

ADMINISTRATIVE - INTERNAL USE ONLY

8 May 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]

Director of Information Services

SUBJECT: OIS Weekly Report (1 - 7 May 1986)

1. The Classification Review Division (CRD), in carrying out its responsibilities under the Historical Review Program, is providing assistance to the continuing search for unaccounted for Top Secret collateral documents. Whenever CRD reviewers encounter such documents in their historical review, they fill in or provide control sheets as needed and notify TSCADS with the appropriate information.

2. OIS annuitants in the Information Resources Management Division (IRMD) continued their search for unaccounted for Top Secret (TS) collateral documents among records retired to the Agency Archives and Records Center. This week they focused on records of the Offices of Development and Engineering and Scientific and Weapons Research. Moreover, an OIS annuitant and two DO representatives have completed a review of 257 cubic feet of DO records likewise on deposit at the Center. DO officers also continued their search for unaccounted for TS documents in the office areas of the Near East Division. They have identified 59 TS documents, 53 of which are charged to the division and six require followup research.

3. Representatives from the Regulatory Policy Division (RPD) attended a meeting of the "Editors' Forum" sponsored by the Office of Training and Education (OTE). Dr. Thomas Murawski, an OTE consultant, spoke on his experiences in revising correspondence manuals for the Navy, Marine Corps, and Coast Guard. He emphasized the importance of senior level support for developing a single style manual governing the format for all Agency publications.

4. Chief, IRMD chaired the monthly meeting of directorate Records Management Officers. The meeting featured a presentation by [REDACTED] the Records Manager and Archivist for the National Security Agency, on his records program, problems, and plans for the future. The participants also discussed approval and implementation of Agency records control schedules, training for Records Management Officers, procedures for implementing TRIS, the impending storage crisis at the Agency Archives and Records Center, and the scheduling of machine-readable records.

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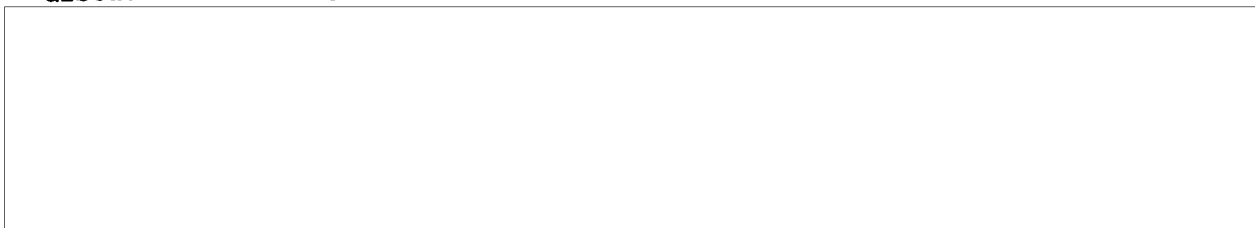
5. The Agency Security Classification Officer, assigned to IRMD, prepared a memorandum for signature by the Director of Information Services to the Deputy Director for Administration providing background on the Information Security Oversight Office (ISOO). Its purpose was to put into perspective a recent news article that quoted the Director of ISOO and commented on the Agency's FY 85 increase in classification decisions. The memorandum also provided comments on ISOO's Annual Report to the President and discussed the Agency's relationship with ISOO.

6. The Agency Security Classification Officer met with the course director of the Office of Training and Education's Field Administration course to discuss the the inclusion of classification training. The course lasts four weeks, is usually preparatory to an overseas assignment, and is presented several times each year. After a discussion of Agency classification procedures and regulations concerning their application, specific areas were identified as being particularly pertinent to the aims of the course. It was agreed that the Field Administration Course is an appropriate vehicle for classification training and OIS will provide instructional aids for use in an upcoming running.

7. The Agency Forms Manager, assigned to IRMD, attended the Business Forms Management Association's 17th Annual International Conference in Louisville, Kentucky. The forms workshops, roundtable sessions, and tours were all structured to enhance the participants' knowledge of forms management. The training sessions were useful and conversations with other forms officers informative. Two IRMD representatives attended a meeting hosted by the Maryland Chapter of the Association of Records Managers and Administrators (ARMA) on emergency preparedness and reconstruction planning. The principal speaker emphasized the value of a workable vital records program for recovering records following a disaster.

