

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

15 August 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Director of Information Services

SUBJECT: OIS Weekly Report (8-14 August 1985)

A. WORK IN PROGRESS

1. TRIS. Work is proceeding on schedule toward achieving TRIS Initial Operating Capability on 26 August 1985. On that date representatives from the OC/OL Information Services Center, the Ames Building Information Services Center, and the DO will participate in verification and validation testing in the Information Technology Branch. Upon completion of the tests, Agency Top Secret Control Officers will be notified that TSCADS is operational and must be used to control Top Secret collateral documents. Subsequently, personnel serving as Registry Control Points will be given access to TRIS for operational use upon completing the required training that is scheduled to begin on 3 September 1985.

2. TS DOCUMENTS. OIS annuitants continued the search for unaccounted for TS collateral documents. One annuitant located 36 previously unaccounted for documents charged to the Intelligence Community Staff. Another annuitant located 22 unaccounted for documents charged to the Office of Soviet Analysis.

B. SIGNIFICANT EVENTS AND ACTIVITIES OF INTEREST

1. ISOO TASK FORCE. Two Information Management Branch members of the Joint CIA/Air Force Task Force on overdistribution of classified information met with Agency component representatives to develop information for an initiatives paper to be discussed with the Air Force at the next task force meeting on 20 August 1985. Included were representatives

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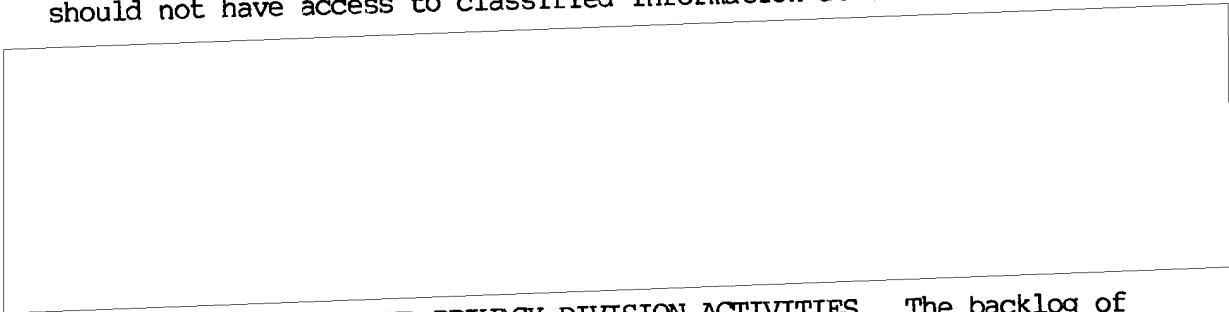
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of the Office of Current Production and Analytic Support, Office of Scientific and Weapons Research, Office of Central Reference, Office of Information Technology, and the Directorate of Operations, and records management officers from the DCI area and the Intelligence Community Staff.

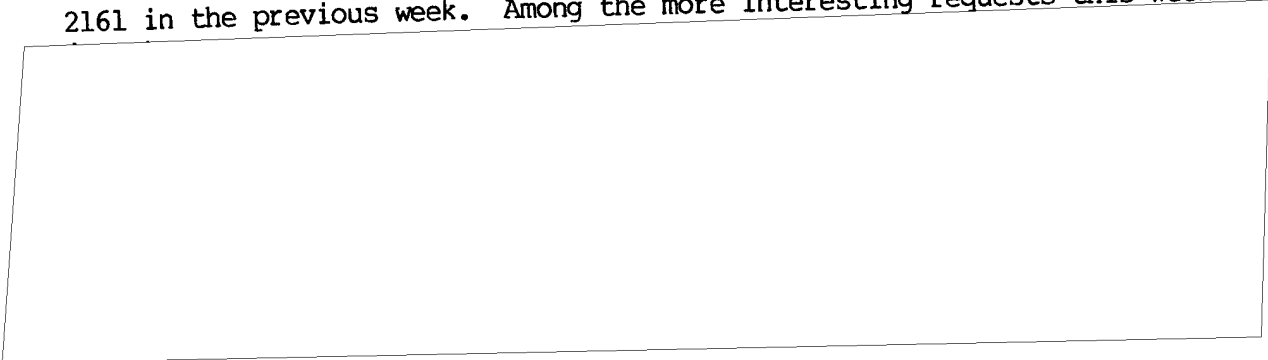
2. OSS RECORDS. The sixth increment of OSS records, consisting of 122 cubic feet of Washington OSS Operation & Support Records, was transferred to the National Archives and Records Administration (NARA). This brings the total of OSS records transferred to NARA to 915 cubic feet. We have submitted a request to NARA to transfer an additional 102 cubic feet of OSS records concerning Propaganda Charts, Algiers Files, Washington/Field Office Miscellaneous Records, and OSS Field Station Operations & Services Records.

