ADMINISTRATIVE - INTERNAL USE ONLY

18 April 1985

MEMORANDUM FOR: Deputy Director for Administration

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FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (11 - 17 April 1985)

A. PROGRESS ON ACTION ITEMS

1. OSS RECORDS. Representatives from the Information Resources
Management Division (IRMD) assisted the National Archives and Records
Administration's (NARA) liaison representative to the Agency and
representatives from the Directorate of Operations (DO) in reviewing OSS
films at the Agency Archives and Records Center (AARC). After reviewing
some of the films, the liaison representative from NARA determined that
the National Archives would accept transfer of all of the unclassified
and declassified films without requiring scheduling. The only films that
will have to be scheduled are the films that retain classification. DO
currently is continuing its review of the films. The reviewers were able
to identify some footage on General Donovan in advance of a visit by
Ed Boughton, a member of an OSS veterans group, to the Agency.
Mr. Boughton will be reviewing OSS films at the Agency this week to
STAT   identify footage on General Donovan that will be used in a movie being
made by the OSS veterans group.

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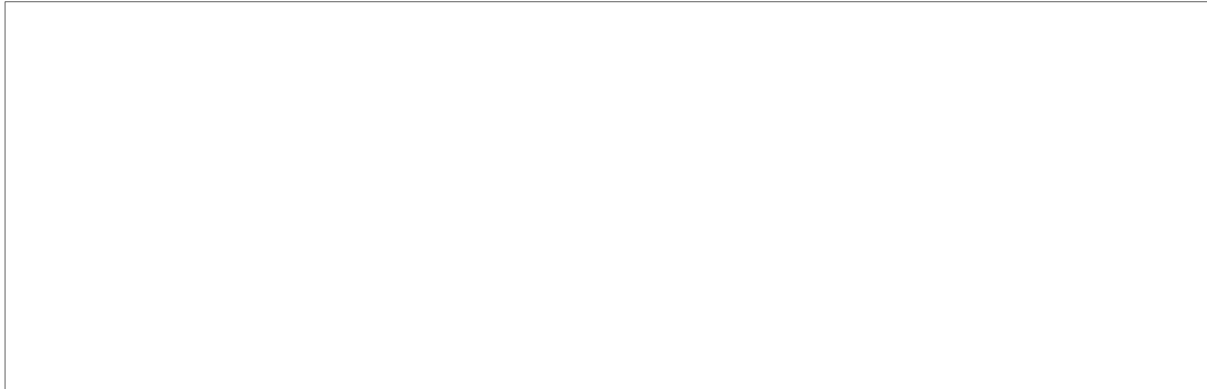
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B. SIGNIFICANT EVENTS AND ACTIVITIES

1. **AIR FORCE RECORDS MANAGEMENT PROGRAM.** Chief, IRMD, and an IRMD representative met with Lt. Colonel Bud Styers and Major Jim Valdez of the United States Air Force (USAF) to discuss the USAF's records management program. Major Valdez described a software program, which is being developed, that will require all computer users to provide records disposition instructions before they can create a document. The system will be used in conjunction with a new standard personal computer--the Zenith-100--which is being procured for all USAF facilities. Tests of the system will be conducted in June for representatives of NARA. If the system is acceptable to NARA, USAF will make the system available to other federal agencies.

2. **DA RECORDS MANAGEMENT OFFICERS MEETING.** At the regularly scheduled meeting of the DA Records Management Officers there was a discussion on the scheduling of machine-readable records in the DA and plans were made for training on TRIS. The DA RMO asked the attendees to identify individuals in their components for training on TRIS and the new TSCADS in preparation for activating TRIS within DA. Further to the machine-readable records, research is being done on how component computer systems are used in preparation for writing draft schedules on them. C/IRMD said that scheduling of these records was a DA objective and that the RMOs should make every effort to complete these schedules by the end of the fiscal year. IRMD has representatives to give guidance, assist in research activity, and help with the drafting of schedules.

3. **VITAL RECORDS PROGRAM.** A representative from IRMD met with the DCI Office records management officers to discuss their Vital Records Program and the procedures to follow in updating or drafting component vital records schedules. Reference materials to aid in preparing the schedules were provided. The DCI/RMO stressed the importance of the program and urged that the schedules be completed by the end of the fiscal year. The DCI Office and the Directorate of Science and

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Technology (DS&T) are the two Agency components targeted for updating their vital records programs this fiscal year. DS&T records officers have already been briefed on scheduling procedures.

