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2 October 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Director of Information Services

SUBJECT: OIS Weekly Report (26 September - 2 October 1985)

A. WORK IN PROGRESS

1. TRIS TRAINING. Training Instructors from the Information Resources Management Division (IRMD) conducted another two-day training session on the document control and records management segment of TRIS--CDOCS. They also conducted the first one-day training session for component and directorate Records Management Officers (RMO). These one-day sessions will focus on the creation of files within CDOCS, disposition of records according to the component's records control schedule, and retirement of records.

Further to TRIS training, other IRMD representatives continue to provide hands-on assistance to components using the TSCADS portion of TRIS. For example, one IRMD representative visited Top Secret Control Officers in the Offices of Scientific and Weapons Research and European Analysis to demonstrate how to enter document information into the systems. Another IRMD representative visited the Information and Privacy Division (IPD), OIS, and the Information Management Staff (IMS) of the Directorate of Operations to answer questions about procedures for entering information into TRIS. Similar followup was held with the TS Control Officers for the Executive Registry, Comptroller, and Office of Legislative Liaison. IRMD representatives will continue these types of followup meetings as the need arises. [Redacted]

2. TS DOCUMENT SEARCH. OIS annuitants continue their search for unaccounted TS collateral documents. One annuitant has reviewed 90 cubic feet of records in the Office of the Deputy Director of Intelligence's (O/DDI) retired records at the Agency Archives and

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Records Center (AARC). Eighty TS documents were found, 36 of which were charged to O/DDI and 44 will require follow-up action. Two other annuitants continue to search in the Office Scientific and Weapons Research (OSWR). Thus far, they have found 238 TS documents, 148 charged to OSWR and 90 whose ownership must be determined.

3. OLL SURVEY. Records management officers from IRMD will conclude the interview phase of the records management and information handling practices survey of the Office of Legislative Liaison (OLL) this week. The IRMD representatives will report their findings and develop some recommendations for OLL's consideration.

4. TRANSFER OF OSS RECORDS TO NARA. The eighth increment of OSS records, consisting of 217 cubic feet of overseas cable files, has been transferred to the National Archives and Records Administration (NARA). This brings the total volume of OSS records transferred to 1234 cubic feet.

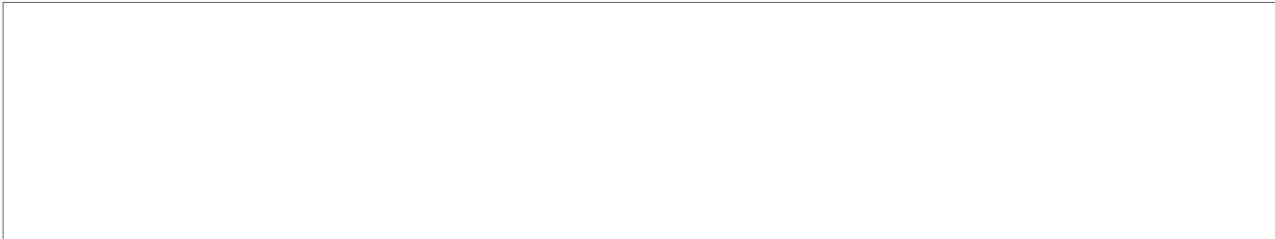
5. ISOO INITIATIVES. IRMD has prepared an Agency response to the Director, Information Security Oversight Office (ISOO), stating our position on the information security initiatives proposed by the four ISOO task forces. In coordination with the DCI Security Committee, the Office of Security, the Office of Personnel, and the Office of General Counsel, IRMD reviewed 14 proposed initiatives dealing with unauthorized disclosures, overclassification, need-to-know, and classification management to determine if their adoption would have any adverse impact on the Agency or would benefit the Agency's information security program. ISOO will provide OIS with the comments of other agencies on the proposed initiatives during the first week of October.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST.

1. OSS RECORDS AT NARA. Chief, AARC, and staff members, and a representative from IMS visited NARA to discuss the transfer and storage of OSS records. The Agency personnel felt it would be useful to learn how NARA processes the transferred material. They were shown where the OSS records are stored and how NARA boxes, indexes, and preserves these records. During the course of the tour and briefing, Agency personnel were told that nitrate film had been found in several shipments of OSS records. Because it constituted a fire hazard, NARA had made copies of the film and then destroyed the nitrate versions. Upon hearing this, the IMS representative said that he would have the remaining OSS records reviewed and take appropriate, corrective action.