3. PRESERVATION PROGRAM. OIS has ordered the following acid-free supplies necessary to begin the archival records preservation program at the Agency Records Center: 5,500 records storage boxes, 500 microfilm storage boxes, 90,000 legal-size folders, 20,000 letter-size folders, and 120,000 folder labels. These supplies will enable the Records Center to initiate the transfer of permanent records into acid-free containers to avoid premature deterioration of the Agency's historical documentation.

4. RALPH MCGEHEE AND THE REWALD TRIAL. With the assistance of the Office of Finance and FBIS, the Classification Review Division located a tape of a TV interview broadcast from Havana on 4 May 1983 disclosing that Communist governments had financed Ralph McGehee's trip to Cuba and Nicaragua. This information will be used to support the Agency's contention that McGehee is not an impartial "expert witness" and therefore should not have access to classified information at the Rewald trial.



6. INFORMATION AND PRIVACY DIVISION ACTIVITIES. The backlog of initial requests continues to fall. It now stands at 2153 compared with 2161 in the previous week. Among the more interesting requests this week



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C. SCHEDULED ACTIVITIES.

RECORDS MANAGEMENT SURVEY IN OLL. Representatives of the Information Resources Management Division will meet on 15 August with the Director, Office of Legislative Liaison and members of his staff to discuss the upcoming survey of OLL's information management and registry operations.

STAT

Attachment

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14 August 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:   
Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (7 - 13 August 1985)

- | 1. <u>The Week in Review</u>               | <u>7 - 13 August 1985</u> | <u>1985 Weekly Average</u> |
|--|---------------------------|----------------------------|
| a. New cases                               | 56                        | 55.2                       |
| b. Cases closed                            | 64                        | 79.3                       |
| c. New appeals logged                      | 3                         | 2.6                        |
| d. Appeals closed                          | 0                         | 1.6                        |
| e. Manpower (man-weeks)                    | 84.1                      | 100.7                      |
| 2. <u>Current Backlogs</u>                 |                           |                            |
| a. Initial requests - 2153                 |                           |                            |
| b. Requests in administrative appeal - 171 |                           |                            |
| c. Requests in litigation - 77             |                           |                            |
| 3. <u>Spotlighted Requests</u>             |                           |                            |

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STAT IPD/[redacted] (14 August 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  
STAT 1 - OL  
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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13 August 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Classification Review Division

SUBJECT: Weekly Report, 7-13 August 1985

1. With the help of the Director of Finance and FBIS materials CRD was able to locate a TV interview broadcast from Havana on 4 May 1983 in which it was disclosed that Communist governments had financed Ralph McGehee's trip to Cuba and Nicaragua. This information had been requested by the DO and will support the Director of Security's contention that McGehee is not an impartial "expert witness" and therefore should not be allowed to have access to classified material at the Rewald trial. The Agency furnished this material to Rewald defense attorneys under a right of discovery. [Redacted]

25X1 3. CRD continues to review SAE's for non-DO personnel who have never served overseas. The review is made to identify any classified information in the SAE. Since 1 January 1985 CRD has reviewed a total of 574 SAEs. Of these, 450 were staffers who retired, resigned or were preparing an SAE for other purposes; 74 were summer only employees; 43 were co-op student trainees; and seven were graduate fellows. Thus 124 persons were temporary employees or 21.6 percent of the total. [Redacted]

