

~~CONFIDENTIAL~~

1 August 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (25-31 July 1985)

A. WORK IN PROGRESS

TS INVENTORY. Our efforts to find unaccounted for TS documents continue to obtain results. One unaccounted for document was located by an OIS staff member through a review of old office documentation. Personnel in the Office of General Counsel found another three during an annual inventory. An OIS annuitant searching the retired records of the Intelligence Community Staff located 610 TS documents, five of which were charged to ICS with the remaining 605 unlisted and requiring additional research. Another annuitant found 54 TS documents while concluding his search in the Office of Global Issues. A third annuitant found 157 TS documents while pursuing her review of the Office of Soviet Analysis.

B. SIGNIFICANT EVENTS AND ACTIVITIES OF INTEREST.

1. *ISOO TASKING. The Deputy Director of Information Services; the Deputy Director for Policy and Management, Office of Security; and representatives from the Information Resources Management Division attended an interagency meeting called by Steven Garfinckel, Director of the Information Security Oversight Office. The purpose was to establish interagency task forces to identify specific information security initiatives needed in the areas of (a) overclassification, (b) overdistribution, (c) classification management, (d) need-to-know, and (e) unauthorized disclosures. Mr. Garfinckel believes that the time is right for new initiatives in information security, particularly in view of the Walker espionage case. CIA and the Air Force will investigate the problem of overdistribution of classified materials. Our first meeting will be held on 2 August 1985 in the OIS conference room. Each task force is expected to recommend initiatives and how to implement them in a report due ISOO by 30 August 1985.

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

2. NATO INSPECTION. A DoD inspector conducted an inspection of CIA's procedures for handling NATO materials. He determined that our procedures for handling NATO electrical messages were in compliance with NATO's requirements. Upon inspection of the Office of Central Reference, however, two hard copy documents could not be found. It is believed that an Agency employee hand-carried one of the documents to Headquarters from Europe, thereby bypassing document control procedures. The disposition of both documents will be the subject of search by OCR personnel. Upon completion of the search, the inspector will be notified.

3. RECORDS PRESERVATION. Agency Records Center employees, working under guidance of the Information Review Officer, DA, are reviewing records deposits pertaining to Air America. This material will be separated into permanent and temporary information. As it is separated, the permanent material will be placed in acid-free boxes with acid-free folders and dividers. This is the first records deposit to be maintained at the Agency Records Center under our new records preservation program. Eventually, all of the Agency's permanent records will be maintained in acid-free folders and boxes.

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4. ARCHIVES AND RECORDS CENTER. Visitors to the Records Center last week included the Curator, Historical Intelligence Collections, Office of Central Reference. He received a briefing on the Center's operation and a tour of the facility. Six officers from the Office of Current Production and Analytic Support who also visited the Records Center were asked by the Center's chief to review their deposits of negatives and large maps that are part of the CPAS vital records deposits. This collection has grown steadily over the years and now occupies over 500 cubic feet of space on Center shelving that had to be specially modified to accommodate it. The CPAS officers promised to conduct a review to determine what material could be destroyed.

5. KENNEDY ASSASSINATION PAPERS. Chief, Classification Division, accompanied by the OIS Legal Advisor and a DO specialist on the Kennedy assassination papers, visited NARA to perform the ten-year review of approximately 64 classified documents that CIA had given the Warren Commission. Since most of these documents are the subject of current litigation, their classification may ultimately be decided in the courts and thereby override any classification decision made by the Agency in the interim. After discussion with NARA officials, the Agency has decided to formally propose the withholding of any classification decisions on these documents until legal action has been completed. Such a proposal to NARA is now being drafted.

6. MEETING OF AGENCY EDITORS. A representative from the Regulatory Policy Division attended a meeting of Agency editors held in the Office of Training and Education to discuss topics of common interest and to determine if an Agency editor's forum might be useful.

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

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7. INCREASE IN PARKING FINES. [redacted] dated 17 July 1985, apparently was well noted in the Agency but not as well received. The Regulatory Policy Division answered several calls requesting interpretation or additional information. One call came from an irate lady who said that she often purposely parked illegally risking a moderate and acceptable \$10 fine. She went on to say that had she known the fine would be \$35 she would not have done it.