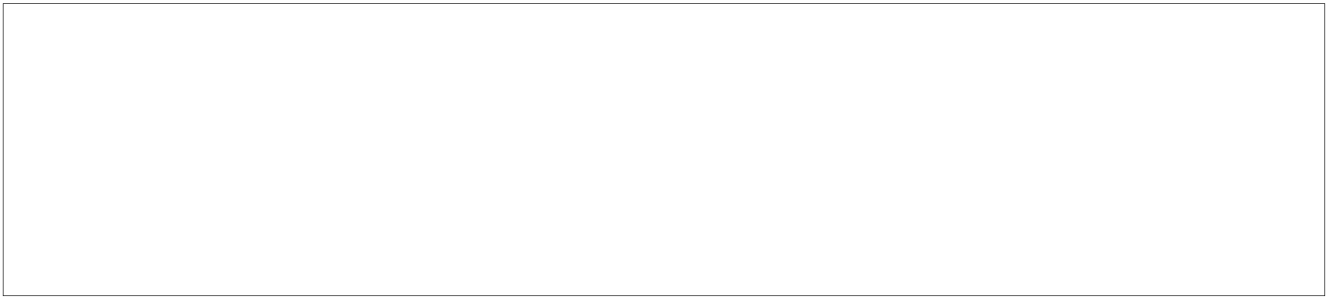
8. Representatives from the Information Control Branch, IRMD, will meet with the Chief, Information Management and Support Staff, Office of Logistics, to discuss the information management survey of that Office scheduled to begin 14 May. A memorandum was prepared for signature by the Director of Information Services to the Director of Logistics informing him of the survey and describing some of the areas that will be covered. A draft report on the information management survey conducted in the Office of Communications (OC) was sent to the Director of Communications. A followup meeting will be held with OC managers to discuss the findings and recommendations.

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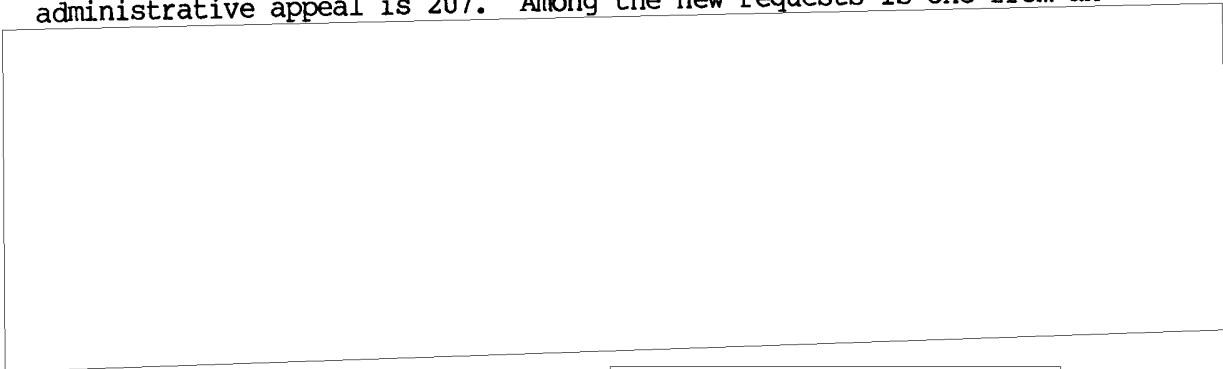
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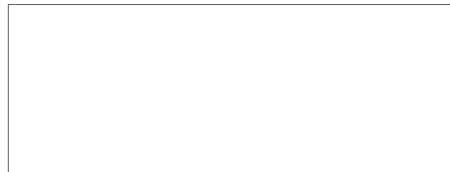
11. The Chief, Information Technology Branch, IRMD, and other OIS representatives attended a briefing on the Air and Space Museum's optical disk system. There is considerable interest in the scanner the museum uses to input documents because it might have application for an enhanced DECAL system re-designed as part of ORIS. Several IRMD representatives also attended a briefing on Kodak's Image Management System. This system, which transmits information stored on microfilm via its local area network, also might have application for DECAL.