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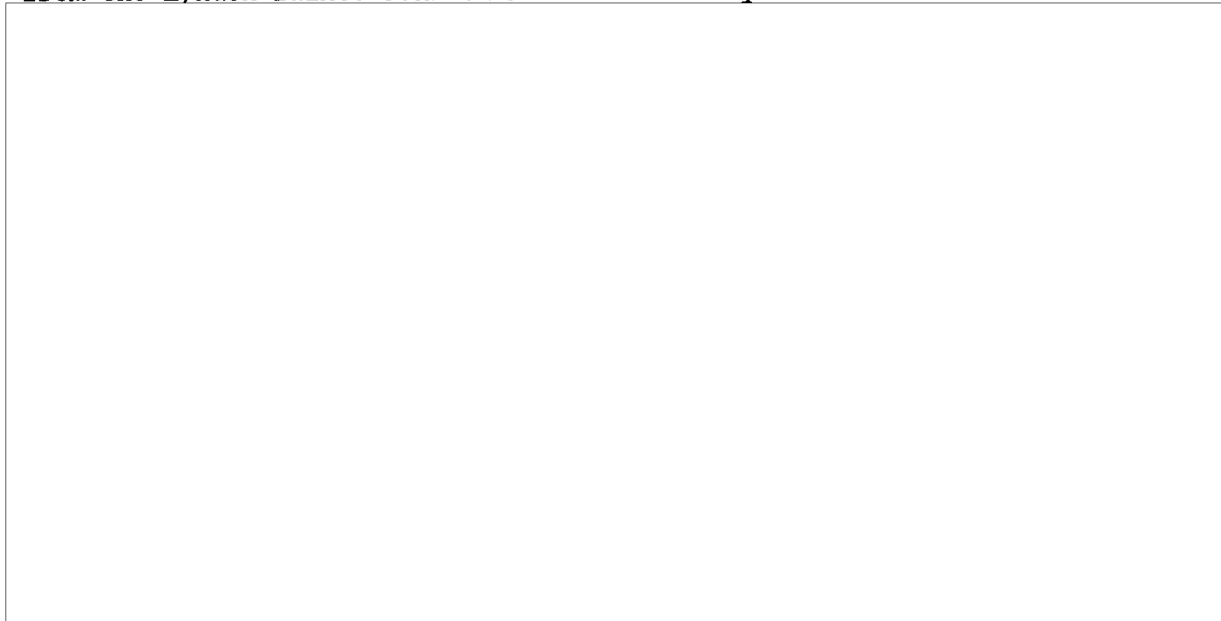
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3. CLASSIFICATION REVIEW OF PRESIDENTIAL DAILY BRIEFS. Chief, Classification Review Division (CRD) and a CRD classification review officer visited COMIREX offices to discuss the mandatory classification review request--under Executive Order 12356--of a series of President Daily Briefs (PDB) from June 1967. The material was sent to the Agency from the Lyndon Baines Johnson Memorial Library. CRD and COMIREX

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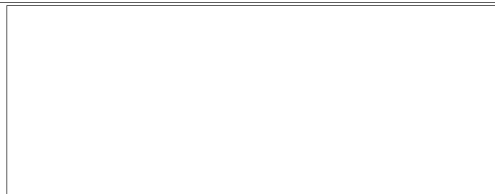
5. INFORMATION AND PRIVACY DIVISION ACTIVITIES. The current backlogs are: initial requests down by 27 to 1967, and requests in administrative appeal, 180.

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STAT IPD/[redacted] (2 October 1985) (FINAL)
Distribution:
Orig - Adse
1 - DCI/DDCI/Executive Director
1 - DCI History Staff
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1 - Comptroller
1 - IG
1 - OGC
1 - OLL
1 - OP
STAT 1 - OL
1 - C/IMS [redacted]
STAT 1 - DDO/IRO [redacted]
25 - DDO/IMS [redacted]
1 - DDI/IRO [redacted]
1 - DDA/IRO
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1 October 1985

MEMORANDUM FOR: Director of Information Services

FROM: [redacted]
Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (25 September - 1 October 1985)

1. Work in Progress

a. TRIS Training. [redacted] and [redacted] Information Technology Branch, conducted another two-day training session on the document control and records management segment of TRIS--CDOCS. They also conducted the first training class for component and directorate Records Management Officers. The one-day sessions for RMOs will focus on the creation of files within CDOCS, disposition of records according to the component's records control schedule, and the retirement of records to the Records Center. Twelve RMOs attended the first session; all RMOs will be scheduled for the training.