8. INFORMATION AND PRIVACY DIVISION ACTIVITIES. The backlog of initial requests stands at 2163, down from 2199 in the previous week. Among the more interesting requests this week are two from the Center for National Security Studies for a copy of our "17 page personal history statement" and for copies of all documents in "the administrative file for a 9 June 1981 FOIA request from the M&M/Mars Company." Another

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[redacted]

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[redacted]

Attachment

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

ADMINISTRATIVE-INTERNAL USE ONLY

31 July 1985

MEMORANDUM FOR: Deputy Director for Administration
FROM:
Chief, Information and Privacy Division, OIS
SUBJECT: IPD/OIS Weekly Report (24 - 30 July 1985)

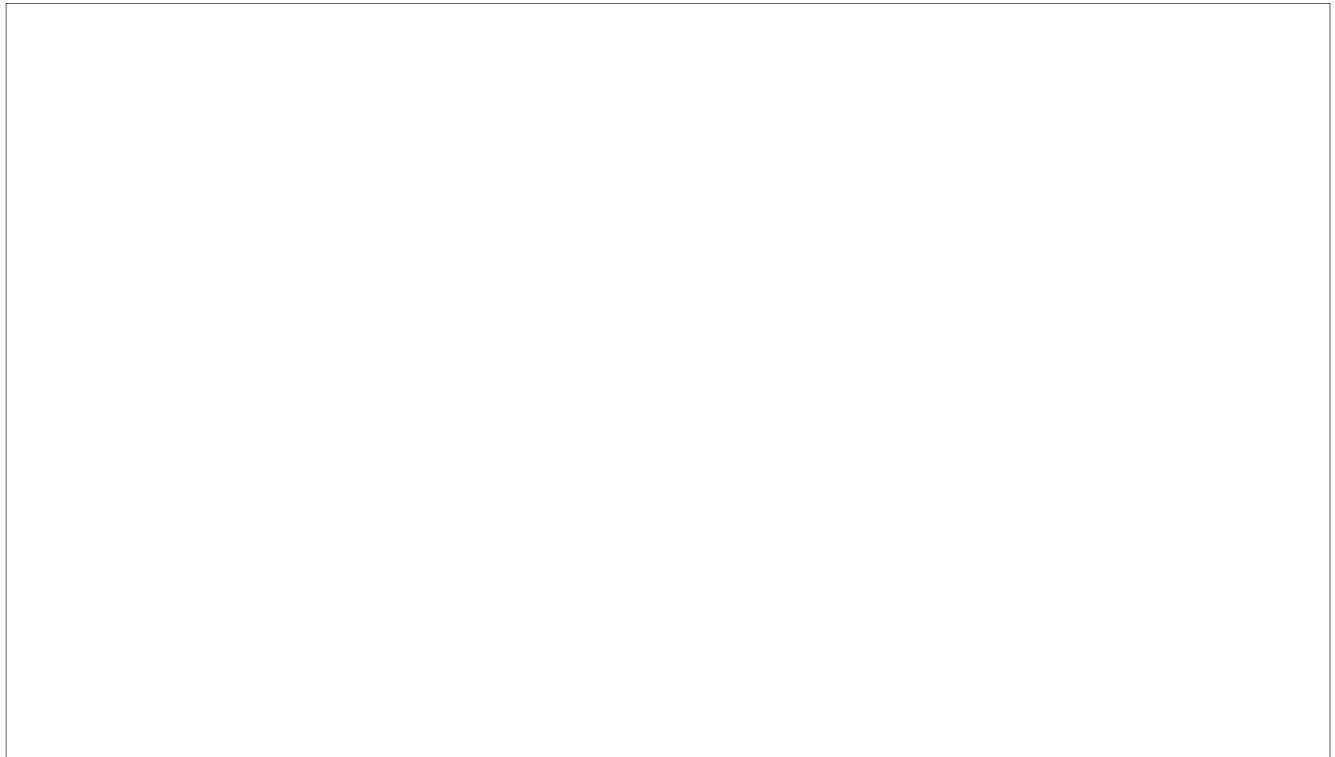
1.	<u>The Week in Review</u>	<u>24 - 30 July 1985</u>	<u>1985 Weekly Average</u>
	a. New cases	31	54.8
	b. Cases closed	67	80.2
	c. New appeals logged	3	2.5
	d. Appeals closed	1	1.6
	e. Manpower (man-weeks)	91.6	100.2
2.	<u>Current Backlogs</u>		
	a. Initial requests - 2163		
	b. Requests in administrative appeal - 167		
	c. Requests in litigation - 85		

