

~~CONFIDENTIAL~~

17 October 1985

MEMORANDUM FOR: Deputy Director for Administration

25X1  
FROM:

[Redacted]

Director of Information Services

SUBJECT: OIS Weekly Report (9-16 October 1985)

A. WORK IN PROGRESS

1. AGENCY HISTORICAL REVIEW PROGRAM. Review Officers from the Classification Review Division have completed the first phase of locating records in the holdings of the Directorate of Operations for the 1946-47 period to be considered for review under the Historical Review Program. They have identified 123 jobs and 1,393 archives boxes of records. On 16 October, CRD will begin assessing the material to determine what may be pertinent for review under the program.

2. TRIS ACTIVITIES. A meeting was held last week among representatives of the Information Resources Management Division (IRMD), a representative of the O/DDA registry, and the Records Management Officer for the Directorate of Administration (DA/RMO) to discuss the possibility of converting material in the DA's registry data base to that of the CDOCS--the document control and records management portion of TRIS. After discussing the DA's registry needs, the participants agreed that no data will need to be converted to CDOCS; instead, the DA/RMO will contact the Office of Information Technology about retaining the registry's data base on line for one year after the DA registry begins using CDOCS. If this is not possible, then conversion will have to be reconsidered.

There has been a strong response to IRMD's memorandum concerning additional classroom training on CDOCS. The training sessions scheduled for 4-5 November have been filled and a second session has been scheduled for 6-7 November. Work is being completed on the users' manuals for both CDOCS and TSCADS. The manuals are expected to be ready for publication by 18 October.

25X1  
25X1  
[Redacted]

[Redacted]

~~CONFIDENTIAL~~

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

3. TS DOCUMENT SEARCH. OIS annuitants continue the search for unaccounted for Top Secret documents. One annuitant reviewed 102 cubic feet of the Office of the Deputy Director for Intelligence's (O/DDI) holdings at the Records Center. Of 94 TS collateral documents that were found, 78 were charged to the O/DDI and 16 will require follow-up research. Another annuitant searched holdings of the Office of Scientific and Weapons Research and found 431 TS documents; 371 belong to that office but ownership of 60 must be determined.

B. SIGNIFICANT EVENTS AND ACTIVITIES.

1. FILM CONDITION. The RMO from the National Photographic Interpretation Center (NPIC) and two other NPIC officers visited the Records Center last week to examine various film deposits. They were attempting to determine if the plastic material used to line the canisters is damaging the film. The visit was prompted by a warning from Bridgehead Film Evaluation and Test Services that the liners should be replaced. The NPIC representatives are considering the feasibility of replacing the current canisters with others that would not be harmful. [redacted]

25X1

2. RMO CONFERENCE. The first RMO conference sponsored by OIS was held on 10 October [redacted] The session, which was attended by 60 RMOs and several senior registry chiefs, consisted of a series of presentations on records management responsibilities. A forum led by Directorate RMOs was held to highlight the problems and concerns of RMOs in each Directorate. Some of the issues raised were the need for more training, improvement of communication between IRMD and the Agency's RMOs, and the activation and utilization of TRIS. The conference was well received by the participants. [redacted]

25X1

25X1

3. ISOO INITIATIVES REVIEWED. Representatives from IRMD and the OIS Legal Advisor met with representatives from the DCI Security Committee, the Office of General Counsel, and the Office of Security to review the Information Security Oversight Office's (ISOO) recommendations concerning new information security initiatives. The purpose of the meeting was to develop an Agency position concerning ISOO's recommendations. The Director of ISOO will chair an interagency meeting on 24 October to seek a final consensus on the initiatives.

4. OFFICE SURVEYS. Representatives from IRMD met with the Chief, Administrative Staff, Intelligence Community Staff (ICS), and the ICS's RMO on 15 October to discuss an OIS survey of the ICS registry. The purpose of the survey is to review the operation and workload of the ICS registry to determine if additional personnel are needed. The survey

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

will include ICS registry requirements at [redacted] and other locations.

