

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

23 January 1986

MEMORANDUM FOR: Deputy Director for Administration  
FROM:   
Director of Information Services  
SUBJECT: OIS Weekly Report (16-22 January 1986)

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A. WORK IN PROGRESS

1. DECLASSIFICATION REVIEW OF RECORDS FROM THE U-2 PROGRAM. Representatives from the Classification Review Division (CRD) and the Directorate of Science and Technology (DS&T) drafted a Memorandum of Understanding to govern the review of DS&T records on the history of the U-2 program. (Please refer to OIS Weekly dated 8 January, A. 2. for background information.) Under the agreement a representative from DS&T would remove the temporary material as well as the special-classification material, leaving approximately 500 linear feet to be reviewed by CRD. Records ultimately declassified would be transferred to the National Archives and Records Administration under the CIA Historical Review Program (HRP). After the MOU is signed, review will begin as soon as classification reviewers are available. Presently, the four reviewers (contract annuitants) assigned to the Historical Review Program are limited to two days a week because of lack of funds. CRD will divide the reviewers into two teams. One team will review the U-2 records when they become available and the other team will continue the review of historical records from the Strategic Services Unit (SSU).

2. ANNUAL RECORDS INVENTORY. A representative from the Information Resources Management Division (IRMD) has made an initial analysis of the annual reports of the records holdings of the DCI area and the Directorates of Intelligence, Science and Technology, and Operations. Preliminary analysis shows that in 1985 the DCI area and the DS&T increased their holdings by 919 cubic feet and 4,271 cubic feet respectively. The DI and DO in the same period reduced their holdings by 1,830 cubic feet and 40 cubic feet, respectively. Looking at these components only, there was a net growth in the Agency's records holdings of 3,320 cubic feet. In addition, the overall holdings of the Agency Archives and Records Center (AARC) grew by 4,207 cubic feet in 1985. IRMD plans to complete the analysis of all Agency components during the coming week and provide a summary report to the DDA.

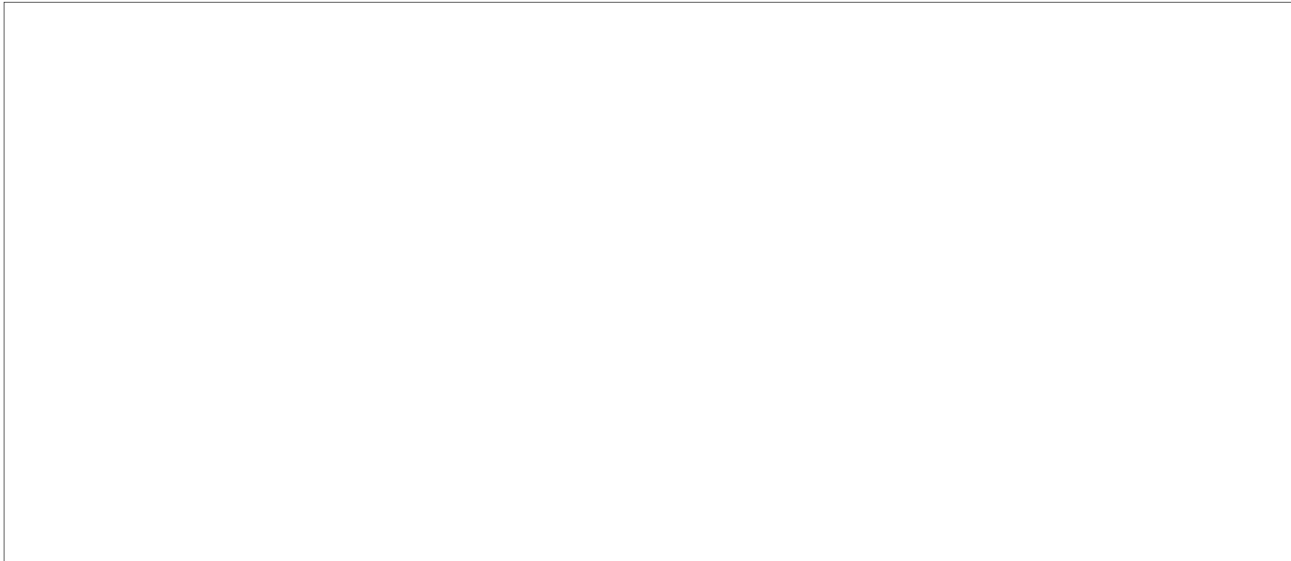
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3. TS DOCUMENT SEARCH. The Chief of the Document Accountability Section within IRMD has completed his review of the work of three annuitants who searched office areas and their records holdings at AARC for Top Secret (TS) collateral documents during 1985. They resolved the accountability of approximately 600 previously unaccounted for TS collateral documents. Since this special project began in October 1984, more than 25,000 TS documents have been located either in Agency offices or at AARC. Of that number, there were approximately 9,000 documents not on record in the offices where they were found; moreover, most of these documents had not been previously in TSCADS. Since the beginning of the search, unaccounted for documents have been reduced from 12,554 to 10,216. With continued assistance of our annuitants, IRMD hopes to complete its search of components with large TS collateral holdings by the end of 1986.