3. Spotlighted Requests

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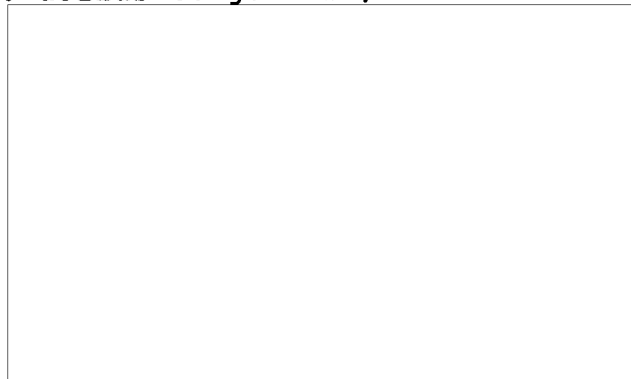
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5. Comments

We mentioned in the 10 July weekly report that IPD had begun trying to collect some \$11,000 in delinquent search fees owed to the U.S. Treasury. To date we have received 19 checks totaling \$1,946. One requester said that he had not paid his bill sooner because he puts all his bills in queue and pays them on a first-in, first-out basis. Another requester, this one in Finland, apologized for the delay and explained that he was waiting for the U.S. dollar to go down, when in fact it kept going up.

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STAT IPD/[] (31 July 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
STAT 1 - C/IMS, []
1 - DDO/IRO
STAT 25 - DDO/IMS, []
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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30 July 1985

MEMORANDUM FOR: Director of Information Services

FROM:

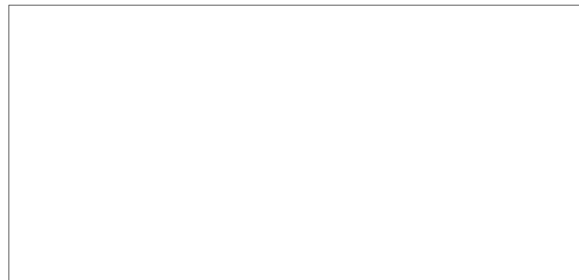
[redacted]

Acting Chief, Classification Review Division

SUBJECT: Weekly Report, 24-30 July 1985

1. C/CRD accompanied [redacted] the DO specialist on the Kennedy Assassination papers, and [redacted] OIS Legal Advisor, to NARA to perform the ten year re-review of about 64 documents that CIA had given to the Warren Commission which investigated the assassination of President Kennedy. These were the documents that could not be declassified during the earlier review in 1975. [redacted] had a list of documents in his possession which turned out to be copies of all those in question at NARA save three. Copies of the missing three were given to us so we know that we have duplicates of those at NARA. Since most, if not all, of the documents are currently in litigation we explained to [redacted] of the Judicial, Fiscal, and Social Archives Branch that the classification status of these documents may be ultimately decided in the court which would override any decisions we made in the interim. Therefore, we suggested that we would send NARA a letter to the effect that we would hold our re-review of these documents in abeyance until the legal actions have been completed. [redacted] is now drafting a reply containing this message.

2. CRD was visited by [redacted] US Army, on 24 July. [redacted] from DIA Security, was investigating the possibility of sending DIA analysts to CRD to review 89 National Intelligence Survey sections which had been approved for declassification by CRD under systematic review three years ago. These documents, written by CIA or its predecessor military intelligence organizations, have been on hold ever since, while DIA tried to find either their copies or analysts to review them. CRD hopes to handle this NIS review in the same manner that the NIE's were successfully finished last year, by having DIA analysts review the record copies here at Ames Building.