[redacted]

5. INFORMATION AND PRIVACY DIVISION ACTIVITIES. The backlog of initial requests continues downward; it is now 1,927 cases. One of the interesting FOIA requests this reporting period is from the editorial

[redacted] Other interesting items are found in the attached IPD report.

C. SCHEDULED ACTIVITIES.

1. FORMS ANALYSIS AND DESIGN COURSE. As part of its continuing effort to upgrade the skills of MI careerists, OIS will sponsor a dedicated running of the Forms Analysis and Design Course which is normally conducted by the General Services Administration. The course is scheduled for 28-30 October 1985. Approximately 20 officers will attend the session; the instructor will be Bill Ellis, an independent contractor who also teaches the GSA version.

2. Chief, IRMD, and representatives will meet with the Director of Communications on 17 October to discuss an OIS survey of OC's information management program and registry operations.

Attachment:  
As Stated

[redacted]

ADMINISTRATIVE-INTERNAL USE ONLY

16 October 1985

MEMORANDUM FOR: Deputy Director for Administration

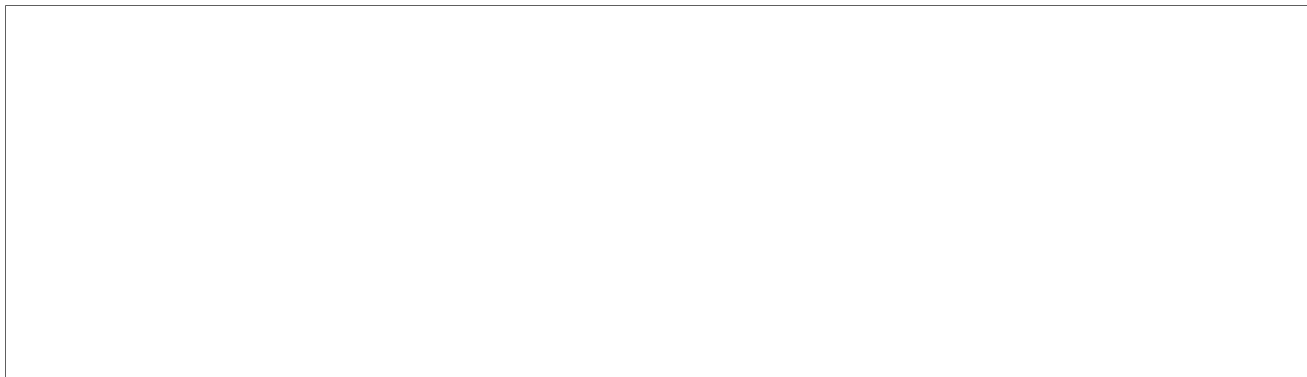
FROM:



Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (9 - 15 October 1985)

- | 1. | <u>The Week in Review</u>               | <u>9 - 15 October 1985</u> | <u>1985 Weekly Average</u> |
|----|---|----------------------------|----------------------------|
| a. | New cases                               | 43                         | 55.0                       |
| b. | Cases closed                            | 67                         | 79.3                       |
| c. | New appeals logged                      | 1                          | 2.6                        |
| d. | Appeals closed                          | 5                          | 1.6                        |
| e. | Manpower (man-weeks)                    | 110.5                      | 100.4                      |
| 2. | <u>Current Backlogs</u>                 |                            |                            |
| a. | Initial requests - 1927                 |                            |                            |
| b. | Requests in administrative appeal - 181 |                            |                            |
| c. | Requests in litigation - 77             |                            |                            |
| 3. | <u>Spotlighted Requests</u>             |                            |                            |



ADMINISTRATIVE-INTERNAL USE ONLY

**Page Denied**

ADMINISTRATIVE-INTERNAL USE ONLY

STAT IPD [redacted] (16 October 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
- 1 - C/IMS [redacted]
- 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

STAT

STAT

ADMINISTRATIVE-INTERNAL USE ONLY

CONFIDENTIAL

15 October 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Information Resources Management Division

SUBJECT: IRMD Weekly Report (9 15 - October 1985)