Members of the Information Control Branch continue to provide hands-on assistance to components using the TSCADS portion of TRIS. [redacted] visited Top Secret Control Officers in the Offices of Scientific and Weapons Research and European Analysis to demonstrate how to enter document information into the systems. Questions were answered on the spot or recorded for follow-up response. [redacted] ICB, visited the Information and Privacy Division, OIS, and the Information Management Staff to answer questions about procedures for entering information into TRIS. [redacted] Chief, Document Accountability Section, ICB, met with the TS Control Officers for the Executive Registry, Comptroller, and Office of Legislative Liaison to discuss procedures for recording information in TSCADS and the responsibility of the originating office to input document information into the system. The control officers expressed their concerns about the new TSCADS system and provided some valuable insights on how the system can better support them. [redacted] and members of his staff will continue to meet with office TS control officers as the need arises.

b. TS Document Search. OIS annuitants continue their search of office records holdings for missing TS collateral documents. [redacted] began his review of the O/DDI retired records at the Records Center. He reviewed 90 cubic feet

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of records last week, and found 80 TS documents, 36 of which were charged to O/DDI and 44 will require follow-up action by the Document and Accountability Section, ICB. Two other annuitants, [redacted] continue their search efforts in the Office Scientific and Weapons Research. Thus far, they have found 238 TS documents, 148 charged to OSWR and 90 whose ownership must be determined.

c. OLL Survey. Messrs. [redacted] will conclude the interview phase of their survey of the records management practices and information handling practices of the Office of Legislative Liaison this week. Members of the OLL have been very cooperative and forthcoming with the members of the survey team. Upon completion of the interview, [redacted] will draft a report on their findings and develop some recommendations for OLL's consideration.

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2. Significant Events and Activities

a. RMO Meeting. Chief and Deputy Chief, IRMD, IRMD Branch Chiefs, and some branch members met with the Directorate RMOs to discuss current records management issues. [redacted] Information Control Branch, discussed the annual records inventory and explained some differences in the revised inventory form that will be used this year; Chief, IRMD, reviewed the agenda for the Records Management Officers meeting scheduled for 10 October; and [redacted] described plans for training of RMOs in the use of TRIS. The remainder of the meeting involved a briefing by [redacted] Chief, General Operations Branch, Systems Engineering Group, Office of Data Processing, who discussed a proposed change in the retention time for computer tapes stored at the Records Center. [redacted] who is responsible for managing the [redacted] Center and offsite storage of magnetic media, proposed that OIS and OIT work together to reduce the amount of computer data that is earmarked for permanent retention. The amount of tapes being created for long-term retention is growing so rapidly that OIT is running out of tapes for its customers. OIT is also concerned that information on many tapes is not useful and cannot be accessed because its creator or user has left the Agency. [redacted] would like the component RMOs in the future to approve the retention of tapes held longer than a year; to review and approve requests for extension of the retention time of existing tapes; and to review the lists of tapes charged to a component employee when they resign, retire, or change jobs. IRMD will work with [redacted] in determining how these goals can be achieved in a realistic and timely manner. His proposal coincides with ongoing division efforts to schedule all Agency computer systems and to cause components to review their computer tape holdings at the Records Center.

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25X1 b. OSS Records. [redacted] Chief, Agency Archives
 25X1 and Records Center Branch, [redacted] members of
 25X1 ARCB staff, and [redacted] Information Management Staff, DO,
 visited the National Archives Records Administration (NARA) on
 25 September 1985, to discuss the transfer of OSS records to NARA.
 Although the transfer has gone well, the Agency personnel felt it
 would be useful to learn how NARA processes the material and
 factors that affect the transfer. They were given a tour and shown
 where the OSS records are stored, and how NARA boxes, indexes and
 preserves these records. The representatives were informed that
 nitrate film had been found in some shipments of OSS records.
 25X1 Because of the potential fire hazard, NARA had made copies of the
 film and destroyed the nitrate version. [redacted] subsequently
 contacted the Information Management Staff, DO, concerning the need
 to examine the remaining OSS records at the Records Center to
 ensure they do not contain nitrate film. IMS representatives
 indicated that they will take immediate steps to determine if there
 is any such film in these records. [redacted]

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The eighth increment of OSS records, consisting of 217
 cubic feet of overseas cable files, has been transferred to the
 National Archives and Records Administration (NARA). This brings
 the total volume of OSS records transferred to NARA to 1234 cubic
 feet.

