

S E C R E T

3 July 1985

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

[Redacted]

Director of Information Services

SUBJECT: OIS Weekly Report (27 June - 2 July 1985)

A. WORK IN PROGRESS

25X1 [Redacted]

2. VISIT TO EISENHOWER MEMORIAL LIBRARY. Two classification review officers from the Classification Review Division completed a two-week TDY at the Eisenhower Memorial Library. Forty-one boxes of files of the Operations Coordinating Board (OCB), 1955-57, were reviewed. A large percentage of the material had already been marked to be withheld from release because of names associated with CIA. Upon examination, the reviewers determined that about 90 percent of the withheld material could be released by removing the CIA names from the dissemination list attached to the OCB documents. CRD estimates that two reviewers working two weeks could complete the review of the remaining CIA material. [Redacted]

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3. TRIS TRAINING. Training in the TSCADS portion of TRIS began on 1 July with nine personnel from various offices. Overall, the session went well and no changes in training procedures are expected. Approximately 79 individuals are scheduled to receive this training. [Redacted]

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4. UNACCOUNTED FOR TOP SECRET (TS) COLLATERAL DOCUMENTS. Annuitants working for the Information Resources Management Division (IRMD) continue to make progress in locating unaccounted for TS collateral documents. In the review of the IC Staff's deposits at the Records Center, 121 documents were located which will require additional research to determine accountability. Through followup research on prior efforts in this area, accountability was determined on 15 previously unaccounted for documents.

25X1 CLASSIFIED AS MARKED

[Redacted]

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Similar research efforts of SOVA office files resulted in the identification of 12 unaccounted for documents. And lastly, the search was concluded of the office holdings of the Office of African and Latin American Analysis and the Collection Requirements and Evaluation Staff. Three previously unaccounted for documents were found, but additional research is required on more than 70 documents to determine if they had been unaccounted for or simply not recorded in the TSCADS system. [redacted]

25X1

5. OFFICE SURVEY. IRMD representatives met with the Executive Officer, Office of Research and Development (ORD), and other ORD representatives to discuss IRMD's draft report of the survey of ORD's information handling practices and records management program. Fourteen recommendations were made to simplify or improve ORD's information handling and records management practices. Ideas were exchanged concerning the recommended changes and their implementation--all of which were mutually agreed upon. The final report will incorporate minor changes agreed to at the meeting, and will be forwarded to the Director, ORD, for his action. [redacted]

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B. SIGNIFICANT EVENTS AND ACTIVITIES OF INTEREST.

1. *CLASSIFICATION REVIEW ASSISTANCE TO NARA. During a visit to the Washington National Records Center (WNRC), CRD was asked by the National Archives and Records Administration (NARA) for assistance in three areas involving classification matters:

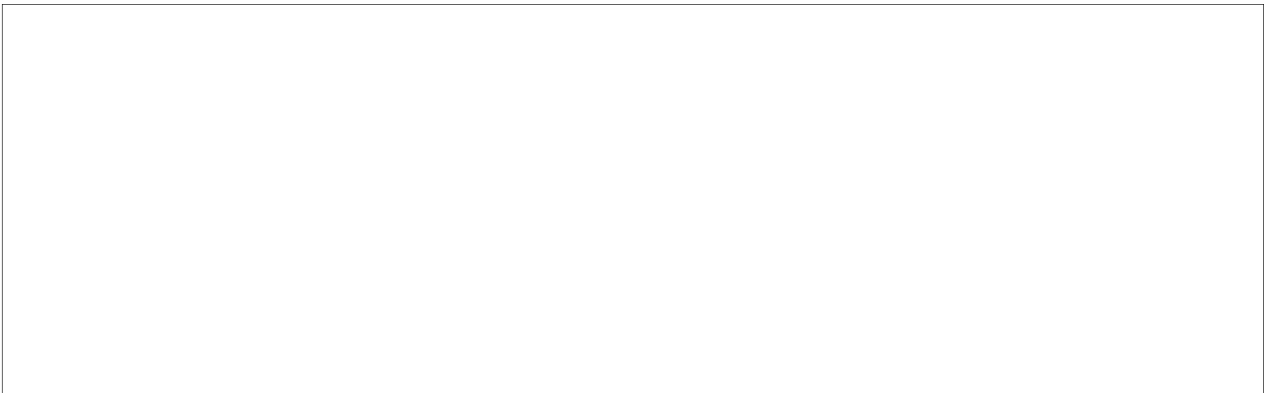
a. In the course of systematic classification review by NARA personnel, 13 documents, which were part of the Department of State's post records for [redacted] for the period 1946-47, contained CIA equities. Unfortunately, the box of records--including the referenced documents--was screened and provided to a researcher for review sometime after 1977. It is not certain what material from the box the researcher may have copied. From a preliminary review, it appears that nine of the documents remain classified. The documents concern the use of a

omitted
to
RMOs

[redacted]