1. Work in Progress

25X1 a. TRIS. A meeting was held last week between members of the Information Technology Branch and a representative of the O/DDA registry and [Redacted] Records Management Officer for the Directorate of Administration, to discuss the possibility of converting material in the DA's registry data base to that of the CDOCS--the document control and records management portion of TRIS. The meeting was the first of several that will be held with components which incorporate information on the location of documents entered into the data bases of their Common-Use Automated Registry System. After discussing the DA's registry needs, the participants agreed that no data will need to be converted to CDOCS. Instead, [Redacted] will contact OIT about the possibility of retaining the registry's data base on line for one year after the DA registry begins using CDOCS. If this retention period is not possible, then the conversion of the DA data base will have to be reconsidered. Members of ITB will be meeting representatives of the Executive Registry on 16 October to discuss the conversion of its CARS data base to TRIS.

25X1 There has been a strong component response to our memorandum concerning additional classroom training on CDOCS. The session scheduled for 4-5 November has been filled and a second session has been scheduled for 6-7 November to accommodate others still requiring this training. In addition, members of the Requirements Evaluation Test and Training Section are completing work on the users' manual for both CDOCS and TSCADS. The manuals are expected to be sent to Printing and Photography Division for printing by 18 October.

25X1 b. TS Documents. OIS annuitants continued to make progress in their search for unaccounted for Top Secret documents. [Redacted] reviewed 102 cubic feet of O/DDI holdings at the Records Center and found 94 TS collateral documents--78 were charged to the O/DDI and 16 will require followup research in the Information Technology Branch. Another annuitant, [Redacted] searched office holdings of the Office of Scientific and Weapons Research, finding 431 TS documents--371 belonging to OSWR and 60 whose ownership must be determined.

25X1  
25X1 [Redacted]

[Redacted]

CONFIDENTIAL

CONFIDENTIAL

25X1 c. Ames Building ISC. [redacted]

25X1 [redacted] Chief, Ames ISC, met with

25X1 [redacted] Chief, Remote Facilities Branch, Information  
 Management Division, OIT, to brief him on the current status of the  
 Information Services Center of the Ames Building. The meeting  
 focused on the staffing for the operation of laser printers which  
 are scheduled to be moved from ORD to the Center during the week of  
 14 October. The OIS representatives attempted to clarify the  
 responsibilities of each participating office in providing staffing  
 for this operation. [redacted] is the third OIT officer to head  
 25X1 this branch since negotiations began on the Ames Building ISC  
 almost two years ago, making it difficult to maintain continuity in  
 the commitments made. The latest meeting, while useful in  
 resolving some short-term problems, was inconclusive. Further  
 discussions will be necessary to work out arrangements with OIT on  
 providing back-up for the individuals operating the laser printers.

## 2. Significant Events and Activities

25X1 a. Film Condition. Messrs. [redacted] NPIC Records  
 Management Officer, and two other NPIC officers visited the Agency  
 Archives and Records Center last week to sample the condition of  
 various film deposits. The NPIC representatives were attempting to  
 determine if the plastic material used to line the film canisters  
 is damaging the film stored in them. The visit is a followup to  
 the recommendations contained in a report by the Bridgehead Film  
 Evaluation and Test Services, that the liners should be replaced  
 25X1 because they may damage the film. [redacted] visit was the  
 first step in a study by NPIC to determine the feasibility of  
 replacing the current canisters with others that would not be  
 harmful to the film. [redacted] 25X1

25X1 b. RMO Conference. The first RMO conference under OIS  
 auspices was held last week at the [redacted] The  
 session, which was attended by 60 RMOs and several senior registry  
 chiefs, consisted primarily of a series of presentations by members  
 of IRMD on various records management programs. In addition to  
 formal presentations, a classification exercise was conducted by  
 25X1 [redacted] Chief, Information Management Branch, and a forum was  
 held at the end of the conference to highlight the concerns of RMOs  
 in each Directorate. Some of the issues raised were the need for  
 more RMO training, the improvement of communications between IRMD  
 and the RMO, the activation and utilization of TRIS, and the recent  
 initiatives proposed by ISOO's Task Forces. The conference was  
 well received by the participants, but probably should be expanded  
 somewhat next year to provide more time for presentations and  
 discussions. We have reserved dates for next fall that would  
 permit the group to stay overnight at the Center. [redacted] 25X1

