

## ADMINISTRATIVE - INTERNAL USE ONLY

5 September 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: 

Director of Information Services

SUBJECT: OIS Weekly Report (29 August - 4 September 1985)

## A. WORK IN PROGRESS

1. TRIS. Problems encountered in the TRIS system's initial "shake down" have been resolved. Formal TRIS training for the following offices will take place during the coming week:

O/DCI	O/DDA	O/DDI	O/DDS&T
Compt	Ames ISC	ACIS	FBIS
ICS	OC/OL ISC	CRES	NPIC
OLL	OF	OGI	OD&E
	OIS	OIA	ORD
	OMS	OSWR	
	OIT		
	OS		

Upon completion, the above components will be able to use TRIS for document control.

2. TS COLLATERAL DOCUMENTS SEARCH. OIS annuitants working for the Information Resources Management Division (IRMD) continued their search for unaccounted TS collateral documents. In concluding their review of Intelligence Community Staff (ICS) holdings at the Records Center, 202 TS documents were located; 96 were on the ICS inventory list and 106 were unlisted. Initial analysis indicates that five of these documents were previously unaccounted for on the ICS account. In concluding the search of Office of Soviet Analysis (SOVA) files, 15 documents were located; 3 were on the SOVA inventory list and 12 require further analysis. In beginning the search of Office of European Analysis (EURA) files, an annuitant located 148 documents; 94 were on the EURA inventory and 54 require further processing.

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3. HISTORICAL REVIEW PROGRAM. The Chief of the Classification Review Division (CRD) and a representative met with a representative from the Information Management Staff of the Directorate of Operations (IMS/DO) to discuss procedures for locating permanent Central Intelligence Group (CIG) records that will be reviewed under the Agency's Historical Review Program. IMS/DO expects to begin locating CIG records shortly after Labor Day. CRD will assist.

4. OSS RECORDS. The seventh increment of OSS records, consisting of 102 cubic feet of Propaganda Charts, Algiers Files, Washington Field Office Miscellaneous Records, and OSS Field Station Operations & Services Records, has been transferred to the National Archives and Records Administration (NARA). This brings the total volume of OSS records transferred to NARA to 1017 cubic feet. A request to transfer an additional 214 cubic feet is being prepared.

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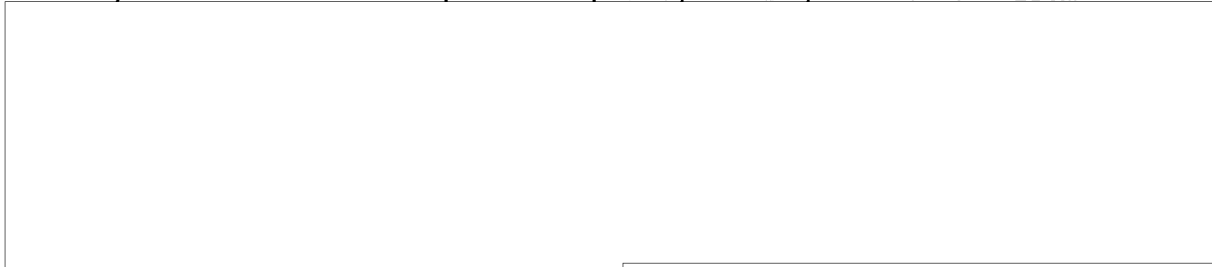


B. SIGNIFICANT EVENTS AND ACTIVITIES OF INTEREST

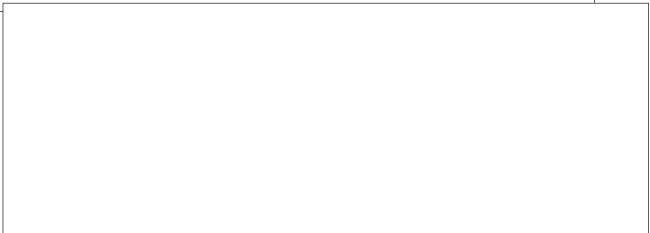
1. ISOO TASK FORCE. The Director of Information Services forwarded to the Director, ISOO, the Joint CIA/U.S. Air Force/Information Security Oversight Office Task Force paper on ways to reduce the overdistribution of classified information within the Federal government. The paper, containing three initiatives, was signed by the task force representatives after coordination with the Office of Security and the DCI Security Committee. ISOO intends to solicit other agency comments on the proposed initiatives.