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2. MICROGRAPHICS APPLICATION. An IRMD representative discussed a possible COM application with a contract employee in OD&E who was interested in reducing the space required to store his daily computer printouts. After surveying the files, IRMD made arrangements with the Chief, COM Center, Printing and Photography Division (P&PD), to develop a COM application for these files. At another meeting--this time with the Records Management Officer of the Office of Central Reference (OCR)--he discussed current micrographics applications in the Directorate of Intelligence (DI). Currently the OCR library serves as liaison with P&PD for all DI micrographics applications. OCR would prefer that each DI office deal directly with P&PD. The IRMD representative and the DI/RMO will meet with component DI RMOs to review existing micrographics applications and to discuss the procedures for dealing directly with P&PD on these applications. [redacted]

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Omitted
+
RMOs

3. REGULATORY RESEARCH. At the request of an OGC attorney, RPD conducted research involving a regulation which prescribes the parameters of a sensitive operational matter. The research was completed and C/RPD discussed the evolution of the policy with the OGC attorney. It is possible that OGC will prepare a revision to the regulation relevant to this subject. [redacted]

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4. REVISION OF [redacted] READY FOR AGENCY-WIDE COORDINATION. The proposed revision of [redacted] [redacted] originated by OGC, has been prepared for Agency-wide coordination. RPD revised the draft to reduce the verbiage and eliminate the legal jargon which blanketed the statement of basic policy. [redacted]

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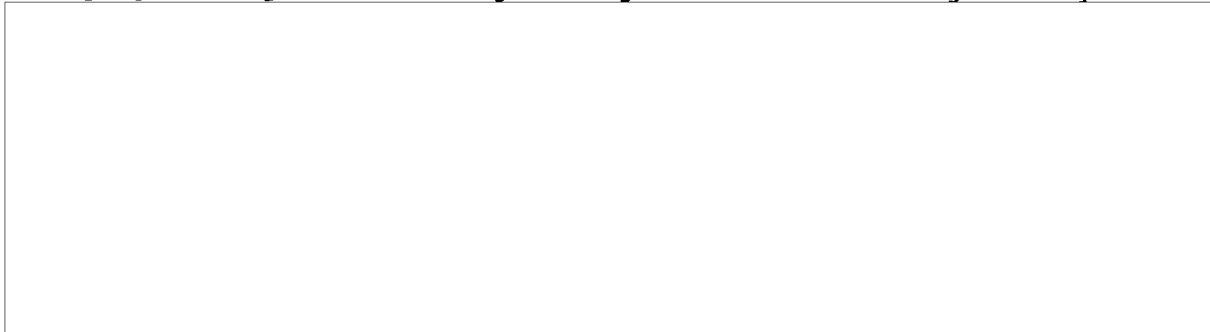
5. HIGHLIGHTS FROM THE INFORMATION AND PRIVACY DIVISION REPORT. The backlog of initial requests decreased by 43 to a new total of 2254 while those in administrative appeal went up only three to 161. This is quite remarkable considering that extensive renovations are under way in

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IPD, including the tearing down of one vault-type wall and the construction of another as well as other modifications requiring relocation of numerous workstations and personnel. While all the hammering, drilling, and painting occurs, IPD continues to operate with maximum effort to keep abreast of the incoming new requests--75 this week--and work at keeping all requests advancing. Among the more interesting new requests

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C. SCHEDULED EVENTS.

MEETING WITH THE DIRECTOR OF SCIENTIFIC AND WEAPONS RESEARCH. IRMD representatives will meet with the Director of Scientific and Weapons Research the week of 8 July to provide him with initial feedback on the results of the survey of the information handling and records management practices of his office. A formal report on the survey is being drafted. 