4. INFORMATION MANAGEMENT PROGRAM SURVEY BRIEFING. Representatives from IRMD briefed the Director of the Office of Research and Development (ORD) and members of his staff on the results of the recent information management program survey of ORD. The IRMD representatives made several recommendations, including the establishment of an index and charge-out system for office Vu-graphs and the retirement of permanent material to the Records Center to avoid inadvertent destruction. D/ORD appeared pleased with the survey and intends to adopt the recommendations as appropriate.

5. RECORDS CONTROL SCHEDULES. The Archivist of the United States has approved one of the Agency's 13 records control schedules submitted. The approved schedule covers the 20 "common items" that involve material of a general nature which is found in most directorates. The schedule would now normally be submitted to the Senate Select Committee on Intelligence (SSCI) for review, but this schedule is only part of the overall schedules for most components; therefore, it will not be submitted to the SSCI until NARA approves the first complete component schedule. The OIS schedule is being reviewed by the custodial unit at NARA and action is expected on it in the near future.

6. REGULATORY POLICY DIVISION'S WORKLOAD. The Regulatory Policy Division (RPD) is currently handling 95 jobs. In spite of the fact that RPD continues to receive a large number of issuances for processing--14 during this reporting period--it has been able to keep the total workload below 100 jobs. This was accomplished by publishing 11 issuances and canceling two notices and one regulation which had been subjected to unacceptable delays.

7. DUTIES OF AGENCY DISTRIBUTION OFFICERS. RPD sent to all Agency distribution officers a memorandum containing a formal statement of duties. This statement of duties has been incorporated [   ] now being revised. The responsibilities ensuing from the duties were outlined by C/RPD when he met with Agency distribution officers recently.

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8. LETTER OF APPRECIATION. CRD received a letter of appreciation from the Chief of the Office of Air Force History for its review work on the Air Force history entitled, "Interdiction in Southern Laos, 1960-68."

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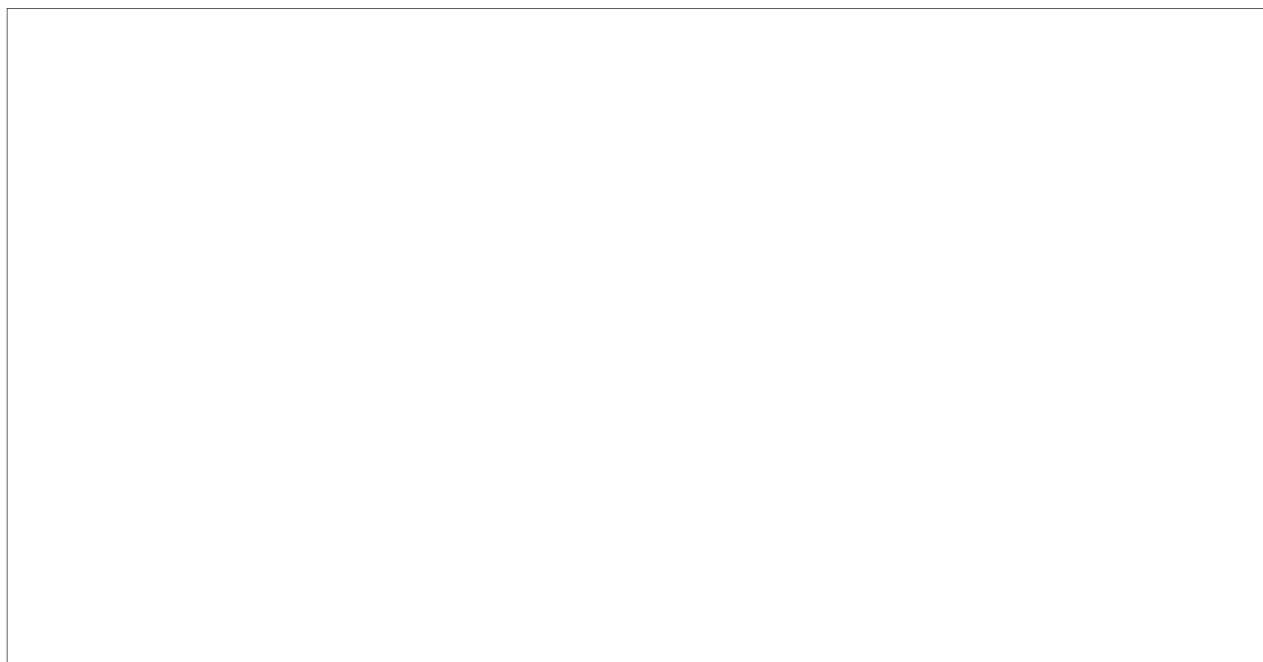
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16 April 1985