25X1 c. ISOO Initiatives. [redacted]
 IMB, prepared the Agency response to the Director, Information
 Security Oversight Office (ISOO), stating our position on the
 information security initiatives proposed by four ISOO task
 forces. In coordination with the DCI Security Committee, the
 Office of Security, the Office of Personnel, and the Office of
 25X1 General Counsel, [redacted] reviewed 14 proposed
 initiatives dealing with unauthorized disclosures,
 overclassification, need-to-know, and classification management to
 determine if their adoption would have any adverse impact on the
 Agency or would benefit the Agency's information security program.
 ISOO will provide us with the comments of other agencies on the
 proposed initiatives during the first week of October.

25X1 d. Micrographics Applications. [redacted] IMB,
 25X1 recently provided assistance to two components that needed support
 25X1 in micrographics. He assisted [redacted] Foreign Broadcast
 25X1 Information Service (FBIS), in selecting and ordering a microfiche
 reader to use with a collection of [redacted] The reader
 selected was a Micron 750 with dual lens. Prior to receiving the
 reader, FBIS had an urgent requirement to read the microfiche and
 25X1 [redacted] was able to provide another Micron 750 on loan.
 [redacted] also provided micrographics assistance to the
 Records Management Officer, O/DDA, by surveying a collection of
 document control cards and arranging for them to be filmed. In
 addition, he assisted the new RMO in locating some permanent
 microfilm records stored in the O/DDA vault and in retiring these
 records to the Records Center.

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

RAMS:	Made 37 additions and 1 change.
ARCINS:	Jobs received/edited: 20.
	Jobs keyed: 12 consisting of
	1,087 entries.
	Jobs proofed: 4.
	Jobs completed: 1.
Accessions:	Received 37 jobs totaling
	301 cubic feet.
Dispositions:	Shipped three boxes (120 pounds)
	of material to NPIC for the
	silver recovery program.
Reference:	Serviced 2,436 requests for
	records.
Special Run:	One to <input type="text"/>

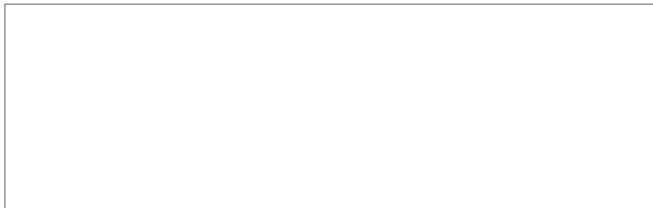
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3. Scheduled Meetings

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Deputy Chief, IRMD, and Chief, IMB, will brief Kenneth Rossman, Chief, Records Appraisal and Disposition Division, Office of Records Administration, NARA, and Ray Tagge, NARA Liaison Representative to CIA, on the Agency's Records Management Program.

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1 October 1985

MEMORANDUM FOR: Director of Information Services
FROM: [redacted]
Chief, Regulatory Policy Division
SUBJECT: Regulatory Policy Division Activities -
25 September through 1 October 1985

1. RPD is currently processing 145 jobs, an increase of six from last week's 139. The quickened pace is unrelenting as RPD received 17 proposed issuances from initiators and arranged for publication of 12 during the week. Among the new jobs is [redacted] which announces OMS administration of immunizations during October 1985 and which RPD handled on an accelerated basis due to OMS' request for publication in early October. (U)

3. RPD's chief of research received a call from the Chief, OGC Registry, who asked for a copy of expired [redacted]
[redacted]
The caller also asked what replaced [redacted] upon its expiration. We found that [redacted] were originated

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on the same date, 21 December 1978. When the notice expired in 1980, the policy of the regulation remained on the books. In 1983, the regulation was updated again and that version remains on the books today. This information was passed to an OGC

STAT attorney [redacted]

(A-IUO)

STAT 4. [redacted]

STAT [redacted] was initiated by the Office of Logistics to set forth a new policy statement. DCI approval, obtained on 26 September, was necessary because of the delegations set forth in certain paragraphs. (A-IUO)

STAT 5. The proposed revision of [redacted] adds a new paragraph g describing the tuition assistance program. This new policy was approved by the DCI. It provides for tuition assistance for participants in the Student Trainee Program and the Graduate Fellows Program. RPD forwarded this proposal to the Office of Legislative Liaison for appropriate action to inform the Congressional committees. (A-IUO)

STAT 6. Two of RPD's senior editors are absent for a week;

STAT [redacted] is taking annual leave and [redacted] is attending the Professional Woman's Course.

STAT Attachment [redacted]

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