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Attachment

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ADMINISTRATIVE-INTERNAL USE ONLY

2 July 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (26 June - 2 July 1985)

1. The Week in Review 26 June - 2 July 1985 1985 Weekly Average
- | | | |
|-------------------------|------|-------|
| a. New cases | 75 | 55.8 |
| b. Cases closed | 118 | 81.5 |
| c. New appeals logged | 3 | 2.5 |
| d. Appeals closed | 0 | 1.7 |
| e. Manpower (man-weeks) | 83.0 | 100.0 |
2. Current Backlogs
- a. Initial requests - 2254
 - b. Requests in administrative appeal - 161
 - c. Requests in litigation
(not equal to number of lawsuits) - 87
3. Spotlighted Requests

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STAT IPD, [redacted] (2 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 [redacted]
STAT 1 - DDO/IRO [redacted]
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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SECRET

2 July 1985

MEMORANDUM FOR: Director of Information Services, DA
FROM: Chief, Classification Review Division
SUBJECT: Weekly Report, 26 June - 2 July 1985

25X1 1. On 28 June [redacted] completed their two-week TDY at the Eisenhower Library, Abilene, Kansas. They reviewed 41 boxes of files of the Operations Coordinating Board, 1955-57 (Boxes #63 to #103), approximately 10,374 documents and about 24,000 pages. A large percentage of these documents were marked to be withheld from release because of the presence in the documents of names that were associated with CIA. However, about 90% of these withheld items could be released by simply removing the CIA names from the dissemination list attached to most of the OCB documents. There remain still to be reviewed at the Eisenhower Library 21 boxes of OCB files (Boxes #104 to #124), 21 boxes of Psychological Strategy Board Central files (Boxes #9 to #30), and possibly a few folders scattered elsewhere among the NSC Staff Records. A two-man team working two weeks should be able to complete these 42 boxes which would complete our bulk review of CIA material associated with the Eisenhower Library. [redacted]

2. During a visit to the Washington National Records Center to review documents of CIA interest that have surfaced during NARA's systematic review program, three other items arose as follows:

a. NARA personnel uncovered 13 documents that appeared classified in post records of the Department of State for El Salvador for the period 1946-47. Unfortunately, this box of records was screened and given to a researcher sometime after 1977. The researcher was apparently a representative of University Publications but it is not certain which documents he may have copied. From a preliminary review it appears that nine of these documents remain classified. They concern the use of a named CIG officer to help the Salvadoran Government combat communism. NARA will provide us with a letter setting forth the details of this situation and requesting our assistance. [redacted]

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25X1 [redacted]

25X1 [redacted]

SECRET

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CLASSIFICATION REVIEW DIVISION
RECORD OF REVIEW

PERIOD: 24-28 June 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)

WNRC

STATE

OTHER (JFK Library)

SUB TOTALS

INTERNAL REQUESTS:

PRB

IPD

OLL

OGC

SAE

OTHER (OSS Job 56-20)

SUB TOTALS

SPECIAL PROJECTS:

RIMS

Book

OTHER

GRAND TOTALS

1

1

2

20

208

228

CLASSIFICATION REVIEW DIVISION
RECORD OF HISTORICAL REVIEW

PERIOD COVERED 24-28 June 1985 DIVISIONAL HRB INDIVIDUAL Combined

ACTIVITY	MATERIAL		EFFORT		
	Job	Boxes	FT	PGS	HRS
RECORDS SEARCH/SURVEY	____/____ ____/____ ____/____		____ ____ ____		____ ____ ____
PREPARATION FOR REVIEW	____/____ ____/____ ____/____		____ ____ ____		____ ____ ____
DECLASSIFICATION REVIEW		<u>WNRC</u>		<u>1</u>	<u>581</u> <u>8</u>
PROCESSING	____/____ ____/____ ____/____				____ ____ ____
PREPARATION FOR RELEASE	____/____ ____/____ ____/____		DOCS	PGS	HRS
COMPUTER INPUT SYSTEM	____/____ ____/____ ____/____		DOCS	PGS	HRS
CAPTURING DATA FOR RIMS	____/____ ____/____ ____/____		DOCS	PGS	HRS
TRAINING		TYPE _____			HRS <u>67</u>
ADMINISTRATIVE DUTIES		TYPE _____			HRS <u>16</u>
OTHER ACTIVITIES (Mandatory Review)		TYPE _____			HRS <u>28</u>
		TYPE _____			HRS <u>9</u>

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2 July 1985

MEMORANDUM FOR: Director of Information Services

STAT FROM:

[Redacted]

Chief, Information Resources
Management Division

SUBJECT: Weekly Report of Information Resources
Management Division, 26 June - 2 July 1985

1. Work in Progress

STAT STAT a. TRIS. Training in the TSCADS portion of TRIS began on 1 July with nine personnel from various offices participating. The training was conducted by [Redacted] Information Technology Branch, using an OTE training facility on the third floor of Ames Building. The session was handicapped by the lack of familiarity of some personnel with the Delta Data terminal and system problem. Overall, the session went well and no more changes in training procedures are expected as a result. In all, some 79 individuals are scheduled to receive this training.