25X1 25X1 25X1 [Redacted] CONFIDENTIAL

CLASSIFICATION REVIEW DIVISION  
RECORD OF HISTORICAL REVIEW

PERIOD COVERED 05-09 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	<u>(Mandatory Review)</u> <u>(Publication Review)</u>		DOCS	<u>8</u>	PGS <u>118</u>	HRS <u>31</u>
				<u>1</u>	<u>--</u>	<u>1</u>
PROCESSING	_____ _____ _____	/ _____ / _____ / _____			HRS _____ _____ _____	
PREPARATION FOR RELEASE	_____ _____ _____	/ _____ / _____ / _____	DOCS	_____ _____ _____	PGS _____ _____ _____	HRS _____ _____ _____
COMPUTER INPUT SYSTEM RIMS	_____ _____ _____	/ _____ / _____ / _____	DOCS	<u>16</u>	PGS <u>16</u>	HRS <u>24</u>
				_____ _____ _____	_____ _____ _____	_____ _____ _____
CAPTURING DATA FOR RIMS	_____ _____ _____	/ _____ / _____ / _____	DOCS	_____ _____ _____	PGS _____ _____ _____	HRS _____ _____ _____
TRAINING		TYPE <u>Background reading</u>			HRS <u>25</u>	
ADMINISTRATIVE DUTIES		TYPE <u>Meetings</u>			HRS <u>21</u>	
OTHER ACTIVITIES		TYPE <u>Mandatory Review</u>			HRS <u>64</u>	



CLASSIFICATION REVIEW DIVISION  
RECORD OF REVIEW

PERIOD: 05-09 August 1985      REVIEWER: \_\_\_\_\_      BRANCH: Combined Branch  
SOURCE OF MATERIAL      TYPE OF REVIEW      NO. OF DOCUMENTS      NO. OF PAGES

EXTERNAL REQUESTS:

DOD

AIR FORCE

ARMY

DIA

JCS

NAVY

NSA

OSD

NARA

STATE

CDC/SR (FRUS)

CDC/MR

OTHER

SUB TOTALS

INTERNAL REQUESTS:

PRB

IPD

OLL

OGC

SAE

OTHER

SUB TOTALS

SPECIAL PROJECTS:

RIMS

OTHER

GRAND TOTALS

Systematic8189Systematic93444101633Separation60676067Spy-Tech Book144Guidelines55167749

## ADMINISTRATIVE - INTERNAL USE ONLY

13 August 1985

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Acting Chief, Information Resources  
Management Division

SUBJECT: IRMD Weekly Report (7-13 August 1985)

## A. WORK IN PROGRESS

1. TRIS. Work is proceeding on schedule toward TRIS IOC (Initial Operating Capability) on 26 August 1985. On that date, representatives from the OC/OL Information Services Center (ISC), the Ames Building ISC, and the DO will participate in Verification and Validation (V&V) testing in the Information Technology Branch. All three participants have received TSCADS operations training, and the ISC participants were given TRIS operations training this week. During the V&V testing, the DO participant will operate in TSCADS only; the ISC participants will operate in the entire TRIS system as both Top Secret Control Officers (TSCOs) and Registry Control Points (RCPs). Upon successful completion of V&V testing, Agency TSCOs will be notified that TSCADS is operational and must be used to control Top Secret collateral documents. Subsequently, RCP personnel will be given access to TRIS for operational use upon completing the required training that is scheduled to begin on 3 September.

2. TS DOCUMENTS. OIS annuitants continued their search for unaccounted TS collateral documents. [REDACTED] located 596 documents in the Intelligence Community Staff's (ICS) holdings at the Records Center, 270 charged to ICS and 326 requiring additional research; 36 were unaccounted for documents. [REDACTED] located 427 documents in the Office of Soviet Analysis (SOVA), 331 charged to SOVA and 96 requiring further analysis; 22 were unaccounted for documents.

## B. SIGNIFICANT EVENTS AND ACTIVITIES OF INTEREST

1. ISOO TASK FORCE. [REDACTED] Information Management Branch, as members of the Joint CIA/Air Force Task Force on overdistribution of classified information, met with Agency component representatives to develop information for a draft initiatives paper to be discussed with Air Force representatives at the next Task Force meeting on 20 August. [See IRMD weekly reports dated 30 July and 6 August.] The meetings included representatives of the Office of Current Production and Analytic Support; Office of

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Scientific and Weapons Research; Support Services Group, Office of Central Reference; Headquarters Facilities Group, Office of Information Technology; Intelligence Control Group, Directorate of Operations; and the DCI Area and Intelligence Community Staff Records Management Officers.

2. OSS RECORDS. The sixth increment of OSS records, consisting of 122 cubic feet of Washington OSS Operation & Support Records, has been transferred to the National Archives and Records Administration (NARA). This brings the total volume of OSS records transferred to NARA to 915 cubic feet. A request was submitted to NARA to transfer an additional 102 cubic feet of OSS records covering Propaganda Charts, Algiers Files, Washington/Field Office Miscellaneous Records, and OSS Field Station Operations & Services Records.