12. The backlog of initial FOIA requests was reduced another ~~21~~ 4 *dm* cases this week and now stands at 1425. The number of requests in administrative appeal is 207. Among the new requests is one from an

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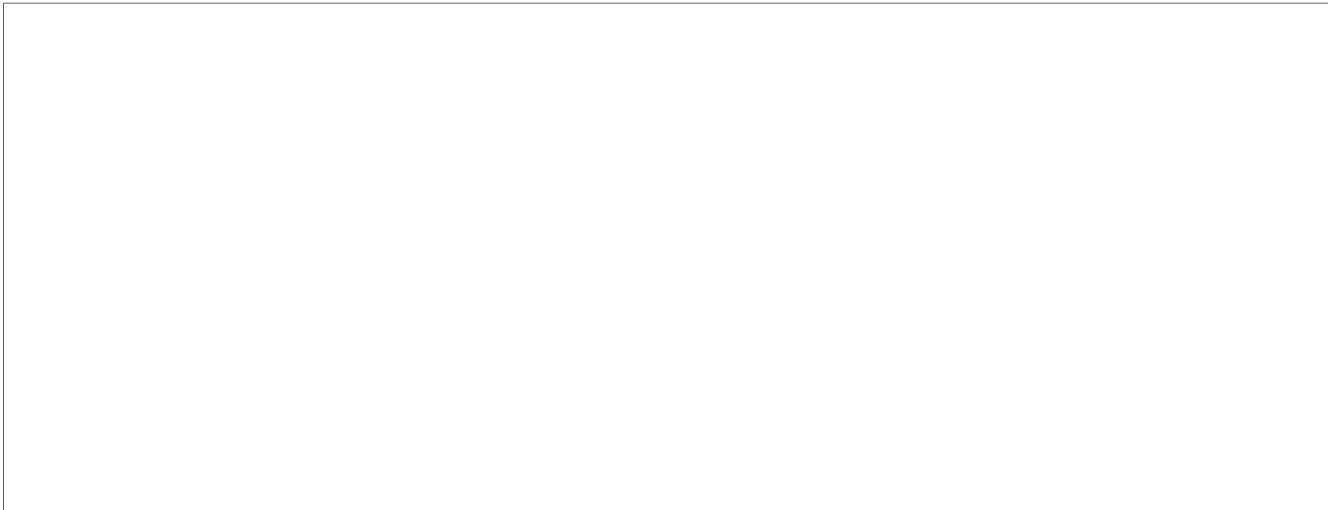
7 May 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (30 April - 6 May 1986)

- | 1. | <u>The Week in Review</u> | <u>30 April - 6 May 1986</u> | <u>1986 Weekly Average</u> |
|--------------------------------|---|------------------------------|----------------------------|
| a. | New cases | 75 | 61.4 |
| b. | Cases closed | 79 | 73.4 |
| c. | New appeals logged | 3 | 3.7 |
| d. | Appeals closed | 2 | 2.6 |
| e. | Manpower (man-weeks) | 77.5 | 103.0 |
| 2. <u>Current Backlogs</u> | | | |
| a. | Initial requests - 1425 | | |
| b. | Requests in administrative appeal - 207 | | |
| c. | Requests in litigation - 57 | | |
| 3. <u>Spotlighted Requests</u> | | | |



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4. Spotlighted Responses

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5. Special Items of Interest

a. The Department of Justice Office of Information Policy has been promoting an extensive set of amendments to the FOIA which would provide some limited relief to the FBI but impose significant and unacceptable administrative burdens on the other agencies. After learning that this bill was nearing final OMB approval, IPD and OIS/LA have taken the lead in coordinating and raising Agency objections to the sections of the bill which

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would adversely affect our interests and the progress made to date in reducing the backlog and improving the median response time--progress promised to Congress in order to secure the passage of the CIA Information Act of 1984. Inter-agency meetings on the subject have been held on 28 March by DOJ and on 7 April by the Department of Defense General Counsel.