4. FOLLOWUP TRAINING FOR TRIS USERS. Discussions were held with a number of Agency components regarding the use of the Collateral/Codeword Document Control System (CDOCS), the document control and records management portion of TRIS. In addition to responding to questions, an IRMD representative discussed future training on the system. The goal would be to enable component personnel to use the system more effectively and to introduce them to different system features.

B. SIGNIFICANT EVENTS AND ACTIVITIES



2. BRIEFING ON CLASSIFICATION PROCEDURES. At the request of OTE, a representative from IRMD briefed personnel attending the Freedom of Information and Privacy Act Seminar on the implementation of Executive Order 12365 as it pertains to classification. The IRMD representative also discussed practical applications of the classification procedures described in the Executive order and the use of the Agency's

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classification guide. It was evident from the questions that the participants were concerned about classification procedures and wanted more guidance. IRMD plans to provide additional ad hoc briefings on classification procedures as opportunities arise.

3. INFORMATION SERVICES CENTERS IN THE NEW AGENCY BUILDING. Representatives from IRMD met with representatives from the Office of Information Technology (OIT) to discuss OIT's FY87 budgeting for Data Access Centers (DAC) in the New Headquarters Building. Based on earlier planning, the DACs are to be co-located with some of the Information Services Centers (ISCs). A DAC would operate under the control of an ISC which will provide a greater variety of services and better control of disseminated information. OIT is trying to determine the equipment that should be included in the new DACs. The OIT representatives also had questions regarding the staffing of the ISCs. The OIT representatives gave no indication of any change in the plan to budget for four co-located DACs and one larger 24-hour facility. IRMD plans to review the requirements for ISCs with the New Building Project Office to ensure that they are current.

4. Representatives from the DO Information Management Staff (IMS) met with CRD representatives to discuss the first selection of SSU records being reviewed under the HRP. A CRD representative explained the methods for selecting the material and the standards used during review. DO/IMS representatives were satisfied with the procedures and the substantive nature of the review.

5. AARC IMPROVEMENTS. On 15 January, two representatives from the Information Technology Branch, IRMD, visited the AARC to discuss improvements to an AARC computer system (RAMS) and the use of bar code technology for records processing. Some changes to RAMS were suggested that would improve its use without affecting the procedures followed by AARC customers. There was a useful exchange concerning the use of bar codes to inventory AARC's holdings and to charge out material. A careful review of the Agency's bar code applications as well as developments in this technology is being made to determine their applicability to AARC.

6. CRD has learned that the Department of Defense (DoD) has postponed the publication of the Air Force history, "Air Interdictions in Laos," until at least 1990. The Department of State had objected that the accounts of U.S. bombing of Laotian territory might jeopardize the negotiations in Vientiane concerning the search for the remains of U.S. "MIAs" there. According to State, the argument for postponement, which CIA supported, was taken almost to the Secretary level before DoD agreed to postpone publication.

7. INFORMATION AND PRIVACY DIVISION ACTIVITIES. The reduction in the initial case backlog continues and now stands at 1620. Requesters for specific information sometimes follow up with more general requests that would require extensive research.

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22 January 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (15 - 21 January 1986)

1. The Week in Review      15 - 21 January 1986      1986 Weekly Average
- |                         |       |       |
|-------------------------|-------|-------|
| a. New cases            | 42    | 41.3  |
| b. Cases closed         | 51    | 48.6  |
| c. New appeals logged   | 1     | 2.0   |
| d. Appeals closed       | 0     | 0.3   |
| e. Manpower (man-weeks) | 146.1 | 121.0 |
2. Current Backlogs
- a. Initial requests - 1620
  - b. Requests in administrative appeal - 193
  - c. Requests in litigation - 75
3. Spotlighted Requests

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STAT IPD [redacted] (22 January 1986) (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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21 January 1986

MEMORANDUM FOR: Director of Information Services

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[redacted]  
Chief, Information Resources  
Management Division

SUBJECT: IRMD Weekly Report (15 - 21 January 1986)

1. WORK IN PROGRESS

25X1 a. ISSO Matters. [redacted] Acting Chief, Information Management Branch, prepared a letter to the Director, ISOO, for the DDA's signature advising that the Agency would prefer to continue using its method of compiling statistical information concerning classification decisions. The letter recommends that no change should be made in the Agency's sampling method until the 1986 statistics have been compiled and analyzed. The Director, ISOO, had suggested that the reported increase in the Agency's derivative classification decisions in 1985 might be attributable to our method of collecting statistics, i.e., taking count of all classification decisions for one week and projecting that figure for a one-year period. He had recommended that the Agency take a sampling of these decisions twice a year.

