representatives of the Unauthorized Disclosure Analysis Center/Community Counterintelligence and Security Countermeasure Staff/ICS on 1 July to discuss establishing a file series for their case files on "leaks". [redacted]

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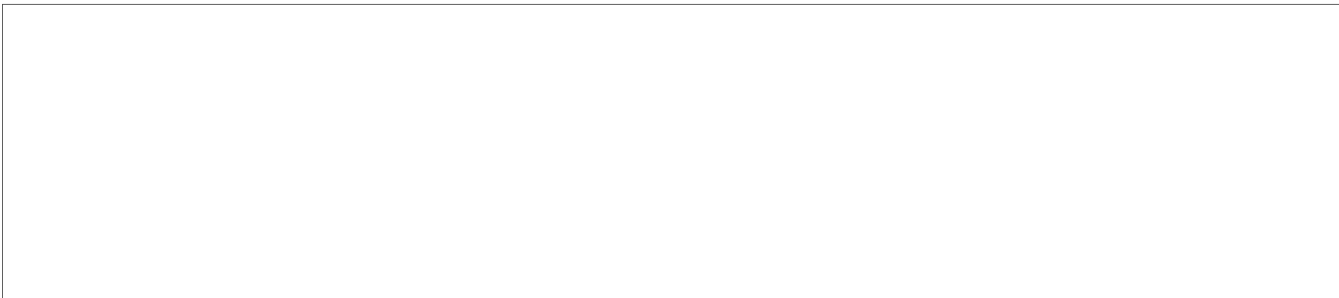
25X1 f. National Classification Management Society Seminar. [redacted] Agency Security Classification Officer, attended the National Classification Management Society Seminar in San Francisco during 23-27 June. The seminar covered many areas of classification management, however, particular emphasis was placed upon the unauthorized disclosures of classified information and focused on the security aspects of classification management, unauthorized disclosures, contractor security, and the hostile intelligence threat. The speakers' agenda included presentations by Kenneth deGraffenreid of the NSC staff; Thomas O'Brien, Director, Defense Investigative Service; Michael Levin, Special Assistant to the Director for Policy, National Security Agency; David Whitman, Office of the Under Secretary of Defense (Policy), as well as many other outstanding speakers such as George Thompson, Esq., Ministry of Defense of the United Kingdom. The Agency was represented by [redacted] Assistant General Counsel for Intelligence Community Affairs, on a panel moderated by Steven Garfinkel, Director, Information Security Oversight Office. [redacted] specifically addressed the use of the polygraph as an investigative tool. The seminar presentations and discussions were unclassified and were attended by approximately 300 persons. The majority of attendees were from the private sector, representing such companies as Hughes, TRW, and Martin-Marieta.

25X1 g. Headquarters' Exhibition Tour by NARA Representatives. IRMD hosted a tour of the Headquarters' exhibit of "Donovan, The Early Years" for five representatives from the National Archives and Records Administration (NARA) on 24 June. [redacted] Curator, Historical Intelligence Collection, gave the group an interesting narrative on the exhibit. The NARA personnel in attendance were the same NARA personnel who are currently involved in the transfer of the records of CIA predecessor wartime organizations.

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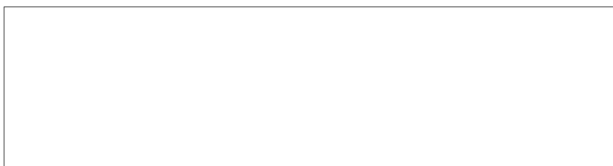
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Records Center personnel performed the following activities during the week:

RAMS:	Made 41 additions, 1 change, and 5 deletions.
ARCINS:	Jobs received/edited: 18. Jobs keyed: 26 consisting of 5,438 entries.
Accessions:	Jobs completed: 19. Received 35 jobs totaling 158 cubic feet.
References:	Serviced 1,658 requests for records (84 were for annuitants).
Dispositions:	Transferred 240 cubic feet of material to the hammermill for destruction.

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1 July 1986

MEMORANDUM FOR: Director of Information Services

FROM: [redacted]  
Chief, Regulatory Policy Division, OIS

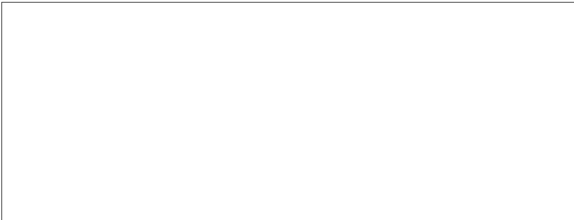
SUBJECT: Regulatory Policy Division Activities  
25 June - 1 July 1986

1. RPD is currently processing 120 jobs, down slightly from last weeks total of 122. (U)

2. [redacted] was forwarded to the DDA for approval. This notice announced the titles of senior directorate officers who have been appointed to review and approve requests to issue solicitations and requisitions submitted after the deadline dates previously published in [redacted]. It also includes additional deadline dates for [redacted] which were omitted from the previous notice.

3. [redacted] expedited the preparation and processing of [redacted]. This notice was initiated by the DCI to inform Agency employees about the continued progress of the Excellence program.

4. [redacted] were printed and distributed by Printing and Photographic Division, (P&PD/OL) on 1 July as requested by the Office of Finance. The successful processing and distribution of these issuances to coincide with the Government-wide GSA regulation is the result of a substantial amount of effort from both RPD and P&PD.



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