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Classification Review Division

SUBJECT: Weekly Report, 10-16 April 1985

    1. Review of the Professor Jeffrey Richelson book titled The U.S. Intelligence Community has not yet run its course. Through the Chairman of the Director's Security Committee, who contacted DIA, we learned that the latter found no objectionable information in the book. We then provided the C/SECOM with the material relating to Richelson's quotes from a pair of classified DIA Weekly Intelligence Summaries to ensure that the information taken from them was legitimately in the public domain. According to Richelson he was given one of these Weeklies by Congressman Don Edwards. Our purpose is to determine, if possible, how these DIA Weeklies came into Richelson's possession and to ensure that no rules or laws were violated.   STAT

    2. CRD received a letter of appreciation this week from the Chief, Office of Air Force History, for their review work on the Air Force history Interdiction in Southern Laos, 1960-68. The Chief of the External Branch was particularly commended for his assistance.   STAT

    3. Basic furniture arrived for room 312, Ames Building on Thursday. The first increment of the new Historical Review Branch of CRD under will begin moving in this week.   STAT

                                                   STAT

Chief,
Classification Review Division

CLASSIFICATION REVIEW DIVISION
RECORD OF REVIEW

PERIOD: 8-12 April 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	Manuscript	1	651
NARS			
WNRC	Systematic	140 / 150	641 / 1432
STATE			
CDC/SR (FRUS)	Vietnam 1963	200	700
(FRUS)	Vietnam, Vol. 15, 55-57 Middle East	1 (cont)	220.
OTHER			
SUB TOTALS		492	3644
INTERNAL REQUESTS:			
PRB	Pre-publication	1	253
IPD			
OLL			
OGC			
SAE	Separation	13	18
OTHER OSS 30b 56-20	Systematic	300	300
SUB TOTALS:		314	571
SPECIAL PROJECTS			
RIMS			
OTHER			
GRAND TOTALS:		806	4215

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16 April 1985

MEMORANDUM FOR: Director of Information Services

FROM: [ ]   STAT

Chief, Information Resources Management Division

SUBJECT: Weekly Report of Information Resources
Management Division 10 - 16 April 1985

1. **Work in Progress**

    a. **Vital Records.** [ ], Information Management Branch, met   STAT
    with the DCI area Records Management Officers to discuss their Vital
    Records Program and the procedures to follow in updating or drafting
    component vital records schedules. [ ] distributed reference   STAT
    materials to aid the RMOs in preparing the schedules and assured them he
    would be available for additional information or assistance as needed.
    [ ] the Records Management Officer, DCI area, amplified the   STAT
    importance of the program and encouraged each RMO to complete their
    schedules by the end of this fiscal year. The DCI area and the DDS&T are
    the two components targeted for updating their vital records programs
    this year. [ ] has already met with DS&T representatives to   STAT
    discuss these procedures.

    b. **Micrographics Application.** [ ], IMB, and   STAT
    [ ] Printing and Photography Division, were briefed by   STAT
    representatives of the Foreign Affairs Information Management Center
    (FAIM), Department of State, on its program to convert hard copy
    classified biographic holdings at US embassies to microfiche. This
    information will aid Messrs. [ ] in determining the   STAT
    feasibility of a micrographics application proposed by China Branch, East
    Asia Division, Office of Central Reference (OCR), to accomplish this
    conversion. A meeting will be scheduled with OCR to discuss the results
    of the FAIM visit and to determine how to proceed.

    c. **TRIS.** [ ] Information Technology Branch, met with OT&E   STAT
    representatives on 16 April at the request of the Records Management
    Officer to discuss how TRIS can be used by office components, other than
    the registries . The session was prompted by OTE's interest in a
    document control system that will enable it to track material and action
    throughout the office. It is currently using a manual system for this
    purpose, but the OTE officers recognize that with the coming of a single
    work station it needs a tracking system that will be compatible with the
    main frame. Based on [ ] description, the OTE representatives   STAT
    seemed favorably impressed with TRIS and are likely to request access to
    the system.