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STAT IPD/FBR:sh/ [redacted] (7 May 1986) (FINAL)
Distribution:
Orig - Adse
1 - DCI/DDCI/Executive Director
1 - DCI History Staff
1 - DDI
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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/IRO
1 - DDA/IRO
1 - IC/IRO
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1 - HGH

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6 May 1986

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 30 April - 6 May 1986

1. As a bonus to the CIA Historical Review Program, CRD is locating collateral TOP SECRET documents for accounting in TSCADS. In the review of O/DCI documents of 1945-55, CRD has encountered such documents with and without control green sheets. They have been added when missing and filled in appropriately. If the document is declassified or downgraded the completed cover sheet is forwarded to IRMD; if the document is held at the TOP SECRET level IRMD is notified of its existence and location.

2. The difficulties in mandatory review and the value of having them processed through a single office has been highlighted by four recent Eisenhower Library requests. These pertained to 21 (OCB) Operations Coordinating Board papers compiled in 1955 and 1956. They included two basic studies that would ultimately be merged into a single report on each of four countries. Due to interagency coordination, multiple drafts were produced over a period of about eight months which ranged from identical versions to others with major changes in wording and/or organization. In order to be consistent in our review it was necessary to keep detailed notes and carefully compare the various drafts. Then the similarities or differences were highlighted to make coordinating reviewers aware of the problem and identify for them where changes would have to be made to maintain consistency in CIA actions. There could be many more of these requests because similar studies were compiled on a total of 18 countries.

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6 May 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (30 April - 6 May 1986)

1. WORK IN PROGRESS

25X1 a. Machine-Readable Records. [Redacted] and

25X1 [Redacted] Information Management Branch, met with

25X1 [Redacted] Records Management Officer for the Office of
Finance, and programmers from the Office of Information Technology
(OIT) responsible for maintenance and operation of the OF

25X1 [Redacted]

25X1 [Redacted] also met with [Redacted] Records
Management Officer for the Office of Communications, to discuss the
scheduling of machine-readable systems within OC. They reviewed a
list of OC computer systems provided by the office's ADP Control
Officer to begin the systematic scheduling of these systems.

25X1 [Redacted] was requested to verify the accuracy of the list,
acquire a brief description of each system, identify the
responsible component, and provide a telephone number for a
point-of-contact for each system. The drafting of items for a
records control schedule will begin once this information has been
provided.

b. TS Documents. OIS annuitants continued their search
for Top Secret collateral documents in component holdings at the
Agency Archives and Records Center. Their efforts focused on
records for the Offices of Development and Engineering and
Scientific and Weapons Research. A total of 39 retirement jobs

25X1 [Redacted]
25X1 [Redacted]

[Redacted]

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25X1 were searched and six TS documents were found whose ownership could not be readily determined. In addition, [redacted] another OIS annuitant, and two DO representatives completed a review of 257 cubic feet of records belonging to the DO's Evaluation and Plans Staff. They found several hundred TS collateral documents whose status must be researched by members of the Document

25X1 Accountability Section. Followup research by [redacted] on some of the documents found in the EPS holdings showed that 110 of 169 documents processed had been downgraded.

DO officers continued their search for unaccounted for TS documents in the office areas of the Near East Division. Their efforts have identified 59 TS documents, 53 of which were charged to the division and six which required followup research.

2. SIGNIFICANT EVENTS/ACTIVITIES

a. Records Management Officer Meetings. Chief, IRMD, all IRMD branch chiefs, and several IRMD information management officers attended the monthly meeting of the Directorate RMOs on 2 May 1986. The meeting featured a presentation by [redacted] the Records Manager and Archivist for the National Security Agency, on his records program, problems, and plans for the future.