RECORD OF REVIEW

PERIOD: 22-26 July 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

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

manuscript

Systematic

Pre-publication

Separation

MEMO

1

102

103

7

37

44

1

2

151

248

863

1111

95

38

133

22

3

1269

RECORD OF HISTORICAL REVIEW

PERIOD COVERED 22-26 July 1985 DIVISIONAL HRB INDIVIDUAL Combined Division

<u>ACTIVITY</u>	<u>MATERIAL</u> Job / Boxes	<u>EFFORT</u>
RECORDS SEARCH/SURVEY	<u> / </u> <u> / </u> <u> / </u>	FT <u> </u> HRS <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>
PREPARATION FOR REVIEW	<u> / </u> <u> / </u> <u> / </u>	FT <u> </u> HRS <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>
DECLASSIFICATION REVIEW	<u> / </u> <u> / </u>	DOCS <u> </u> PGS <u> </u> HRS <u> </u> <u> </u> <u> </u> <u> </u>
PROCESSING	<u> / </u> <u> / </u> <u> / </u>	<u> </u> HRS <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>
PREPARATION FOR RELEASE	<u> / </u> <u> / </u> <u> / </u>	DOCS <u> </u> PGS <u> </u> HRS <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>
COMPUTER INPUT SYSTEM RIMS	<u> / </u> <u> / </u> <u> / </u>	DOCS <u>30</u> PGS <u>30</u> HRS <u>40</u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>
CAPTURING DATA FOR RIMS	<u>RIMS RETRIEVAL</u> <u> / </u> <u> / </u>	DOCS <u> </u> PGS <u> </u> HRS <u>12</u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>
TRAINING	TYPE <u> </u>	HRS <u>67</u>
ADMINISTRATIVE DUTIES	TYPE <u> </u>	HRS <u>31</u>
OTHER ACTIVITIES	TYPE <u>File Review</u> TYPE <u>Mandatory Review</u>	HRS <u>38</u> HRS <u>52</u>

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30 July 1985

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Information Resources
Management DivisionSUBJECT: Weekly Report of Information Resources
Management Division, 24 - 30 July 19851. Work in Progress

a. TRIS. [REDACTED] Chief, Information Technology Branch, [REDACTED] ITB, met with [REDACTED] NPIC, to discuss the features of TRIS that they might find helpful in their registry operations. The NPIC officers were largely unaware of TRIS's capabilities and the ways that it might be used for registry support and records management. [REDACTED] felt TRIS could be useful in NPIC and would advise OIS on the extent to which it could be used in NPIC's registry and records management operations. NPIC, like other Agency organizations, is having a problem getting terminals. The discussion also covered special arrangements to train someone from their organization in TSCADS procedures.

b. TS Documents. Our efforts to find unaccounted for TS documents continued to show progress. [REDACTED] Information Control Branch, identified one unaccounted for document from a review of old office documentation. Another three were found by personnel in the Office of General Counsel during their annual document inventory. Annuitant [REDACTED] continued his search of retired records of the Intelligence Community Staff. Last week, he found 610 TS documents, five of which were charged to ICS and 605 of which were unlisted requiring additional research. [REDACTED] concluded his search efforts in the Office of Global Issues for TS documents. He found 64 documents, 20 of which were charged to OGI and another 44 that were unlisted requiring additional research. Four unaccounted for documents charged to other offices were among documents previously found by [REDACTED] in OGI. Our third annuitant, [REDACTED] continues her review of the office holdings of the Office of Soviet Analysis. During the past week, she found 157 documents, all charged to SOVA.