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   Where Marked

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    d. <u>Top Secret Documents</u>. IRMD continues to make progress in locating unaccounted for Top Secret collateral documents. Annuitant, [ ] is nearing completion of his review of OIS retirement jobs at the Records Center. Last week, he reviewed 63 jobs, finding 16 Top Secret documents; 21 more jobs remain to be checked to complete this search. [ ] another annuitant, found 75 Top Secret documents last week in the offices of the National Intelligence Council, including two that were unaccounted for and 55 which were not charged to the component. [ ], a third OIS annuitant, located 359 Top Secret documents at the Intelligence Community Staff, including 189 that were not charged to ICS. Followup research will be required on many of the documents found by [ ]

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    e. <u>Survey Briefing</u>. [ ] Information Control Branch, briefed Philip Eckman, Director, ORD, and members of his staff on the results of their recent survey of the office. [ ] and [ ] made a number of recommendations for improving ORD's records management activities, including the establishment of an index and charge-out system for office vu-graphs, and the development of procedures for the retirement material to the Records Center to avoid inadvertent destruction of permanent records. Mr. Eckman seemed pleased with the survey results and indicated his intention to adopt most of the recommendations.

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2.   <u>Significant Events and Activities</u>

    a. <u>Air Force Records Management</u>. Chief, IRMD, and [ ], IMB, met with Lt. Colonel Bud Styers and Major Jim Valdez, Administrative Communications and Records Management Division, Directorate of Administration, Headquarters, United States Air Force, to discuss the USAF's records management program. Major Valdez, the Air Force's Records Management Officer, described the way records management operates in the Air Force and the role his headquarters element plays in establishing service-wide policy. Major Valdez also discussed a software program which the USAF is developing that will require all computer users to provide records disposition instructions before they can create a document. The system will be used in conjunction with a new standard personal computer that the Air Force is acquiring for all of its facilities--the Zenith-100. Tests of the system will be conducted in June for representatives of the National Archives and Records Administration. If acceptable to NARA, Messrs. Styers and Valdez plan to make the system available to other government agencies.

    STAT

    b. <u>RMO Meeting</u>. Chief, IRMD, a [ ] IMB, attended a meeting of the DA Records Management Officers that discussed progress on the scheduling of machine-readable records in the Directorate and planning for training on TRIS. [ ] the Directorate RMO, asked the RMOs to identify individuals in their components for training on TRIS and the new TSCADS. They will provide this information to [ ] by 1 May and he will attempt to prioritize activation of TRIS within Directorate components. With regard to machine-readable records, the RMOs described their efforts in addressing this project. Most have begun

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to research how component computer systems are used in preparation for writing draft schedules on them. Chief, IRMD, explained that scheduling of these records was a Directorate objective and needed the RMOs to make every effort to try and complete these schedules by the end of the fiscal year. The RMOs were also reminded that IMB personnel were available to provide guidance, assist in research activity, and help with the drafting of schedules.

c. <u>OSS Records.</u> [_____] Agency Archives   **STAT**
and Records Center Branch, and Tony Frasketi and Bernard Edwartoski, IMB, assisted Ray Tagge, the National Archives and Records Administration (NARA) liaison representative to the Agency, and [_____] and   **STAT**
[_____] DO, in reviewing OSS films at the Agency Archives and   **STAT**
Records Center. After reviewing some of the OSS films at the Agency Archives and Records Center, Mr. Tagge determined that NARA would accept transfer of all of the unclassified and declassified films without scheduling them. The only films that will have to be scheduled are the films that retain classification. DO currently is continuing its review of the films to determine if any of them are classified. The reviewers were able to identify some footage on General Donovan in advance of a visit by [_____] a member of an OSS veterans group, to the Agency.   **STAT**
[_____] is reviewing OSS films at the Agency this week to identify   **STAT**
footage on General Donovan that will be used in a movie being made by the veterans group. [____]   **STAT**

d. <u>Records Control Schedules.</u> The Archivist of the United States has approved one of the 13 records control schedules submitted by the Agency in the past year or so. The approved schedule covers the 20 so-called "common items" that involve material of a general nature which is found in most directorates. The schedule must now be submitted to the Senate Select Committe on Intelligence for review and cannot be implemented until 60 days after its submission. Because this schedule is only part of the overall schedules for most components, it will be submitted to the SSCI with the first complete component schedule that NARA approves. The OIS schedule currently is being reviewed by the custodial unit at NARA and action is expected on it in the near future.