STAT STAT STAT b. TS Collateral Documents. Progress continues in our search for missing unaccounted for TS collateral documents. Annuitant [Redacted] search of the IC Staff's deposits at the Records Center identified 228 TS documents, 107 of which were charged to ICS and another 121 which will require additional research. Followup action on his previous week's efforts resulted in the identification of 15 previously unaccounted for documents. Likewise, [Redacted] search of SOVA office files resulted in the location of 775 documents, 763 charged to SOVA and 12 whose office of assignment was unknown. Research on these documents and others from the previous week's search efforts resulted in the identification of 12 unaccounted for documents. Our third annuitant, [Redacted] concluded searches of the office holdings of the Office of African and Latin American Analysis and the Collection Requirements and Evaluation Staff. Three previously unaccounted for documents were found in CRES and additional research is required on more than 70 documents to determine if they are unaccounted for or have not been recorded in the TSCADS system.

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c. Office Survey. [redacted] Chief, Information Control Branch, [redacted] ICB, met with the Executive Officer, Office of Research and Development (ORD), and other ORD representatives to discuss IRMD's draft report of their recently concluded survey of the information handling practices and records management program in ORD. The survey report contains 14 recommendations to simplify or improve ORD's existing information handling and records management practices. Ideas were exchanged concerning the recommended changes and their implementation--all of which were mutually agreed upon. The survey report will be prepared in final form, incorporating minor changes agreed to at the meeting, and then forwarded to the Director, ORD, for his action.

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[redacted] the new ORD Records Management Officer, attended the meeting and will oversee the implementation of the recommendations.

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d. Information Services Centers. [redacted] ICB, briefed [redacted] Remote Facilities Branch, Information Management Division, OIT, on the concept and status of Information Services Centers in the Ames Building and New Headquarters Building. Both officers are very much interested in the development of the data access function in the ISCs and are supportive of OIS' effort in this regard. They will assist OIS in the transfer of two laser printers from ORD and their installation in the Ames Building ISC. The OIS and OIT representatives agreed to keep each other fully informed as new developments occur that impact on the ISCs.

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e. Response to ISOO. [redacted] Agency National Security Classification Officer, Information Management Branch (IMB), prepared a memorandum for the DCI's signature to the Director, Information Security Oversight Office (ISOO), concerning the classification level of certain Director of Central Intelligence Directives (DCIDs). The Director, ISOO, had questioned a statement appearing in two of the directives that allowed senior officials and security officers of the Intelligence Community to excerpt portions of the directives for use in other documents at the "Unclassified/Official Use Only" level. The Agency's response, coordinated with the DCI Security Committee and the Executive Secretary/NFIB, notified ISOO that the controversial statement would be deleted, but reaffirmed the classification level of the DCIDs.

2. Significant Events and Activities

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a. Directorate RMO Meeting. IRMD managers met with the Directorate RMOs on 28 June to discuss several information management issues. [redacted] raised for general discussion

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some concerns about setting up a vital records program. One question concerned the extent to which an office should have a dedicated collection of vital records at the Records Center instead of taking advantage of records collections in other components. The consensus was that while there were some risks involved in doing this a component could use other records that might be available. Following this discussion, [redacted] Chief, OC/OL, Information Services Center, discussed her experience in setting up this facility and [redacted] Chief, Information Technology Branch, provided some last minute thoughts on training on the TSCADS portion of TRIS. The meeting closed with some preliminary suggestions on the type of special features that might be included in a proposed annex to the Records Center. Some of the items suggested were an expanded cool room for film storage, an area for archival work and testing of records, a reading and research room, and facilities for storing odd-sized records, such as maps, briefing boards, charts, and the like.

b. Micrographics Application. [redacted] Agency Micrographics Officer, IMB, discussed a possible COM application with a contract employee in OD&E who was interested in reducing the space required to store his daily computer printouts. Currently the hardcopy printouts are retained in office space for one year, transferred to AARC for an additional year, and then destroyed. After surveying the files, [redacted] made arrangements with [redacted] Chief, COM Center, Printing and Photography Division (P&PD) to develop a COM application for these files.