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2. Significant Events and Activities

25X1 a. ISOO Tasking. The Deputy Director of Information
 25X1 Services, the Deputy Director for Policy and Management,
 Office of Security, [redacted] Chief, Information Management
 Branch, and [redacted] IMB, attended an interagency meeting
 called by Steven Garfinkel, Director of Information Security
 Oversight Office (ISOO). Mr. Garfinkel believes that the time
 is right for new initiatives in the information security area,
 particularly in light of the Walker case. The purpose of the
 meeting was to establish interagency task forces to identify
 specific information security initiatives that should be taken
 in the areas of (1) overclassification, (2) overdistribution,
 (3) classification management, (4) need-to-know, and (5)
 unauthorized disclosures. CIA and the Air Force will
 investigate the problem of overdistribution of classified
 material. Each task force is expected to recommend
 initiatives and how to implement these initiatives in a report
 that is due to ISOO by 30 August 1985. The first meeting of
 the CIA/Air Force task force will be held on 2 August 1985 in
 the OIS conference room.

b. NATO Inspection. A DoD official conducted an
 inspection on 25 July of CIA procedures for handling NATO
 materials. He found CIA's methods for handling electrical
 NATO messages to be in compliance with NATO procedures.
 However, when he inspected the Office of Central Reference's
 procedures for controlling hard copy documents two documents
 could not be found. One document is believed to have been
 hand-carried from Europe to the Agency by an employee, thereby
 bypassing document control procedures. The disposition of the
 other document will require further search by OCR personnel.
 Once the documents are located, the inspector will be notified.

25X1 c. Records Preservation. [redacted] Agency Archives
 25X1 and Records Center, met with [redacted] Records Management
 Officer, Directorate of Administration, to discuss a review of
 an ODDA job containing Air America records. Working under
 25X1 guidelines provided by [redacted] and
 25X1 [redacted] will break the material into three different
 jobs: one for permanent records, another for personnel-type
 records, and the third on financial matters. As the material
 is segregated, Messrs. [redacted] will place the
 25X1 permanent records material in acid-free boxes and use
 acid-free folders and dividers. This job will be the first
 maintained by the Archives Section under its newly established
 preservation program. Eventually, all of the Agency's
 permanent records will be stored in these acid-free folders
 and boxes. [redacted]

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

RAMS: Made 21 additions, and 4 deletions.
 ARCINS: Jobs received/edited: 22.
 Jobs keyed: 28 consisting of
 4,493 entries.
 Jobs completed: 26.
 Accessions: Received 29 jobs totaling
 221 cubic feet.
 References: Serviced 1,817 requests for
 records.
 Special Runs: Three: one to OF and two to [redacted]
 One special run required two hours
 of overtime.

Other: [redacted] Curator, Historical Intelligence
 Collections, Office of Central Reference, visited the Agency
 Archives and Records Center this week and received a briefing
 on Center operations and a tour of the facility.

Six officers from the Office of Current Production and
 Policy Support, DDI, visited the Center at the request of
 [redacted] Chief, AARC, to discuss the disposition of some
 large maps and negatives that are part of the office's vital
 records collection. The OCPAS collection has grown steadily
 over the years, but no effort has been made to review the
 holdings. The collection occupies some 500 cubic feet of
 space at the Center on shelving that had to be specially
 modified to accommodate it. The OCPAS officers promised to
 conduct a review of the negatives to determine which were
 outdated and could be destroyed. [redacted]

[redacted] Safety
 Division, Office of Medical Services, visited AARC last week
 to examine the smoke detection and fire alarm system there.
 They were gathering data so that they could provide an
 estimated cost for a replacement system. [redacted] felt
 that existing conduits or hardware could be used, making the
 installation of a new system less costly. His estimate for a
 replacement system was \$37,000.

3. Scheduled Events

The Deputy Chief, IRMD, and all division branch chiefs
 will attend a seminar on 31 July concerning the activities of
 the Position Management and Compensation Division. The
 seminar is designed to familiarize supervisors with PMCD's
 functions, particularly how it relates to the management of
 the positions under a supervisor's control.

