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14 November 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: [redacted]
Director of Information Services

SUBJECT: OIS Weekly Report (7 - 13 November 1985)

A. WORK IN PROGRESS

1. TS COLLATERAL DOCUMENTS. The search continues for TS collateral documents among the O/DDI records retired to the Agency Archives and Records Center. Seventy-three cubic feet of material were reviewed and 271 TS documents were found; 174 were charged to O/DDI and another 97 will require follow-up research to determine accountability. IRMD personnel continue to process the results of the searches into TSCADS.

2. INFORMATION SERVICES CENTERS. Personnel at the [redacted] Information Services Center are using the suspense portion of the Codeword/Collateral Document Control System (CDOCS) to keep track of actions assigned to elements within the Office of Communications. (CDOCS is a subsystem of TRIS). If the system works well, a similar system may be established for the Office of Logistics, the other component serviced by the [redacted] ISC.

Operation of the data access section of the Ames Building ISC is going smoothly. Some of the equipment still is not operational but efforts are underway to correct remaining problems and to obtain an additional computer terminal for registry operations. Two newly assigned employees are being trained in ISC functions.

[redacted]

[redacted]

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4. REGULATORY POLICY DIVISION ACTIVITIES. The Regulatory Policy Division received a request from the Office of the DCI for information on the time limits denoted by the PRIORITY, IMMEDIATE, and FLASH labels used to move correspondence quickly. RPD reviewed appropriate regulations and consulted the Agency Forms Management Officer who said that the IMMEDIATE and FLASH labels were initially requested by the Office of Communications and that IRMD initiated the PRIORITY label. The specific dates of origin could not be determined but these precedence indicators have been in use for over 37 years. The purpose of the O/DCI inquiry was to try to get faster response to action items.

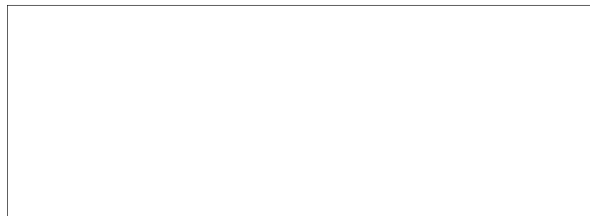
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C. SCHEDULED ACTIVITIES.

Representatives from IRMD met on 13 November with OIA officials to introduce a newly assigned OIS annuitant. She will assist OIA in implementing OIS information management survey recommendations.

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13 November 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted Name]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (6 - 12 November 1985)

- | 1. | <u>The Week in Review</u> | <u>6 - 12 November 1985</u> | <u>1985 Weekly Average</u> |
|----|---|-----------------------------|----------------------------|
| a. | New cases | 50 | 54.4 |
| b. | Cases closed | 89 | 79.1 |
| c. | New appeals logged | 5 | 2.7 |
| d. | Appeals closed | 3 | 1.7 |
| e. | Manpower (man-weeks) | 134 | 100.8 |
| 2. | <u>Current Backlogs</u> | | |
| a. | Initial requests - 1814 | | |
| b. | Requests in administrative appeal - 185 | | |
| c. | Requests in litigation - 77 | | |