2. INFORMATION AND PRIVACY DIVISION ACTIVITIES. The current backlogs are: initial requests, 2091 and requests in administrative appeal, 175. The initial requests backlog continues its steady decline. \*Among the more interesting of the spotlighted requests is one from

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4 September 1985

MEMORANDUM FOR: Deputy Director for Administration

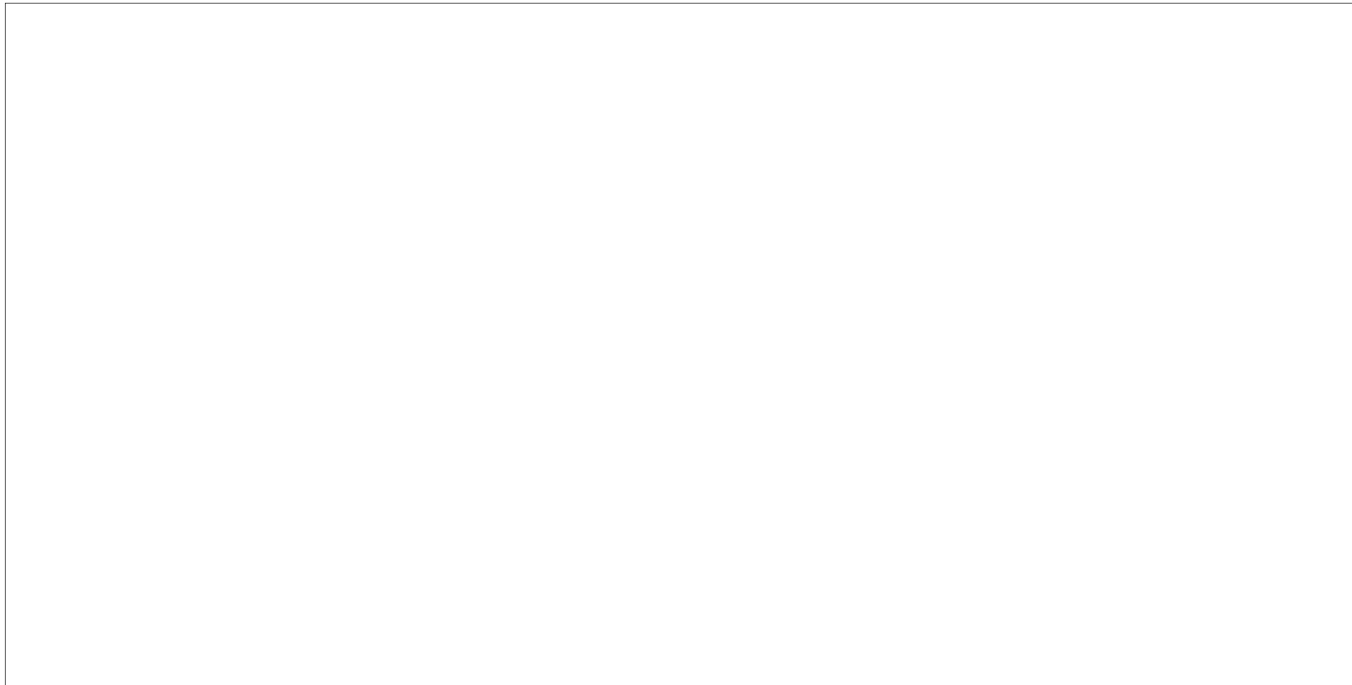
FROM:



Acting Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (28 August - 3 September 1985)

- | 1. <u>The Week in Review</u> | <u>28 August - 3 Sept.</u> | <u>1985 Weekly Average</u> |
|------------------------------|----------------------------|----------------------------|
| a. New cases                 | 62                         | 55.8                       |
| b. Cases closed              | 95                         | 79.6                       |
| c. New appeals logged        | 4                          | 2.6                        |
| d. Appeals closed            | 1                          | 1.6                        |
| e. Manpower (man-weeks)      | 138.5                      | 101.1                      |
2. Current Backlogs
- a. Initial requests - 2091
  - b. Requests in administrative appeal - 175
  - c. Requests in litigation - 81



ADMINISTRATIVE-INTERNAL USE ONLY

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## ADMINISTRATIVE - INTERNAL USE ONLY

3 September 1985

MEMORANDUM FOR: Director of Information Services

STAT FROM: [REDACTED]

Chief, Information Resources Management Division

SUBJECT: IRMD Weekly Report (28 August - 3 September 1985)

## A. WORK IN PROGRESS

1. TRIS. The TRIS system access problems mentioned in last week's report have been resolved by Information Technology Branch. Formal TRIS training for the following offices will take place during the coming week:

O/DCI	O/DDA	O/DDI	O/DDS&T
Compt	Ames ISC	ACIS	FBIS
ICS	OC/OL ISC	CRES	NPIC
OLL	OF	OGI	OD&E
	OIS	OIA	ORD
	OMS	OSWR	
	OIT		
	OS		

Upon completion of training, these organizations will be able to use TRIS for document control.