25X1 b. Annual Records Inventory. [redacted] IMB, has done an initial analysis of the annual reports of records holdings for the DCI area, the DI, DS&T, and DO. He is still awaiting a report from the Office of Training and Education, so he can complete his analysis of the DA. His preliminary analysis shows that during FY 1985 the DCI area and the DS&T increased their holdings by 919 cubic feet and 4,271 cubic feet respectively. The DI and DO were able to reduce their respective holdings by 1,830 cubic feet and 40 cubic feet during this period. Looking at just these four directorates, there was a net growth in the Agency's records holdings in office areas of 3,320 cubic feet. In addition, there was a growth of 4,207 cubic feet in the overall holdings at the Records Center. [redacted] hopes to complete his analysis during the coming week and provide a summary report to the DDA on his findings.

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c. TS Document Search. [redacted] Chief, Document Accountability Section, Information Control Branch, completed his review of the work of three annuitants who searched office areas and the Records Center for TS documents during 1985. He found that they succeeded in resolving approximately 600 previously unaccounted for collateral TS documents. Since their search efforts began in October 1984, they have found more than 25,000 TS documents either in Agency offices or at the Records Center. Of that number, there were almost 9,000 documents that were not on record in the offices where they were located; most of these documents had not been previously recorded in the TSCADS system. Since the beginning of their search activities, the number of unaccounted for documents has been reduced from 12,554 to 10,216. With the continued assistance of our annuitants, IRMD hopes to complete its searches of components with large holdings of unaccounted for TS documents by the end of the year. Thereafter, IRMD will continue to monitor these missing documents, but will no longer charge them to the components that were searched.

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Two OIS annuitants, [redacted] continue their review of the retirement holdings of the Office of Global Issues and the Office of Scientific and Weapons Research respectively. Their findings are being processed by [redacted] ICB. Additional office searches in Headquarters are being scheduled for the annuitants.

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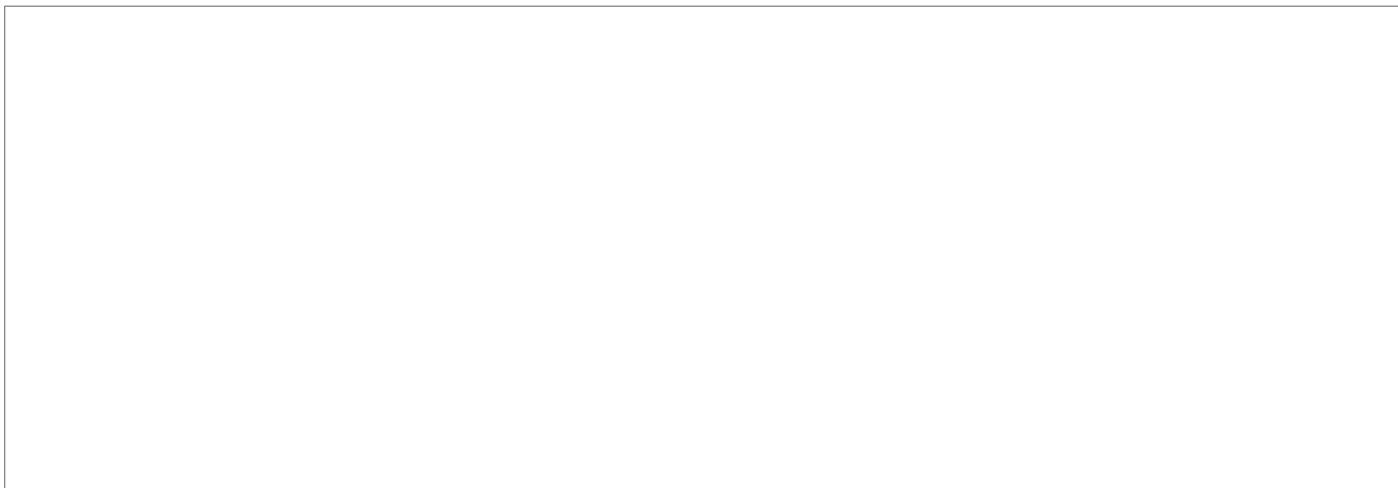
d. TRIS Training. Discussions were held last week with a number of Agency components regarding the use of Collateral/Codeword Document Control System (CDOCS), the document control and records management portion of TRIS. In addition to responding to questions, [redacted] Information Technology Branch, discussed additional training on the system with registry personnel. The goal of this training would be to enable components to use the system more effectively and to introduce them to different system features. A training outline is being prepared by [redacted] and other members of ITB in preparation for followup training sessions with registry personnel. To the maximum extent possible, this additional training will be concluded on a component basis and will focus on the specific needs of that registry. These training sessions will be held in the Ames Building and will begin within the next two weeks.