25X1 [redacted] program focuses on archival activity--the preservation, restoration, and indexing of material that comes into his possession after 30 years. The meeting also discussed a number of records management issues:

- Records Control Schedules: NARA has approved most of the schedules and is actively working on the remaining ones. Implementation of the schedules will require RMOs to tie component filing systems to schedule items.
- RMO Training: Dedicated courses will be offered to Agency RMOs on micrographics in May and on records disposition in August 1986.
- 25X1 -- TRIS: [redacted] is visiting components to answer questions about the system and to provide information on procedures.
- 25X1 -- RMO Conference: The RMO conference will be held on 30 and 31 October 1986 [redacted] Suggestions were solicited for the agenda. (C)
- Records Center Storage: Available storage space at the Agency Archives and Records Center is down to 17,000 cubic feet. The Directorate RMOs were asked to work with component RMOs in having them review records that are due for destruction. A significant amount of space could be made available if this material is destroyed.

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- Security Classification: The recent survey of classification decisions showed fewer overall decisions than was evidenced in our sampling in 1985. A second sampling will be taken in FY 86 to ensure the reliability of our findings. (See item b.)
- Machine-Readable Records: Work on scheduling computer records systems is underway in all DA components. Some recent guidance from NARA will make the process somewhat less complicated.

25X1 [redacted] Records Management Officer for OIS,
 25X1 attended a meeting of the DA Records Management Officers chaired by
 25X1 [redacted] Directorate RMO. [redacted] the RMO for the
 Office of Finance, hosted the meeting and began the session by
 25X1 presenting an overview of his responsibilities and the OF records
 management programs. [redacted] continued the meeting with a
 discussion of the significance of the increase in DA records
 holdings in FY 1985. RMOs were asked to identify which categories
 of records increased in their areas in FY 85 and to provide an
 explanation for the increases. RMOs were also asked to estimate
 future increases or decreases in their holdings. The
 implementation of the newly approved DA records control schedules
 and the identification review of files responsive to the Privacy
 Act were also discussed.

25X1 b. Security Classification. [redacted] Agency Security
 Classification Officer, presented the results of the recent survey
 of Agency classification decisions to the Directorate Records
 Management Officers on 2 May 1986. She noted that the sampling
 taken during the week of 17-21 March showed a significant decrease
 in the number of classification decisions compared to the decisions
 counted during a survey in FY 85. She reminded the RMOs that this
 is the first of two samplings to be taken during FY 86; the second
 is scheduled for September. An analysis of the two samplings will
 be the basis for the Agency's annual report to the Information
 Security Oversight Office on the number of classification decisions
 made in the Agency in FY 86. The Agency-wide need for
 classification training and guidance was also discussed. The RMO
 for the Directorate of Operations and the DCI requested that
 25X1 [redacted] provide classification training to the RMOs in their
 25X1 respective Directorates.

25X1 [redacted] also prepared a memorandum for the Director
 of Information Services to the Deputy Director for Administration
 providing background information on the Information Security
 Oversight Office (ISOO). The memo attempted to put into
 perspective a recent news article which quoted the Director of ISOO
 and commented on the Agency's FY 85 increase in classification
 decisions. The memo also provided comments on ISOO's Annual Report
 to the President and discussed the nature of the Agency's
 relationship with ISOO.

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25X1 [redacted] met with the course director for the Office and Training and Education's Field Administration Course to discuss the possibility of including classification training in the program. The course lasts for four weeks, is usually preparatory to an overseas assignment, and is presented several times each year. After a discussion of general Agency classification procedures and regulations concerning their application, specific areas were identified as being particularly pertinent to the aims of the course. The course director agreed that the Field Administration Course is an appropriate vehicle for classification training and requested the assistance of OIS in obtaining instructional aids for use in the upcoming FAC. 25X1 [redacted] will provide this material, so that it can be included in an upcoming running.

25X1 c. Training. [redacted] Agency Forms Manager, attended the Business Forms Management Association's (BFMA) 17th Annual International Conference in Louisville, Kentucky, 27 April - 1 May 1986. The forms workshops, roundtable sessions, and tours were all structured to enhance the participants' knowledge of forms management. 25X1 [redacted] found the training session useful and also found the conversations with other forms officers to be informative.