e. <u>Records Center.</u> Records Center personnel performed the following activities during the week:

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RAMS:	Made 30 additions, 6 changes, and 15 deletions.
ARCINS:	Jobs received/edited: 25. Jobs keyed: 14 consisting of 1,449 entries. Jobs completed: 24.
Accessions:	Received 23 jobs totaling 254 cubic feet.
References:	Serviced 1.860 requests for records.
Special Runs:	Two: one to [____] and one to OP. **STAT**

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3. **Scheduled Events**

    a. [   ], IMB, will accompany Harold Mason, Information Security   **STAT**
Oversight Office, on 17 April 1985 on the second of five scheduled inspections
of the Agency's information security program. Mr. Mason will be inspecting
classification procedures in the Office of Scientific and Weapons Research and
the Office of the Comptroller.

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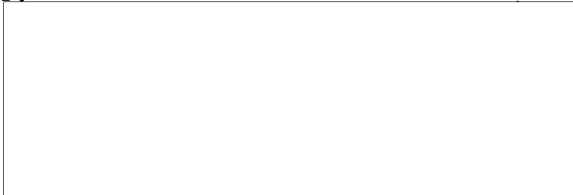
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C-O-N-F-I-D-E-N-T-I-A-L

16 April 1985

MEMORANDUM FOR: Director of Information Services

FROM: STAT

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 10 April
               through 16 April 1985

1.   RPD is currently handling 95 jobs. In spite of the fact that we

continue to receive a large number of issuances for processing in the Division

(14 during this period), we have been able to keep the total workload below

100 jobs. This has been accomplished by publishing 11 issuances this week and

cancelling two notices and one regulation in varying stages of production but

which RPD found were subject to unacceptable delays.   STAT

2.   Included among the 14 proposed issuances received in the Division for

processing was a notice on the CIA Language Incentive Program prepared and

submitted by the Language Development Committee. Also received were

headquarters and field notices which expanded on Agency policy relating to

Employee Couples going overseas. This notice was initiated by the Director of

Personnel, coordinated with all Deputy Directors, Heads of Independent

offices, and approved by the Executive Director. RPD edited the notice on an

immediate basis and later handcarried it to P&PD for publication. Another

Notice of general interest announces that the Agency now has a secure voice

network providing a secure telephone for virtually every employee in the

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

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

Metropolitan Washington Area. Agency employees are being instructed to
use the secure voice network as their primary voice communications
service. [____]   STAT

3.   RPD received a call from an officer conducting an audit of the
Building Services Section of the Office of Logistics. He was asking about an
expired notice, [____] Issuance and Control of Property Passes. Our   STAT
research analyst could not locate any issuance dealing with a permanent
property pass in which he was interested. [____]   STAT

4.   RPD sent to all Agency Distribution Officers a memorandum on the
responsibilities of Distribution Officers and Custodians of regulatory
issuances. These responsibilities were outlined by C/RPD when he met with
distribution officers throughout the Agency recently. The memorandum contains
a formal statement of duties which have been incorporated in [____] now being   STAT
revised. [____]   STAT

5.   CIA held an Agency-wide contest recently to name the publication of
the new Employee Activity Association (EAA) monthly news letter. The winning
entry was submitted by [_____] our junior editor, and she was awarded   STAT
a lifetime membership in EAA. [____]   STAT

6.   [_____] gave a briefing on 10 April to a large group of new   STAT
MI careerists on the mission and functions of RPD. [_____] of RPD was in   STAT
attendance. [____]   STAT

7.   From 8 through 10 April [_____] attended an OTE course entitled   STAT
Introduction to Nuclear Power and Radiation. Dave has worked on Safety
regulations in the 12 category dealing with radiation. [_____]   STAT

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

8. RPD responded to requests from DO/PPB, CCS/SCB, PAO, OIT, OTS, Executive Registry, Office of the Comptroller, OSO Registry, and OP/CTS. Our clerical personnel handled 195 telephone calls.

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