## 2. SIGNIFICANT EVENTS AND ACTIVITIES

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b. Briefing on Classification Procedures. At the request of the Office of Training and Education, [redacted] IMB, briefed the Freedom of Information/Privacy Act Seminar on Agency implementation of EO 12365. Her briefing also provided guidance on the practical application of the classification procedures described in the Executive Order and the use of the Agency's classification guide. It was evident from the questions and the interest shown by the participants, that employees are interested in this subject and need more guidance than they are currently receiving. IRMD plans to provide briefings on making classification decisions to components as opportunities arise this year.

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c. ISCs in New Headquarters Building. [redacted] Chief, Information Control Branch, and [redacted] ICB, met with OIT representatives, [redacted] to discuss OIT's FY 87 budgeting for Data Access Centers in the New Headquarters Building. OIT apparently is trying to determine the equipment that should be included in these new DACs and had questions regarding the staffing of Information Services Centers. Based on earlier planning, the DACs were to be co-located with some of the ISCs that will be established in the New Headquarters Building. Under this concept, the DAC would operate under the control of an ISC, which would attempt to provide a greater variety of services to supported components, as well as better control of disseminated information. The OIT representatives gave no indication of any change in planning; they are budgeting for four co-located DACs and one, larger 24-hour facility. IRMD plans to review the requirements for ISCs with the New Building Project Office to ensure that they are current in view of recent changes announced in the building's occupants.

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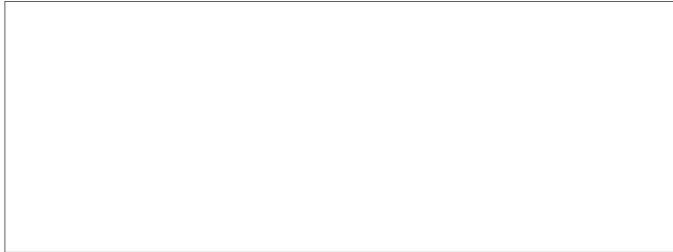
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d. Records Center Improvements. [redacted] and [redacted] ITB, visited the Agency Archives and Records Center last week to discuss improvements to one of the Center's computer systems (RAMS) and the possible use of bar code technology there. [redacted] met with members of the Accessioning and Reference Sections and received a tour of the facility. She discussed with the Records Center personnel some changes to RAMS that would facilitate its use by Records Center personnel without adversely affecting the procedures followed by its customers. [redacted] met with [redacted] Chief, AARC, and [redacted] Deputy Chief, to discuss the use of bar codes for inventorying the Center's holdings and for charging out material. Messrs. [redacted] and [redacted] will continue their review of Agency bar code applications to determine their applicability to the Center. In addition, [redacted] is reviewing new developments in this technology that would be available through vendors. [redacted]

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

- RAMS:                    Made 18 additions, 2 deletions, 154 changes, and cleared 5.
- ARCINS:                Jobs received/edited: 24.  
Jobs keyed: 9 consisting of 804 entries.  
Jobs completed: 55.
- Accessions:           Received 37 jobs totaling 329 cubic feet.
- References:           Serviced 1,484 requests for records.

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21 January 1986

MEMORANDUM FOR: Director of Information Services

FROM: [redacted]  
Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 15 January  
through 21 January 1986

1. RPD is currently processing 117 jobs. [redacted]

2. Among the eight new jobs received in RPD for processing was

[redacted] The editor in charge of preparing  
this FR for coordination [redacted] will coordinate the revalidation  
of [redacted] with DO/IMS. [redacted]

3. [redacted] requested new page proofs from P&PD for

[redacted]  
[redacted] The page proofs  
include the new language developed by the Office of General Counsel and  
the Office of Legislative Liaison. [redacted]

4. Our chief of research forwarded to OGC a version of [redacted]

[redacted] that was in effect on 1 January 1982. OGC needed this  
regulation to process a former employee's lawsuit against the Agency.

[redacted]

5. After an absence of two weeks from work due to an illness of flu  
and virus, [redacted] resumed her duties in RPD on 21 January. [redacted]

[redacted]

Attachment

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Derived from COV 1-82

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