25X1 [redacted] Chief, Information Management Branch, and 25X1 [redacted] IMB, attended a meeting hosted by the Maryland Chapter of the Association of Records Managers and Administrators (ARMA) on emergency preparedness and reconstruction planning. The speaker covered the value of having a vital records plan to recover records, so organizations can quickly resume "business as usual" following a disaster. The session was informative and well presented and provided some new insights into procedures and methods for maintaining a vital records program.

25X1 d. Information Management Surveys. Messrs. [redacted] and 25X1 [redacted] Information Control Branch, will meet with [redacted] Chief, Information Management and Support Staff, Office of Logistics, to discuss the survey of that office's information management program. The survey is scheduled to begin on 14 May. A memorandum was prepared for the Director of Office of Information Services to send to the Director of Logistics informing him of the proposed start date for the survey and describing some of the areas that will be reviewed.

A draft copy of the information management report on the Office of Communications was sent to the Director of Communications. A followup meeting will be held with OC managers to discuss the findings and recommendations and how the report should be implemented.

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e. Information Services Centers (ISC):

25X1 Ames Building ISC. [] Chief, ISC Ames
 25X1 Building ISC, and [] Deputy Chief, met with
 representatives of the OMS element on the first floor of the Ames
 Building, and of the Insurance Operations Division, Office of
 Personnel, to discuss services provided by the Ames Building ISC
 and to determine if there were any problems with these services.
 Both components expressed appreciation for the support provided by
 25X1 the ISC and gratitude for the courtesy call by [] and
 25X1 []. The visits are part of an effort by [] to meet
 with all tenants of the Ames Building to ensure that they are
 receiving the required level of support and to respond to questions.

25X1 In keeping with the objective of having Center
 personnel able to perform all ISC functions, [] has
 25X1 instituted a program of cross-training. During the month of May,
 25X1 [] who has been working in the Data Access portion of the
 ISC, will change places with [] who has been working in
 registry operations. Over time the training will enable the
 personnel to be interchanged and the Chief of ISC to shift
 25X1 personnel to meet workload requirements. The training will also
 enable [] to provide backup for the DAC operation when one of
 the regular members of the staff there is on leave or in training.

25X1 [] a new employee, has been assigned to
 25X1 the ISC for training. [] is OIS' first candidate from the
 25X1 DA Upward Mobility Program. [] will ensure that she receives
 the necessary formal and on-the-job training to prepare her for her
 first assignment to a registry.

25X1 [] A Delta Data terminal was
 25X1 installed in the [] ISC to enhance document
 control. It will enable ISC personnel to record information on
 controlled documents into the TRIS system rather than manually on
 25X1 cards. [] is attempting to have the Office of Technical
 Services provide another terminal for the Center, so logging for
 more than one component can take place simultaneously. In
 25X1 addition, Chief, IRMD, [] ICB, met
 25X1 with [] OL, to finalize plans for the installation of
 systems furniture to be installed in the Center.

25X1 []
 25X1 ISC, indicated that heavy use has been made of the ISC's Copy
 Center during the past week. The part-time employee assigned to
 the ISC to provide copying services for the tenants of []
 Building has been occupied duplicating Personal History Statements
 and other documents related to personnel recruitment for the Office

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25X1 of Communications. This activity limited his ability to carry out
 25X1 normal copying work in support of the operations of the Offices of
 Communications and Logistics. Because of this situation, [redacted]
 has had to limit the amount of time she could devote to the copying
 of the recruitment material. The remainder of the copying to
 25X1 support the recruitment effort will be done on an overtime basis.
 The two Xerox 1075 copiers that were installed in the [redacted]
 ISC have provided excellent service with the minimum of downtime
 despite heavy usage. Since their installation in August 1985, one
 machine has produced 1,000,000 copies and the other one 800,000.