CONFIDENTIAL



CONFIDENTIAL

25X1 c. ISOO. [redacted] Chief, IMB, and [redacted] IMB, met with representatives of the DCI Security Committee (SECOM), the Office of General Counsel, the Office of Security, and the OIS Legal Advisor to review the Information Security Oversight Office's (ISOO) recommendations concerning new information security initiatives identified by the five ISOO task forces. The Director of ISOO will chair an interagency meeting on 24 October to seek a consensus on the initiatives. The diversity of opinions expressed by the participating agencies, however, makes it unlikely that any consensus will be reached at that meeting.

25X1 d. Office Surveys. [redacted] Chief, Information Control  
 25X1 Branch, and [redacted] ICB, met with [redacted] Chief,  
 25X1 Administrative Staff, ICS, and [redacted] ISC Records Management  
 25X1 Officer, on 15 October to discuss [redacted] request to have OIS  
 25X1 survey the ICS registry. [redacted] would like the survey to review  
 25X1 the operation and workload of ICS registry to determine if  
 25X1 additional staffing is needed. [redacted] assured the ICB  
 25X1 representatives that [redacted] who will conduct the survey, will  
 25X1 have the full support of his staff and sufficient latitude to  
 25X1 discuss registry operations with staff members. After [redacted]  
 25X1 completes her review of ICS registry requirements at Community  
 25X1 Headquarters Building and other locations, she will prepare a  
 25X1 report of her findings and provide recommendations for [redacted]  
 consideration.

25X1

25X1 [redacted]

25X1 explained the objective of our survey program and described how  
 25X1 they are conducted, indicating that our goal is to survey an entire  
 25X1 office rather than to do individual components. [redacted]  
 25X1 explained to [redacted] that ICB probably would be unable to  
 accommodate his request at this time because of a prior commitment  
 25X1 to the Director of Communications and limited staff resources.  
 25X1 Once the OC survey is completed, [redacted] promised [redacted]  
 that he would be back in touch to schedule a survey of SAD.

25X1 e. Fire Alarm Problem at the Records Center. Last week the  
 Security Staff [redacted] conducted a fire  
 drill in the Records Center with disappointing results. The sonic  
 alarm within the building did not function, so word of the fire  
 drill had to be transmitted to employees via the public address  
 system. This was the third occasion that the alarm had not  
 functioned properly during a fire drill. The malfunction  
 underscores the need outlined in a recent study of the Center's  
 alarm system by the OMS Safety Staff that the alarm system is  
 outmoded and should be replaced. Prior to the fire drill, agreement

CONFIDENTIAL

CONFIDENTIAL

25X1  
25X1  
25X1  
25X1

had been reached with the Office of Communications [redacted] to replace the alarm and fire detection systems in the Center. [redacted] Chief, AARC, will be meeting with [redacted] later this week to discuss the problem and to see if a replacement alarm system could be installed on an expedited basis. [redacted]

25X1

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

- RAMS: Made 31 additions, 29 changes, and 4 deletions.
- ARCINS: Jobs received/edited: 23.  
Jobs keyed: 13 consisting of 1,158 entries.  
Jobs completed: 6.
- Accessions: Received 26 jobs totaling 164 cubic feet.
- Dispositions: Transferred 260 cubic feet of material to hammermill for destruction and 30 cubic feet of material to the incinerator.
- References: Serviced 1,363 requests for records.

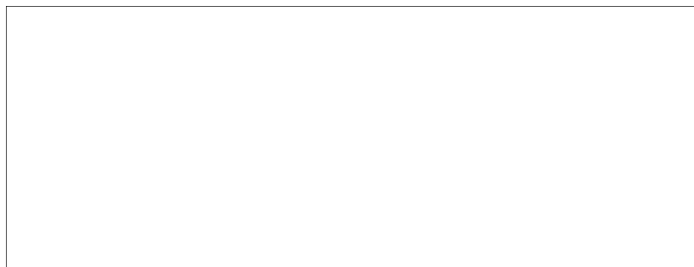
3. Scheduled Events

a. As part of its continuing effort to upgrade the skills of MI careerists, OIS will sponsor a dedicated running of the Forms Analysis and Design Course on 28-30 October 1985 normally conducted by the General Services Administration. Some 21 officers will attend the session that will be taught by Bill Ellis, an independent contractor who normally teaches the GSA course.