2. TS DOCUMENTS. OIS annuitants continued their search for unaccounted TS collateral documents. In concluding his review of Intelligence Community Staff (ICS) holdings at the Records Center, [REDACTED] located 202 TS documents; 96 were on the ICS inventory list, and 106 were unlisted and therefore require further research by Information Control Branch. Initial analysis indicates that five of these documents were previously unaccounted for on the ICS account. In concluding her search of Office of Soviet Analysis (SOVA) files, [REDACTED] located 15 documents; 3 were on the SOVA inventory list, and 12 require further analysis. In beginning his search of Office of European Analysis (EURA) files, [REDACTED] located 148 documents; 94 were on the EURA inventory, and 54 require further processing.

## 3. ADP RECORDS. [REDACTED]

Information Management Branch (IMB), visited the Office of Logistics (OL) to gather information needed to develop a records control schedule item for the Federal Automated Requisitioning

ADMINISTRATIVE - INTERNAL USE ONLY

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System (FARS). The IMB representatives met with the FARS Data Base Administrator, a programmer from the Office of Information Technology, and the OL RMO. The Chief, Information and Management Support Staff, OL, also joined the meeting to express his support for the project and to state that OL management is committed to completing their schedules. Messrs. [redacted] and [redacted] will return to OL on 5 September to review FARS system documentation and begin preparing a draft item with the OL RMO.

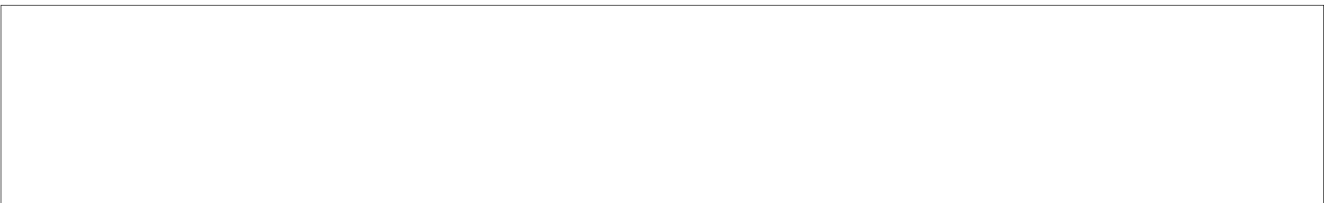
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B. SIGNIFICANT EVENTS AND ACTIVITIES OF INTEREST

1. ISOO TASK FORCE. The Director of Information Services forwarded the Joint CIA/U.S. Air Force/Information Security Oversight Office (ISOO) Task Force paper on ways to reduce the overdistribution of classified information within the Federal government to the Director, ISOO. The paper, containing three initiatives, was signed by the task force representatives after coordination with the Office of Security and the DCI Security Committee. ISOO intends to solicit other agency comments on the proposed initiatives.

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4. RECORDS CENTER. Records Center personnel performed the following activities during the week:

RAMS:	Made 17 additions, 17 changes, and 19 deletions.
ARCINS:	Jobs received/edited: 12. Jobs keyed: 9 consisting of 1,956 entries. Jobs completed: 39. Title searches: 5.
Accessions:	Received 17 jobs totaling 222 cubic feet.
Reference:	Serviced 2,552 requests for records.

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3 September 1985

MEMORANDUM FOR: Director of Information Services  
FROM: Chief, Classification Review Division  
SUBJECT: Weekly Report, 28 August - 3 September 1985

1. C/CRD and C/CRD/HRB met with [redacted] to discuss the procedures to be used to locate permanent CIG records that will become the first records reviewed under the Historical Review Program. IMS expects MPG personnel to begin this work right after Labor Day and they expect to request assistance in the form of one to three persons from OIS/CRD to help them. Again, C/CRD emphasized that we stand willing to do as much of the work as the DO finds appropriate and will have people available to help them as they begin this task. [redacted] 25X1

2. [redacted] retired after a long career in the Agency. Ms. [redacted] leaves a large hole for us to fill, particularly with regard to the development and running of RIMS. [redacted] 25X1

[redacted] 25X1  
Chief, CRD

[redacted] 25X1  
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CLASSIFICATION REVIEW DIVISION  
RECORD OF REVIEW

PERIOD: 26-30 August 1985    REVIEWER: \_\_\_\_\_    BRANCH: Combined Division  
SOURCE OF MATERIAL                      TYPE OF REVIEW                      NO. OF DOCUMENTS                      NO. OF PAGES

EXTERNAL REQUESTS:

DOD

AIR FORCE \_\_\_\_\_

ARMY \_\_\_\_\_

DIA \_\_\_\_\_

JCS \_\_\_\_\_

NAVY \_\_\_\_\_

NSA \_\_\_\_\_

OSD \_\_\_\_\_

NARA

Systematic102518

STATE

CDC/SR (FRUS) \_\_\_\_\_

CDC/MR \_\_\_\_\_

OTHER (Eisenhower Lib.) \_\_\_\_\_

SUB TOTALS

102518INTERNAL REQUESTS:

PRB \_\_\_\_\_

IPD \_\_\_\_\_

OLL \_\_\_\_\_

OGC \_\_\_\_\_

SAE

Separation78101

OTHER \_\_\_\_\_

SUB TOTALS

78101SPECIAL PROJECTS:

RIMS

Reading1114

OTHER

SAE Train/Mtg.[7 Hours]

GRAND TOTALS

181733

CLASSIFICATION REVIEW DIVISION  
RECORD OF HISTORICAL REVIEW

PERIOD COVERED 26-30 Aug 1985 DIVISIONAL HRB INDIVIDUAL Combined Division

<u>ACTIVITY</u>	<u>MATERIAL</u>		<u>EFFORT</u>		
	Job	/ Boxes			
RECORDS SEARCH/SURVEY	_____ _____ _____	/ _____ / _____ / _____	FT	_____ _____ _____	HRS _____ _____ _____
PREPARATION FOR REVIEW	_____ _____ _____	/ _____ / _____ / _____	FT	_____ _____ _____	HRS _____ _____ _____
DECLASSIFICATION REVIEW	_____ _____	/ _____ / _____	DOCS	_____ _____	PGS _____ _____
PROCESSING Rims Corrections	_____ _____ _____	/ _____ / _____ / _____			HRS 10 _____ _____ _____
PREPARATION FOR RELEASE	_____ _____ _____	/ _____ / _____ / _____	DOCS	_____ _____ _____	PGS _____ _____ _____
COMPUTER INPUT SYSTEM RIMS RIMS	_____ _____ _____	/ _____ / _____ / _____	DOCS	_____ _____ _____	PGS 25 25 _____
CAPTURING DATA FOR RIMS	_____ _____ _____	/ _____ / _____ / _____	DOCS	_____ _____ _____	PGS _____ _____ _____
TRAINING		TYPE <u>RIMS/bkgd rdg/other</u>			HRS 33 _____
ADMINISTRATIVE DUTIES		TYPE <u>Mtgs./logs/sec./oth</u>			HRS 24 _____
OTHER ACTIVITIES		TYPE <u>Brief/Disc/Man/FRUS</u>			HRS 105 _____

ADMINISTRATIVE - INTERNAL USE ONLY

3 September 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Regulatory Policy Division

SUBJECT:

Regulatory Policy Division Activities - 28 August through 3 September 1985

1. RPD currently is processing 146 jobs. In spite of the shortened work week due to the Labor Day holiday, Agency initiators provided us with 27 jobs to process, an all-time high number for jobs received in one week. The Office of Finance led this avalanche of proposed issuances with 14, another record for jobs received in RPD from a single office in a single week. Among them were proposed revisions to headquarters and field regulations as well as headquarters and field handbooks. [Redacted]

2. [Redacted] Briefing by [Redacted] A Participant in CIA's 1985 Advanced Analyst Development Program, was somewhat unusual because it required a SECRET/NOFORN classification. We cannot remember processing an employee bulletin which carried such a high classification and, because it was unique, made arrangement to have it published on white paper instead of the normal apricot. [Redacted]

3. [Redacted] [Redacted] initiated by the Office of Personnel. Action had been suspended until DO comments were received and forwarded to OP for review. An OP officer explained to DO that the policy on which this proposed notice is based had been approved by the EXDIR earlier in the year and that OP

ADMINISTRATIVE - INTERNAL USE ONLY

cannot deal with suggested policy changes being submitted by D0 components with regard to publication of the HN. As a consequence, RPD will resume processing and the notice as well as its field counterpart will be forwarded for approval. [redacted]

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4. On 28 August, [redacted] visited C/RPD to request additions to

[redacted]

initiated by the Inspector General. [redacted]

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5. RPD is holding [redacted] when it learned that OP

wishes to make a change; we had been ready to go forward for approval. [redacted]

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6. [redacted] was prepared for

DDA approval following extensive editing and consultations with the OIS

Planning Staff. [redacted]

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7. An OD&E officer asked if the expired [redacted] had

been incorporated into a permanent regulatory issuance. Our chief of research

informed the caller that this information is located in [redacted]

[redacted] We forwarded a copy of this regulation to the OD&E

Executive Officer to be used as a reference in a paper being prepared on

overtime in OD&E. [redacted]

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8. [redacted] was forwarded for approval

on 30 August. This is a reissuance to [redacted] but represents a completely

revised notice. [redacted]

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[redacted]

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