

ADMINISTRATIVE - INTERNAL USE ONLY

13 JUL 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (5 - 11 July 1984)

A. PROGRESS ON ACTION ITEMS

Chief, Information Resources Management Division (IRMD) and other personnel from IRMD met with the DDA Planning Officer, and the Emergency Planning Officer, Planning Staff Executive Director, CIA, to discuss OIS efforts to invigorate the Agency's Vital Records Program. A draft of an IRMD paper outlining the vital records problem at the Agency was presented. (Please refer to OIS Weekly dated 20 June 1984, paragraph 5 under Items of Interest for background information.) The IRMD representatives discussed the problems they face in having components focus on vital records and the pivotal role the components play in defining their vital activities and the material they need to support them. The Planning Officer from the Office of the DCI felt that the division's earnest effort to develop a records control schedule for the vital records control program was appropriate for the current planning effort.

B. ITEMS/EVENTS OF INTEREST

1. A representative of IRMD prepared a memorandum for the signature of the Director of Information Services to be sent to the Director, National Photographic Interpretation Center, and the Chairman, Committee on Imagery Requirements and Exploitation. The memorandum requests briefings on the overhead photography collection for Ray Tagge, National Archives and Records Service liaison representative to the Agency. Mr. Tagge has requested these briefings to assist him in appraising the collection relative to disposition. His appraisal is the first step in determining whether the material warrants permanent retention for eventual transfer to NARS. Since this film constitutes one of the

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largest collections at the Agency Archives and Records Center (A&RC), its appraisal will have a significant impact on future space available for records storage A&RC.

2. OIS has completed informal coordination with the Office of Legislative Liaison of a draft regulation pursuant to pending legislation exempting certain CIA files from search and disclosure under the Freedom of Information Act. The draft is being submitted for formal Agency-wide coordination to have it ready for publication upon enactment of the pending legislation.

3. IRMD has updated the Agency forms catalog and submitted material to Printing and Photography Division, Office of Logistics for printing. A number of changes were made in the catalog since last year, including the deletion of many obsolete forms and the addition of new ones. Data for the catalog is stored on computer tape which should facilitate the updating process. Our goal is to have the revised edition available for distribution by the end of the fiscal year.

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Attachment
As Stated

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