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25 JAN 1984

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (11-17 January 1984)

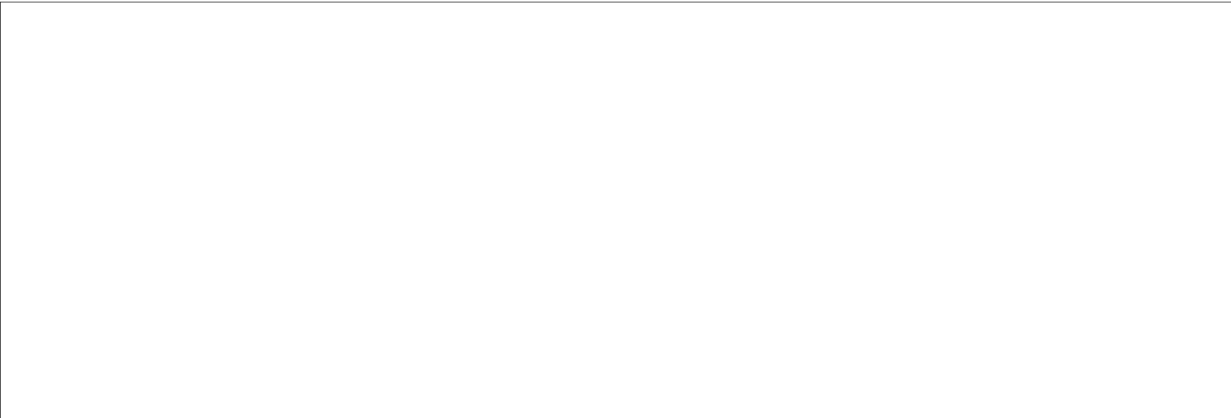
25X1 A. Progress Reports

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B. Items/Events of Interest

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2. Chief, CRD attended a meeting in the General Counsel's office to discuss the possibility of providing information from Publications Review Board records to the Congress in support of a wider use of prepublication review throughout the executive branch of the Government. Some concern was expressed that providing such information could adversely affect the outcome of a current FOIA case concerning the requested release of related materials. It was decided, however, that the relevant information would be pulled together in case the DDCI does wish to use it with the Congress.

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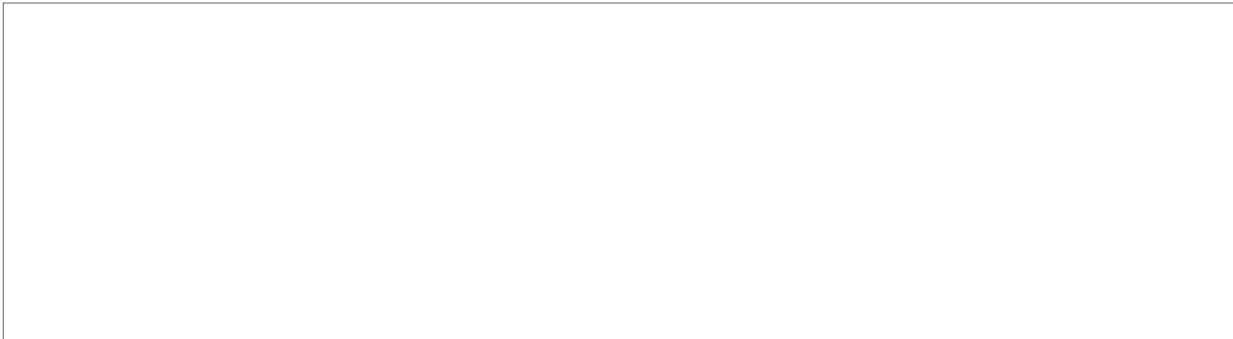
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6. An RMD representative met with Fred Cook, Department of Defense (DOD), to tell him about the sampling method the Agency uses to report classification decisions in its annual report to ISOO. ISOO is dissatisfied with the way DOD is doing it and mentioned that CIA is one of the agencies that uses an acceptable method. Mr. Cook also was given a copy of the form and instructions RMD provides Agency components for counting their classification decisions during one designated week each year.

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8. The Agency Archives and Records Center handled 2,442 component requests for records during the past week.

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C. Significant Anticipated Activities

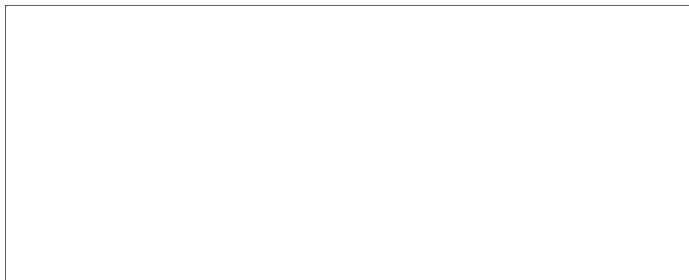
1. The tentative dates for ISOO's upcoming annual inspection of the Agency's information security program are 15 March, 3 May, 10 July, and 15 September. This year ISOO will concentrate on the effectiveness of the Agency's security education program. ISOO personnel will meet with individual classifiers, both original and derivative, to determine if they understand the classification process. ISOO also will examine classified documents to see if they are properly classified and marked. RMD is preparing a memorandum for the DDA's signature announcing the dates and focus of this year's inspection and requesting contact points within each Agency component.

2. The NARS liaison officer to the Agency will visit RMD on 26 January in connection with the Division's work in scheduling Agency records for disposition. He will use his visit to appraise the retention value of selected records in FBIS/D&ST, IMS/DO, and PAO.

D. A separate IPD report with other information is attached.

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Attachment:
As stated



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C/P&MS: ; meh (25 Jan 1984)

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