3. PRESERVATION PROGRAM. Plans and Management Staff and IRMD representatives joined forces to order the following acid-free supplies needed to begin the archival records preservation program at the Agency Archives and Records Center (AARC): 5,500 records storage boxes; 500 microfilm storage boxes; 90,000 legal-size folders; 20,000 letter-size folders; and 120,000 folder labels. These supplies will enable AARC to begin the preservation program's first phase--the gradual transfer of permanent records into acid-free containers to avoid premature deterioration of the Agency's historical documentation.

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

- RAMS: Made 38 additions, 120 changes, and 20 deletions.
- ARCINS: Jobs received/edited: 9.  
Jobs keyed: 28 consisting of 6,010 entries.  
Jobs completed: 24.  
Title searches: 12.
- Accessions: Received 18 jobs totaling 174 cubic feet.
- Reference: Serviced 2,901 requests for records.
- Special Runs: One each to  and DO/IMS.

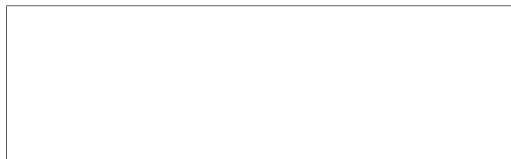
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C. SCHEDULED EVENTS

Acting Chief, IRMD, Chief, ICB, and   
 ICB, will meet with the Director, Office of Legislative Liaison (OLL), and members of his staff on 15 August to discuss the OIS survey of OLL's information management and registry operations scheduled to begin later this month.

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

13 August 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM: [REDACTED]

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 07 August  
through 13 August 1985

1. RPD currently is processing 114 jobs. The reduction in workload reflects the 20 jobs that have been published in the past two weeks. Among the issuances currently in process is a Headquarters Notice received this week

25X1 [REDACTED] which outlines Agency benefits derived from the rotation of its employees and the broadening aspects of assignments in different areas or fields. On the other hand, the notice also cites the need to provide components with a measure of stability, and to provide employees an  
25X1 opportunity to establish a solid performance record. [REDACTED] has  
25X1 prepared and forwarded the proposal for the information of OGC and OP as well as for DDA approval. [REDACTED]

2. An officer from a Division in the Directorate of Operations forwarded to RPD the text for a proposed notice requesting that all Directorates submit a listing, by components and dates of travel, of the names of all personnel who travelled to Ghana during a two year period. After reviewing the proposal, C/RPD suggested that the Deputy Director for Operations circulate a memorandum internally and to the other Deputy Directors and Heads of Independent Offices requesting this information. The DO accepted RPD's  
25X1 guidance as a more direct and efficient method to obtain the data. [REDACTED]

25X1 [REDACTED]  
C-O-N-F-I-D-E-N-T-I-A-L

25X1  
25X1 3. [redacted] completed editing the proposed [redacted]

25X1 [redacted] This job is receiving  
final processing within RPD for forwarding to the Directorate of Operations  
for coordination. [redacted]

25X1 4. On 9 August 1985, RPD received a call from an OL officer who passed  
on an inquiry from an employee in the Directorate of Operations concerning the  
control label, "ADMIN-INTERNAL USE ONLY," on [redacted]

25X1 [redacted] The requestor wanted to know why the EB is controlled  
25X1 and asked if it could be deleted. [redacted] explained that OP affixed the  
control label because of the content which refers to "staff employees,  
eligible contract employees, and certain employees detailed to the Agency".  
She also replied that the schedules attached to the EB are not controlled and  
may be taken out of the Agency. [redacted]

25X1 5. The Office of Logistics is redoing all the figures for [redacted]

25X1 [redacted]  
RPD will forward the handbooks to coordinators when the figures are received  
and incorporated into the handbooks. [redacted]

25X1 6. RPD is forwarding the second draft of [redacted]

25X1 [redacted] to the Office of Security, the initiator of the  
issuance, via telecommunication. RPD, in conjunction with Public Affairs  
Office, rewrote the proposal and hopes for OS concurrence. [redacted]

25X1 7. [redacted] attended Wang training on 13  
25X1 August. [redacted] cancelled her trip to Spokane, Washington, when a  
close friend underwent major surgery and Marian volunteered to assist her  
recovery at home. DC/RPD took a week's annual leave. [redacted]

25X1

8.  is dividing her time between the front office of D/OIS and RPD in preparation for transferring later this month to the position of secretary to DD/OIS.

25X1

25X1



**Attachment**

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