

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

2 May 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted Name]

Director of Information Services

SUBJECT: OIS Weekly Report (25 April-1 May 1985)

A. PROGRESS ON ACTION ITEMS

1. HISTORICAL REVIEW PROGRAM. Representatives from the Classification and Review Division (CRD) met with representatives from the Agency Archives and Records Center (AARC) and representatives from the Agency History Staff to discuss the procedures and records that will be involved in the Historical Review Program (HRP). The AARC representatives were briefed on the initial requirement to identify records for the HRP, to survey the material, and to prepare the material for systematic review. Representatives from AARC, in turn, explained the storage condition of the older records in AARC. Further to the HRP, a draft of the report to Congress due 1 June has been prepared by the Agency Historian, has been reviewed by OIS, and will be sent out for coordination.

2. SEARCH FOR TOP SECRET DOCUMENTS. Efforts by personnel from the Information Resources Management Division (IRMD) to locate TS collateral documents continue. Four unaccounted TS documents were located through normal review of office documentation on downgrading actions. In the Office of Current Production and Analytic Support (CPAS), 290 TS documents were located, 148 of which were not charged to CPAS and require follow-up action. During the search of the Office of the Deputy Director for Intelligence (ODDI), 13 TS collateral documents were located; seven of these were not charged to the ODDI. The review of the holdings of the Intelligence Community Staff has been completed and 136 TS documents were located, 103 of which were not charged to the IC Staff and require follow-up review.

omitted
to
RMDs

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

ADMINISTRATIVE - INTERNAL USE ONLY

B. SIGNIFICANT EVENTS AND ACTIVITIES

1. DIRECTORATE RMO MEETING. On 26 April the Chief and Deputy Chief, IRMD, and other representatives of IRMD met with the Records Management Officers for the directorates at their monthly meeting. Three items were discussed: (1) the new courier receipt, (2) material charged out of AARC for more than a year, and (3) directorate training requirements for TRIS. Several problems were surfaced regarding the use of the new courier receipt, but many of these were typical of any new form. Use of the new receipt will be monitored over the next six months and the situation will be reevaluated in the fall. Chief, AARC, discussed delinquent chargeouts and asked for cooperation in removing the delinquencies. The directorate RMOs requested that they be notified when component RMOs are asked about outstanding chargeouts so the former can monitor and ensure that the affected component takes expeditious action. The attendees were reminded about selecting personnel in rank order of priority for training on TRIS.

2. REGULATORY POLICY DIVISION WORKLOAD. The Regulatory Policy Division is currently handling 108 jobs. During the reporting period, 19 new jobs were received, forcing RPD's workload over the "100" mark--a threshold figure RPD tries to remain below in order to ensure timely processing.

3. INFORMATION AND PRIVACY DIVISION REPORT (attached). The new operational procedures and hard work in the Information and Privacy Division (IPD) continue to pay off in the decline of the backlog which now stands at 2,349 cases. There was one particularly interesting



STAT

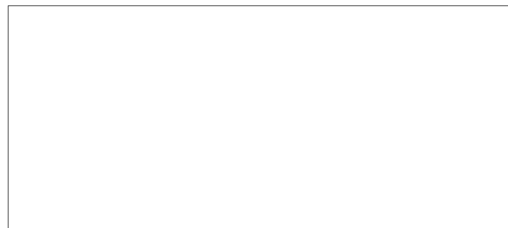
ADMINISTRATIVE - INTERNAL USE ONLY

C. SCHEDULED ACTIVITIES

COMPONENT SURVEY. Chief, IRMD, and his representatives met with the Director of the Office of Scientific Weapons and Research (OSWR) and members of his staff to discuss a proposed OIS survey of OSWR's information handling and records management practices. The IRMD representatives explained the purpose, procedural details, and methodology of the survey. The Director, OSWR, was receptive and identified a particular problem of concern to him regarding the management of machine-readable data. The survey will begin on 13 May 1985.

STAT

Attachment



ADMINISTRATIVE-INTERNAL USE ONLY

1 May 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted Name]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (24 - 30 April 1985)

1. <u>The Week in Review</u>	<u>24-30 April 1985</u>	<u>1985 Weekly Average</u>
a. New cases	28	54.0
b. Cases closed	36	87.4
c. New appeals logged	0	2.5
d. Appeals closed	0	1.0
e. Manpower (man-weeks)	100.7	102.7
2. <u>Current Backlogs</u>		
a. Initial requests - 2349		
b. Appeals - 165		
c. Open litigations - 91		
3. <u>Spotlighted Requests</u>		

[Redacted Content]