25X1 f. Records Management Support. [redacted] Chief,
 25X1 Information Control Branch, [redacted] an OIS annuitant, and
 25X1 [redacted] RMO for the Office of SIGINT Operations met with
 25X1 officials of [redacted] to discuss the
 establishment of a records management program in the office.
 25X1 [redacted] Executive Officer, Office of SIGINT Operations, had
 requested that OIS send someone to the facility because of a
 records problem that had been developing there. Some surveys of
 the office had been conducted earlier, calling for the
 establishment of a records program, but that recommendation had not
 25X1 been implemented. OIS offered [redacted] part-time services of
 25X1 [redacted] to set up a records program under the guidance of the
 Information Control Branch and with some limited assistance from
 25X1 [redacted] would like to have a full-time RMO assigned
 and will make an official request to OIS. Close coordination with
 25X1 [redacted] will be required to schedule, manage,
 25X1 and dispose of [redacted] records.

g. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 11 additions and 5 deletions.
ARCINS:	Jobs received/edited: 11.
	Jobs keyed: 30 consisting of 4,268 entries.
	Jobs completed: 27.
Accessions:	Received 19 jobs totaling 257 cubic feet.
References:	Services 3,337 requests for records.
Other:	Three OP careerists, attending the OP Conference [redacted] visited A&RC during their lunch hour on 29 April and asked for a quick tour. They were provided a tour and invited back to spend more time at the Center. (C)

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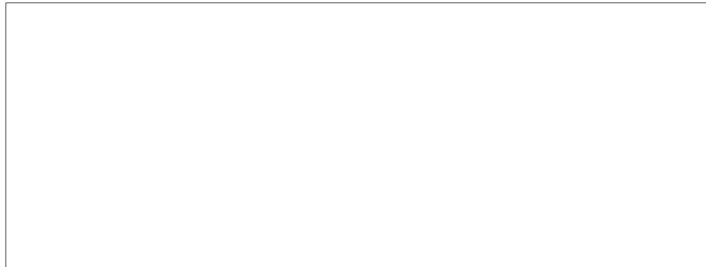
3. SCHEDULED EVENTS

25X1 [redacted] Chief, ICB, will meet with a representative
of the Copier Management Staff, P&PD, at the Information Services
25X1 Center [redacted] on 7 May to discuss the
possibility of establishing a copy center at the facility.

25X1 [redacted] Chief, Ames Building ISC
25X1 will meet with [redacted] Chief, Administrative Staff, Office of
Global Issues, on 8 May to brief him on the ISC activities, discuss
support provided to OGI elements in Ames Building, and to determine
the adequacy of this support.

25X1 [redacted] Chief, Information Technology Branch, ITB,
25X1 [redacted]
[redacted] OIS Planning Officer, will attend a briefing on 7 May at the Air
and Space Museum on its optical disk system. ITB personnel are
interested in the system's scanner that the museum is using to
input documents into its system. The scanner might have
application for an enhanced DECAL system which may be re-designed
25X1 as part of the ORIS program. Likewise, [redacted]
25X1 [redacted] attended a briefing on 6 May
concerning Kodak's Image Management System (KIMS). This system
transmits information stored on microfilm throughout an office, or
between distant offices via its local area network and also might
have application to DECAL.

25X1



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

6 May 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Regulatory Policy Division, OIS

SUBJECT:

Regulatory Policy Division Activities -
29 April - 6 May 1986

1. RPD is currently processing 111 jobs, up slightly from last weeks total of 109. (U)

2. Of the fourteen new issuances received by RPD this week, several

25X1 [Redacted]

4. [Redacted] attended a meeting of the "Editors' Forum" sponsored by the Office of Training and Education, OTE. The topic of the meeting was "One Style Manual for All CIA" and included a guest speaker presentation by [Redacted], an OTE writing consultant. [Redacted] spoke on his experiences in revising correspondence manuals for the Navy, the Marine Corps, and the Coast Guard, and emphasized the importance of senior level support for developing a style manual that would govern the format for all Agency publications. It was generally agreed that an Agency-wide style manual is needed and probably should be based on the current DI style manual.

[Redacted] both agreed to serve on various committees that would explore the possibility of producing such a manual.

25X1 [Redacted]

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