3. Spotlighted Requests

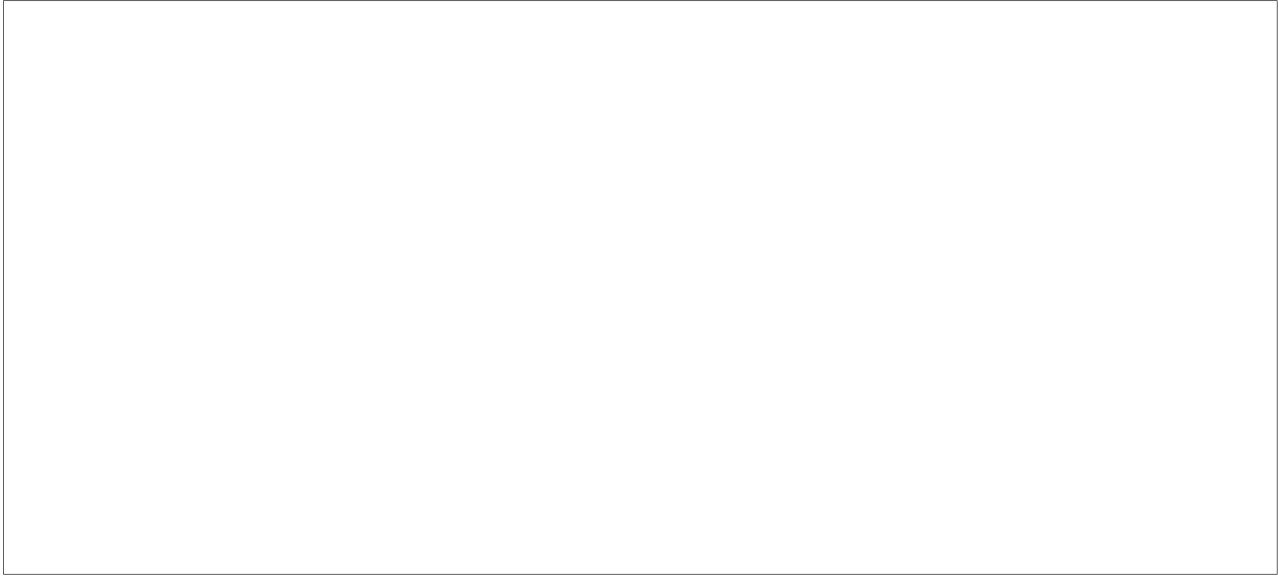
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STAT IPD/[redacted] (13 November 1985) (FINAL)
Distribution:
Orig - Adse
1 - DCI/DDCI/Executive Director
1 - DCI History Staff
1 - DDI
1 - DDO
1 - DDS&T
5 - OIS
1 - C/PAO
1 - Comptroller
1 - IG
1 - OGC
1 - OLL
1 - OP
1 - OL
STAT 1 - C/IMS [redacted]
STAT 1 - DDO/IRO
25 - DDO/IMS [redacted]
1 - DDI/IRO
1 - DDA/IRO
1 - IC/IRO
1 - OTE/MAT
1 - OIS/LA
1 - IRG/OS
1 - IPD Subject
1 - IPD Chrono
1 - IPD Reading Board
1 - HGH

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12 November 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Information Resources Management Division

SUBJECT: IRMD Weekly Report (6 - 12 November 1985)

1. Work in Progress

a. Machine-Readable Records.

[Redacted]

Information Management Branch, met with [Redacted] Records Management Officer, Office of Personnel (OP), to review the initial six machine-readable records control schedule items drafted by [Redacted] and to exchange ideas on data collection methods, format, and content. As a result of this meeting, [Redacted] will select one of the six OP systems and prepare a new draft. [Redacted] also met with [Redacted] Records Management Officer, OL, and [Redacted] FARS Data Base Administrator, concerning the schedule item drafted for OL on its Federal Automated Requisitioning System (FARS). [Redacted] suggested minor changes to a few file identifications. Once these suggestions are incorporated into the draft schedule item, it will be complete. The interviews with personnel responsible for the Inventory Control System (ICS), the next OL ADP system to be scheduled, will begin on 14 November 1985.

b. TS Collateral Documents.

[Redacted]

[Redacted] an OIS annuitant, continues to search the retirement holdings of the Office of the DDI at the Records Center for unaccounted for TS collateral documents. Last week, [Redacted] reviewed 73 cubic feet of material and found 271 TS documents, 174 charged to O/DDI and another 97 that required follow-up research to determine their ownership. Another annuitant, [Redacted] will join [Redacted] at the Records Center this week to begin looking at the retirement holdings of the Office of European Analysis. [Redacted] ICB, continue to process information on documents found by the annuitants into TSCADS.

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[Redacted]

[Redacted]

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25X1 c. Information Services Centers. The members of the [redacted] Information Services Center began using the suspense portion of CDOCS to keep track of actions assigned to elements within the Office of Communications. If the system works well, the Center will discuss the possibility of setting up a similar system for the Office of Logistics, the other component serviced by the Center.