30 July 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[redacted]
Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 24 July
through 30 July 1985

1. RPD is currently handling 126 jobs. [redacted]

[redacted] is a proposed bulletin received in the Division for processing on 29 July announcing a reduction in premiums and an increase in coverage in UBLIC life insurance. (U)

2. The revision of [redacted] initiated by the Directorate of Operations updates the policy and procedures by which the Agency effects the entry of aliens into the United States, changes their immigration status while in the country, or brings about their removal from the United States. This regulation received extensive editing by RPD prior to being coordinated. It was forwarded to the DDA today for approval to publish. (U)

3. On 30 July, [redacted] attended a proposed organizational meeting of Agency editors held at the Office of Training and Education. The purpose of the meeting was to discuss topics of common interest and to decide if an editor's forum might be useful. (U)

4. Among about 25 other jobs, [redacted] is currently preparing the revision to [redacted] for circulation to coordinators during the week. (U)

5. [redacted] also assembled coordinator comments on [redacted] [redacted] and incorporated them in the second draft of the handbook. (A-IUO)

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6. [redacted] dated 17 July 1985 was apparently well noted but not necessarily well received in the Agency. RPD received several calls requesting interpretation or further information. One call came from an irate woman who said that she consciously parked illegally, anticipating a moderate and acceptable \$10 fine. She said that, had she known the fine would be \$35, she would not have parked in an illegal space. (U)

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7. Our chief of research received a call from an officer in DO/IMS requesting copies of rescinded [redacted]

[redacted] The DO needed this information in connection with the Rewald case. As has been done in all cases with Rewald requests, RPD asked that if any of the information is released to someone outside of the Agency, it must have the approval of the originating office and the DDA. The DO requested this information on a priority basis, and a DO officer rode the shuttle bus from Headquarters to pick up the material. (A-IUO)

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8. An officer working in the OCR Library called our chief of research to find out which regulation addressed the question of smoking and non-smoking in public areas. According to the caller, OCR is preparing to install computers in the library and the presence of noxious smoke in the air will be damaging to delicate and sensitive components inside the computer. RPD referred the requestor to [redacted] (U)

9. On 26 July, [redacted] went to P&PD to assist in the preparation of a replica (DYLUX copy) of [redacted] as we draw close to publishing this lengthy and complicated handbook. On Monday, she returned to P&PD to conduct a final review of the DYLUX prior to publication. The printed version will consist of 130 pages compared to the 300 pages of text

the editor personally typed into the WANG. OL is looking forward to having the handbook available for a training course to start on 5 August. (A-IUO)

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10. On 25 July, two OGC attorneys, [] (Chief, Administrative Law Division) and [] met with C/RPD to discuss how OGC might be more responsive in the coordination process for regulatory issuances. C/RPD mentioned some areas that could stand improvement but, at the same time, he commended OGC for showing this interest. One of the results of the meeting is that OGC has committed itself to responding within 72 hours to any request from RPD for legal concurrence on regulatory issuances. (A-IUO)

11. The C/Security Education Group (SEG/OS) requested RPD assistance to have new copies of selected security regulatory issuances printed. These were for special booklets used by SEG to brief Agency personnel entering on duty. These weekly sessions cause much wear and tear on the pages of regulations. RPD noted that most of the issuances are currently being revised. But to accommodate SEG's immediate needs, RPD assembled 25 sets of each regulation from our files and by xeroxing and cutting to size other pages to complete the sets. These were forwarded to OS to serve until the revised regulations are published. (A-IUO)

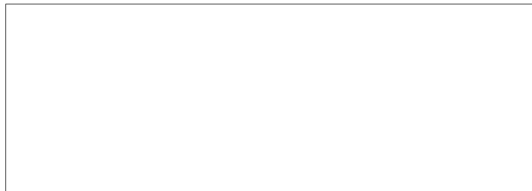
12. The proposed Notice concerning Distribution of Salary Checks, initiated by the Office of Finance, was sent by RPD to Agency coordinators for information. The Notice advises employees that the Department of Treasury must make drastic reductions in the use of paper card checks and this will impact on the Agency. The current practice of delivering salary checks to Agency employees at their office is costly and not consistent with Treasury policy. Therefore, as of pay period 20, ending 14 September 1985, all

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employees, except those in a special category must have their salary payment sent by Electronic Fund transfer to a financial institution in the United States or by check sent to their home. (A-IU0)

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