25X1  
25X1

b. Chief, IRMD, [redacted] and survey team members from ICB will meet with [redacted] on 17 October to discuss [redacted] request to have OIS survey his office's information management program and registry operations.

25X1



CONFIDENTIAL

15 October 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM: [redacted]  
Chief, Classification Review Division

SUBJECT: Weekly Report, 9-15 October 1985

25X1 Members of the Historical Review Branch (HRB) [redacted]

25X1 [redacted] completed the first phase of locating DO  
records for the 1946-47 period. They searched through 35 drawers (about one  
25X1 foot each) of DO shelf lists under the guidance of [redacted] IMS/DO personnel. They  
identified 123 jobs and 1,393 archives boxes of records that contain 1946-47  
25X1 DO records. How much pertinent material will be found in each box cannot be  
determined until this team, along with the HRB Chief [redacted] begin to  
examine material in the boxes at the Agency Records Center. That phase of the  
25X1 project will begin on 16 October 1985 at the Records Center. [redacted]

25X1

25X1  
25X1 [redacted]

CONFIDENTIAL

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

15 October 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Regulatory Policy Division

SUBJECT:

Regulatory Policy Division Activities - 9 October through 15 October 1985

1. RPD is currently processing 156 jobs, a giant leap of 14 jobs over last week's 142. Among the initiated proposals is EB No. 1297, Drug Abuse Program, which is being handled on a priority basis because it announces a guest speaker on 5 November 1985. [Redacted]

25X1

2. The Deputy Director of Administration approved the revision of

[Redacted]

[Redacted] Since the handbook is of antique vintage (1979), it was not printed in the ETECS format. To make certain that the revision would be printed in a type to match the existing handbook [Redacted]

traveled to P&PD on 9 October to meet with a P&PD supervisor who gave the necessary information to set up the job in the old way. [Redacted]

25X1

3. [Redacted] also reviewed [Redacted] and

sent the proposed regulations for pre-coordination review on an immediate basis to the Office of Security (the originator), the Office of Personnel, and the Executive Officer, DDA. [Redacted]

25X1

4. RPD forwarded [Redacted]

[Redacted] to the Office of Legislative Liaison via EO/DDA for review by Congressional committees prior to publication. This policy has DCI approval and OGC concurrence. [Redacted]

25X1

[Redacted]

25X1

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

25X1  
25X1

□

25X1

6. [redacted] held several conversations with an officer in DO/IMS regarding the use of "Central Cover Staff". The DO officer said that CCS was no longer classified. Our editor replied that RPD received a memorandum along those lines, but that the application of a classification to CCS had not been resolved. After investigation, the DO officer recommended that we revert to the use of [redacted]

25X1

25X1

25X1

[redacted] in the regulations in order to keep the issuances unclassified. [redacted]

25X1

25X1

25X1

7. RPD received a telephone call from OLL in connection with a call received from an Oversight Committee interested in the change made to [redacted]. The Committee was questioning the reason for changing or revising [redacted] this year. We forwarded to OLL a copy of the previous 1980 version along with the 27 April 1984 memorandum from OP, the initiator, requesting revision. [redacted]

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

8. Our chief of research received a call from an employee in the OS Registry asking if we had recently published anything on the Diplomatic License Program. No one in RPD could recall an issuance on this subject. RPD told the caller that we remembered the Washington Post running an article on this subject matter, but not our Agency. [redacted]

25X1

9. We forwarded [redacted] to OGC for concurrence on 11 October. Initiated by the Office of Security, this notice [redacted]

[redacted]

[redacted]

Attachment

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

**Page Denied**

Next 1 Page(s) In Document Denied