25X1 At the Ames Building Center, the operation of the data access portion of the Center is going smoothly, thanks to the efforts of [redacted] the two employees responsible for servicing its customers. Some of the equipment related to the operation of the Center is still not operational and efforts are being made to rectify this situation, as well as to get another computer terminal for registry operations. 25X1 Meanwhile, training continues for two new employees recently assigned to the ISC, [redacted]

2. Significant Events and Activities

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25X1 b. Wang Training. [redacted] Information
 Technology Branch, will begin acting on the results of a survey
 taken earlier this year about Wang features in which OIS Wang
 users had expressed interest in learning. The survey showed
 25X1 that users wanted to learn more about glossary, visual memory,
 and messages. [redacted] will be providing training to Wang
 users on these features in the near future.

25X1 c. Records Center Fire Alarm. The Security Staff at
 the [redacted] conducted another test of the fire
 alarm system at Agency Archives and Records Center. The test
 was a followup to one conducted during October when the alarm
 system failed totally and word of the fire drill had to be
 transmitted via the public address system. In the latest test,
 the alarm failed to sound in the Reference Section, but worked
 throughout the remainder of the Center. To improve the
 25X1 situation, [redacted] installed a radio/telephone system in the
 AARC front office area by which AARC can contact the fire
 station quickly in case of an emergency. It has also instituted
 the practice of testing the AARC's alarm daily to ensure that it
 25X1 is functioning. In the meantime, [redacted]
 25X1 [redacted]

d. Records Center. Records Center personnel performed
 the following activities during this week:

RAMS:	Made 19 additions, 18 changes, and 1 deletion.
ARCINS:	Jobs received/edited: 20. Jobs keyed: 14 consisting of 1,580 entries. Jobs completed: 12.
Accessions:	Received 17 jobs totaling 470 cubic feet.
References:	Serviced 1,882 requests for records.
Dispositions:	Transferred 75 cubic feet of material to incinerator. Sent four boxes of stripped orange folders to OP for re-use.

3. Scheduled Events

25X1 Members of ITB, will meet with [redacted] Records
 Management Officer, Office of Security, on 14 November 1985, to
 discuss the conversion of data contained in the OS Common Use
 Automated Registry System to CDOCS.

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25X1 Chief, IRMD, [redacted] Chief, ICB, [redacted] ICB,
25X1 and [redacted] OIS annuitant, will be meeting with OIA
25X1 officials on 13 November, to discuss [redacted] assistance to
the OIA in implementing survey recommendations on its
information management program.

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12 November 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Regulatory Policy Division

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SUBJECT: Regulatory Policy Division Activities - 06 November through 12 November 1985

1. RPD is currently processing 133 jobs including an employee bulletin (EB No. 1306) announcing that office parties during the 1985 Christmas season may be held on 17 December or 19 December from

3-6 p.m.. [Redacted]

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2. The Office of General Counsel advised that proposed [Redacted]

[Redacted]

as a result of more recent OPM directives on awards. These are not major changes and OGC has promised to forward specific comments in the next few days. The Chairperson of the DCI Secretarial/Clerical MAG has been informed by RPD. [Redacted]

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3. [Redacted] edited and prepared for coordination [Redacted]

[Redacted]

The processing has been suspended, however, until the originator, the Office of Personnel, resolves questions concerning ambiguities in the text and contradictions between the HR and FR which [Redacted] raised. [Redacted]

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4. During the absence of our chief of research, several RPD employees fielded research questions from Agency callers regarding:

a. A query where to obtain a copy of an Executive Order.

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b. A call from the DO requesting information contained in the regulatory system on panel evaluation schedules. RPD referred DO to

[REDACTED]

c. A question from the O/DCI for information on the derivation and time limits of the labels or forms denoting "Priority," "Immediate," and "Flash" used to move correspondence quickly. RPD reviewed logical sources in the regulations and conferred with the Agency forms officer, [REDACTED] RPD concluded that [REDACTED] was the probable source for these precedence forms. [REDACTED] said that the "Immediate" and "Flash" forms were initially requested by the Office of Communications and IRMD initiated the "Priority" label. The specific dates of origin were not determined but these indicators have been used for over 37 years. The O/DCI was checking because the Executive Registry would like to have faster response to action items. For example, couriers sometimes hand-carry items to a component at 9 a.m. with a response due by 4 p.m. and when the O/DCI calls the action office at 4 p.m. to ascertain the status, it is discovered that the named recipient has not received the document as yet. [REDACTED]

5. [REDACTED] attended a course on introduction to TRIS on 6-7 November and [REDACTED] attended a proofreading course during 4-7 November. [REDACTED]

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