c. DA Records Management Officers. [redacted] Records Management Officer, OIS, attended the DA RMO meeting at Headquarters on 28 June 1985. The agenda items included: records recalled from AARC on temporary charge but not returned within a reasonable time period (the RMOs were asked to investigate these chargeouts); status on drafting records control schedules for machine readable records; position descriptions for DA RMOs (a common PD will be drafted and then adapted to particular RMO situations); status of DA records pending approval for destruction under the 141b process (the RMOs will be acting on these records); and proposed changes to the National Security Classification Guide (RMOs were reminded to submit proposed changes to [redacted]). Chief, IRMD, also attended the meeting to request possible agenda items for a proposed RMO conference in October. Suggestions are to be forwarded to [redacted] IMB.

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d. Micrographics in the DI. [redacted] IMB, and Barbara Oleson, Records Management Officer, OCR, met to discuss current micrographics applications in the DI. In recent years, the OCR library has acted as the middle man with Printing and Photography Division, OL, for all DI micrographics applications. OCR would like to get out of this arrangement and have each DI office deal directly with P&PD.

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[redacted] RMO for the DI, will be meeting with component RMOs in the DI to review existing micrographics applications and to discuss the procedures for dealing directly with P&PD on these applications.

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

- RAMS: Made 25 additions, 5 changes, and 2 deletions.
- ARCINS: Jobs received/edited: 26.
Jobs keyed: 19 consisting of 2,138 entries.
Jobs completed: 3.
- Accessions: Received 26 jobs totaling 374 cubic feet.
- References: Serviced 2,391 requests for records.

3. Scheduled Events

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a. Chief and Deputy Chief, IRMD, and [redacted] Chief, Information Management Branch, will meet with [redacted] Information Management Staff, to discuss the transfer of records from predecessor organizations to the National Archives and Records Administration that will occur under the auspices of the Historical Review Program.

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b. [redacted] ICB, will meet with [redacted] Director of Scientific and Weapons Research, this coming week to provide him with some initial feedback on the results of their survey of the information handling and records management practices of his office. A formal report on the survey is being drafted by Messrs. [redacted]

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2 July 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[redacted]

Chief, Regulatory Policy Division

SUBJECT:

Regulatory Policy Division Activities - 26 June
through 2 July 1985

1. RPD is currently handling 133 jobs among which are nine new proposals received for processing during the week. At the same time, seven notices and employee bulletins were published and distributed on a priority basis. [redacted]

2. The proposed revisions to [redacted] [redacted] initiated by the Office of Personnel, add reduction in grade as a disciplinary action for serious misconduct. A number of components including the Inspector General, the Directorate of Intelligence and the Office of General Counsel provided comments on these proposals and we returned them to the Office of Personnel for review and resolution before we proceed with further processing. [redacted]

3. [redacted] is undertaking an extensive revision of [redacted] Directorate of Intelligence, which includes updating each of the 11 offices plus the responsibilities of the DDI. [redacted]

4. RPD received a call from an OGC attorney who requested research involving a regulation which prescribes the parameters of a sensitive operational matter. The research was completed and C/RPD discussed the evolution of the policy with the OGC lawyer who said that it is possible that OGC might prepare a revision to the regulation pertaining to the question presented to us. [redacted]

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5. [redacted] completed a seminar titled "The Ascendancy of Asia: The Pacific Community in the 21st Century". The Smithsonian Institution hosted the course jointly sponsored by the Woodrow Wilson International Center for Scholars and the Asia Foundation. [redacted]

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6. The proposed revision of [redacted]

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[redacted] originated by OGC, has been prepared for Agency-wide coordination. RPD revised the draft received from OGC to reduce the verbiage and eliminate the legal jargon which blanketed the statement of basic policy. [redacted]

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7. RPD responded to requests for previously published issuances from DO/IMS, OC, CRD, OS Registry, and a DO operational division. [redacted]

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8. RPD's secure phones were installed on 1 July 1985 and we appreciate the indulgence of our neighbor, IPD, for permitting us to use their secure lines the last couple of weeks. All we need is an intercom system for our black lines and we'll be back in business. [redacted]

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9. On 2 July, [redacted] will attend a presentation on application of the Delta Data that might be useful for RPD.

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This was arranged by [redacted] [redacted]

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[redacted]

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