Page Denied

Next 1 Page(s) In Document Denied

ADMINISTRATIVE-INTERNAL USE ONLY

STAT IPD, [redacted] (1 May 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
21 - DDO/IMS [redacted]
1 - DDI/IRO
1 - DDA/IRO
1 - IC/IRO
1 - OTE/MAT
1 - IRG/OS
1 - IPD Subject
1 - IPD Chrono
1 - IPD Reading Board
1 - HGH

ADMINISTRATIVE-INTERNAL USE ONLY

CONFIDENTIAL

30 April 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Classification Review Division

SUBJECT: Weekly Report (24-30 April 1985)

25X1 1. Representatives of CRD met with [Redacted]

25X1 [Redacted] of the History Office
25X1 to discuss the procedures and records that will be involved in the Historical
25X1 Review Program (HRP). [Redacted] representatives were briefed on the HRP, where
25X1 it is and where it is going and particularly on the initial requirement to
25X1 identify records for the HRP, survey them and finally make them available for
25X1 systematic review. [Redacted] people briefed us on the shape and content of
25X1 older records [Redacted] the idiosyncrasies that we may find in them. The meet-
25X1 ing was very useful in introducing the players to each other to lay the
25X1 groundwork for future cooperation and actions. [Redacted]

25X1 2. Representatives of CRD met with [Redacted]

25X1 [Redacted] IMS/DO and two members of his staff to discuss the HRP.
STAT Much to our surprise [Redacted] stated that the DO would not allow CRD/OIS/DA to
25X1 review DO records. He gave no explanation for this except to say that it
25X1 was the decision of [Redacted] Chief of the Information Management Service,
25X1 DO. Now we have planned new meetings to review how we will proceed in
25X1 implementing the HRP and what role CRD/OIS will play. Our approach remains
25X1 to be willing to do as much of the work as possible to relieve the other
25X1 components who hold the records, but in the final analysis the custodial
25X1 components must decide to make use of our services. [Redacted]

25X1 3. A memo has been sent to the DI/IRO and the DO/IRO confirming the
25X1 8 April 1985 verbal agreement to have CRD/OIS conduct the initial review of
25X1 mandatory requests submitted under E.O. 12356 (see previous Weekly Report).
25X1 This practice will begin on 1 May 1985 and is being done on a trial basis to
25X1 see what benefits might accrue by having all mandatory requests funnelled
25X1 through CRD.

25X1 [Redacted]

[Redacted]

CONFIDENTIAL

Page Denied

CONFIDENTIAL

30 April 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Information Resources Management Division

SUBJECT:

Weekly Report of Information Resources Management Division

1. Work in Progress

a. Search for Top Secret Documents. IRMD's efforts to locate TS collateral documents continue to make progress through the work of staff employees and annuitants.

[Redacted] identified four unaccounted for documents in his on-going review of office documentation on downgrading actions. Annuitant [Redacted] review of the retirement job of the Office of Current Production and Policy Support is already paying dividends. Last week, Mr. [Redacted] found 290 documents, 148 of which were not charged to CPAS and require follow-up action by ITB.

[Redacted] another OIS annuitant, found 13 TS collateral documents in her search of ODDI offices, seven of which were not charged to the office. Our third annuitant, [Redacted] completed his review of the office holdings of the Intelligence Community Staff. Last week he found 136 TS documents, 103 of which were not charged to the IC Staff and require follow-up review. A summary of the results of his efforts with the IC Staff will be provided in the near future.

Chief, IRMD, prepared in conjunction with [Redacted] and [Redacted] Information Control Branch, a memo to Helene L. Boatner, Director, Office of Management, Planning, and Services, suggesting a procedure to deal with special compartmented material that annuitants might come across in DI office files. The issue of annuitant clearances has slowed search efforts for TS documents in the DI.

b. [Redacted] Information Services Center.

[Redacted] Chief, ISC, met with the senior liaison officer from the Headquarters Facilities Division, Office of Information Technology. The meeting was held to discuss

UNCLASSIFIED Except Where Marked

CONFIDENTIAL

CONFIDENTIAL

25X1 OL's cable profiles and some problems he has dealing with
 OL. He requested [redacted] assistance in resolving the
 problems. The liaison officer indicated that the OL
 personnel did not understand the Agency's cable
 distribution system and as a result were calling OIT about
 things that were not problems. Prior to the establishment
 of the ISC, he felt that there was no central point in OL
 that he could deal with on this matter. It was agreed that
 25X1 [redacted] staff will attempt to answer questions from OL
 personnel pertaining to cable distribution.

25X1 [redacted] also arranged with the Agency Mail and Courier
 25X1 Branch to provide courier services between [redacted]
 25X1 and [redacted] to support the Mercury Project
 25X1 Office. That office moved [redacted] on 22 April and needs
 continued mail and registry support.

2. Significant Events and Activities

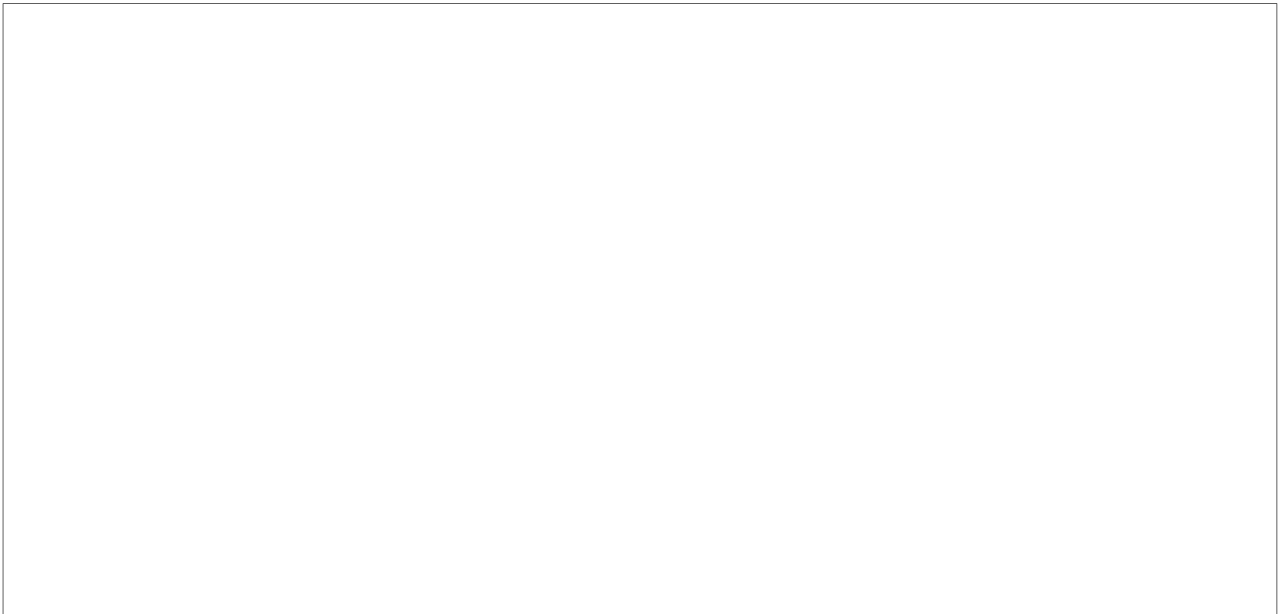
a. Directorate RMO Meeting. Chief and Deputy Chief,
 IRMD, and IRMD Branch Chiefs met with the Directorate
 Records Management Officers on 26 April for their regular
 monthly meeting. Three items were discussed: the new
 courier receipt, material charged out of the Records Center
 for more than a year, and Directorate training requirements
 for TRIS. Several problems were surfaced by Directorate
 RMOs regarding the use of the new courier receipt, but many
 of these were the type associated with the introduction of
 any new form. It was agreed that problems with the new
 receipt would be monitored over the next six months and the
 25X1 situation be re-evaluated in the Fall. [redacted] Chief,
 Agency Archives and Records Center Branch, discussed the
 problem of delinquent chargeouts and asked for RMO
 assistance in dealing with them. The RMOs requested that
 they be notified when component RMOs were asked about
 outstanding chargeouts, so they could assure that the
 25X1 component would take action. [redacted] Chief,
 Information Technology Branch, reminded the RMOs about the
 need to identify individuals from Directorate components
 for training on TRIS and to prioritize the order in which
 they are to be trained. Some Directorates had already
 submitted their lists for the training, that will begin in
 25X1 July. [redacted]

b. Component Survey. Chief, IRMD, [redacted]
 25X1 [redacted] ICB, met with Director, OSWR, and
 25X1 members of his staff, to discuss a proposed OIS survey of
 OSWR's information handling and records management
 practices. The IRMD representatives explained the purpose

CONFIDENTIAL

of the survey and the benefits that could be derived from such a survey. Procedural details and the methodology that will be used in conducting the survey were also discussed. The Director, OSWR, was receptive to having a survey of his office and identified a particular problem of concern to him regarding the management of machine-readable data. He has a large growing volume of tapes that are used in analyzing various weapons' systems. The tapes are needed for an extended period, though not accessed frequently in some instances, but create a major storage problem for his office. The survey will begin on 13 May 1985.

25X1



25X1

25X1

d. Records Training. [redacted] Chief, Information Technology Branch, briefed participants in OT&E's course entitled, Records for Agency Employees. [redacted] discussed the major features of TRIS and ways that the system would be helpful to component personnel in control and disposing of records. His remarks generated several questions from the 20 participants in the class, who included several members of registries and Top Secret Control Officers. Two features of interest were TRIS' ability to generate shelf lists for material being retired to the Records Center and the real-time nature of information recorded in the TSCADS position of the system. Other questions were asked about the sharing of abstract information and the system's ability to maintain document filing and destruction information. The next running of this course is scheduled for December and TRIS will again be on the agenda.

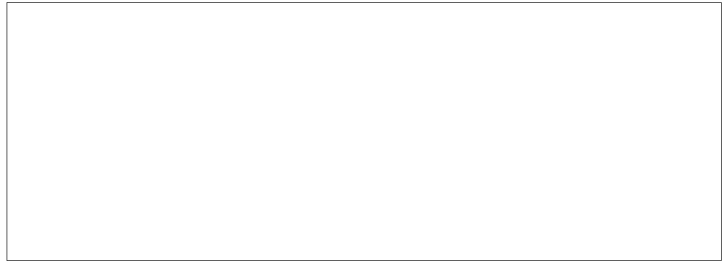
CONFIDENTIAL

CONFIDENTIAL

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

RAMS:	Made 12 additions, 11 changes, and 5 deletions.
ARCINS:	Jobs received/edited: 12. Jobs keyed: 11 consisting of 1,487 entries. Jobs completed: 32.
Accessions:	Eighteen jobs totaling 156 cubic feet.
References:	Serviced 2,757 requests for records.
Special Runs:	One to OCPAS.

25X1



30 April 1985

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Regulatory Policy Division

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

1. RPD is currently handling 108 jobs. We were inundated during this past week with the receipt of 19 new accounts in RPD which, when added to existing jobs, surpassed the "100" mark. Many of these are "priority" or "immediate" actions. Among these proposals is a bulletin announcing a 16 May presentation in the Headquarters Auditorium by an orthopedic physician who will discuss the care and prevention of back problems; another bulletin carries the presentation made by D/OP to a Congressional committee concerning the special situation of Agency employees when Congress proposes retirement legislation. [REDACTED]

2. The Office of General Counsel initiated the proposed EB No. 1246, Supreme Court Decision in Sims v. CIA, and we received it in the Division on 23 April. On the following day this proposal was edited, reviewed, and handcarried directly to P&PD for printing and for distribution on 25 April. Late on 24 April, C/RPD received a call asking that this bulletin be held until further notice. P&PD returned this bulletin on 26 April to RPD for holding. [REDACTED]

3. On 29 April, RPD returned the draft revision of [REDACTED] [REDACTED] to DO/IMS for further revision. Two RPD editors gave considerable attention to the draft, prepared by a DO component, and there is general agreement that the DO proposal must be completely recast

ADMINISTRATIVE - INTERNAL USE ONLY

to ensure accuracy of the information, comprehensibility to readers, textual brevity, and general compliance with Agency rules concerning format and style, particularly in regard to paragraph numbering, proper rendering of administrative offices and titles, and correct legal citations. [redacted]

STAT

4. RPD has reviewed the comments of the Directorate of Operations concerning the proposed revision of [redacted] Distribution, which were set forth in a DO memo of 16 April. RPD unfortunately cannot accommodate the deletions requested by DO. The enunciation of these procedures is merely in keeping with the Excellence Program which seeks to improve management of all Agency activities. [redacted]

STAT

5. The Office of the Inspector General and the Office of Finance forwarded comments and concerns to RPD on [redacted] [redacted] Editor [redacted] is in process of attempting to get these resolved before we can go forward with publication. [redacted]

STAT

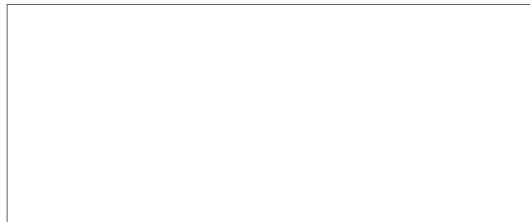
6. We forwarded the second draft of [redacted] [redacted] to the DO for review. In this draft OP had incorporated comments from both the DO and CRD. [redacted]

STAT

7. RPD responded to requests from OP, IRMD, OD&E, OTS, OC, Audit Staff, OF, OS, SOVA, DO, and RMO/OCA. Our clerical personnel handled 225 telephone calls, a new record. [redacted]

STAT

Attachment



Page Denied

Next 1 Page(s) In Document Denied