

CONFIDENTIAL

21 February 1985

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

[REDACTED]

Director of Information Services

SUBJECT: OIS Weekly Report (14 - 20 February 1985)

A. PROGRESS ON ACTION ITEMS

1. Director of Operations' File Designations. The Director of Information Services prepared a memorandum for signature by the DDA transmitting the Directorate of Operations' file designations to the DCI. Prepared in accordance with the CIA Information Act of 1984, these DO files--upon DCI approval and Oversight Committees' review--will be exempt from the search, review, publication, and disclosure provisions of the Freedom of Information Act.

2. Top Secret Document Accountability. Representatives from the Information Resources Management Division (IRMD) conducted an inspection of DI registry procedures for maintaining Top Secret collateral documents. A random sample of office documents was reviewed to determine if the registry had material charged in TSCADS. All documents were accounted for. Office procedures were also reviewed and found to be in order. Discussions were held on the use of OIS annuitants to search office files to locate unaccounted for Top Secret collateral documents.

25X1 3. Information Handling Procedures Survey. Representatives from IRMD and the Records Management Officer, Office of Personnel (OP), met with the Chief of Recruitment Operations, OP, to discuss an OIS survey of the files, paperflow, and information handling procedures of the Agency's recruitment office [REDACTED]. Plans were set for IRMD and the RMO/OP to begin the survey during the week of 4 March 1985. Final arrangements for the survey will be worked out by OP.

25X1 [REDACTED]

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B. SIGNIFICANT ACTIVITIES AND ITEMS OF INTEREST

1. Information Resources Management. A representative of IRMD attended the monthly meeting of the Interagency Committee on Information Resources Management. The Assistant Archivist for Program Support, National Archives and Records Service, spoke on the new National Archives and Records Administration (NARA)--to be established 1 April 1985--and its effect on information management activities in Federal agencies. The Office of Information Resources Management, General Services Administration, will continue to publish regulations, develop guidelines, promulgate standards, and conduct studies to promote economical and efficient records management practices. NARA will have responsibility for archival records management--ensuring adequacy of documentation, determining what is or is not a record, and carrying out the proper disposition of Federal records. There will be some overlap between the two organizations, but they will try to coordinate their activities so as not to place an unnecessary burden on Federal agencies.

2. NPIC Film. The Records Management Officer for the National Photographic Interpretation Center (NPIC) provided a memorandum to Chief, IRMD, answering questions on their original negative film files that had been posed by the NARS liaison representative to the Agency. NPIC is responsible for maintaining this collection for the Intelligence Community and the answers provided were agreed to by the Committee on Imagery Requirements and Exploitation. NARS will use this information in appraising the film collection to determine whether these records are permanent or temporary. The questions were prepared by the liaison representative following a briefing he had received in August 1985 on photographic collection programs and the use of the information collected.

25X1 3. Regulatory Policy Division (RPD) Editing Activities. A senior editor in RPD is editing the Handbook of Required Regulatory Reading [redacted] In addition to the extensive editing required, he is including a digest of the contents of Executive Order 12333 at the request of the Inspector General.

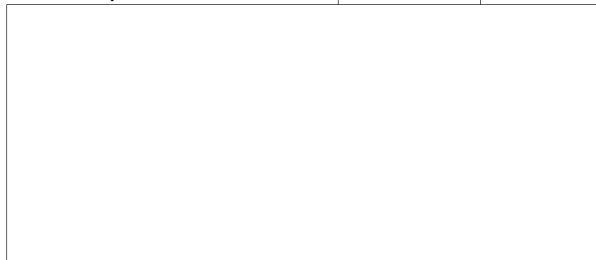
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C. SCHEDULED EVENTS

25X1 Agency Archives and Records Center Briefing. Chief, Archives and Records
25X1 Control Branch, IRMD, will brief participants at the DO Conference for
Information Management Officers scheduled from 4 to 6 March [REDACTED]
[REDACTED]. He will explain AARC activities and take them on a tour of
the facility. Members of the Branch will provide a demonstration on two
25X1 computer systems--the Archives and Records Center Inventory System (ARCINS)
25X1 and the Records Center and Archives Management System (RAMS). [REDACTED]

Attachment



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19 February 1985

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: Weekly Report (13-19 February 1985)

CRD has nothing significant to report.

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19 February 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[redacted]
Chief, Information Resources Management Division

SUBJECT: Weekly Report of the Information Resources
Management Division, 13 - 19 February 1985

1. Work in Progress

25X1 [redacted]

25X1 [redacted] ICB, conducted an inspection of DDI registry procedures for maintaining Top Secret collateral documents. They reviewed a random sample of office documents to determine if the registry had material with which it was charged in TSCADS; all documents were accounted for. Office procedures were also reviewed and found to be in order. Discussions followed concerning the possible use of OIS annuitants to search office files in an attempt to locate the large number of unaccounted for Top Secret collateral documents charged to that office last year. [redacted] Top Secret Control Officer for the DI, will determine if DDI management will permit this search.

25X1

25X1 b. Survey Activity. [redacted] Chief, ICB, [redacted] ICB, and
25X1 [redacted], Records Management Officer, Office of Personnel, met
25X1 with [redacted] Chief, Recruitment Operations, OP, on 14 February, to
25X1 discuss an OIS survey of the files, paperflow, and information handling
25X1 procedures of the Agency's recruitment office [redacted] Tentative plans
25X1 were set for [redacted] to begin the survey during the
25X1 week of 4 March 1985. The suitability of this date was confirmed through
25X1 a followup telephone conversation with [redacted] Chief of the
25X1 [redacted] recruiting office. Final arrangements for the survey remain to be
worked out by the Office of Personnel.

25X1 [redacted]

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2. Significant Events and Activities

25X1 a. Information Resources Management. [] Chief, Information Management Branch, attended the monthly meeting of the Interagency Committee on Information Resources Management. Claudine Weiher, Assistant Archivist for Program Support, National Archives and Records Service, spoke on the new National Archives and Records Administration (NARA) and its effect on information management activities in the agencies. The Office of Information Resources Management, General Services Administration, will continue to publish regulations, develop guidelines, promulgate standards, and conduct studies to promote economical and efficient records management practices in the agencies. NARA will have the same responsibilities for archival records management--ensuring adequacy of documentation, determining what is or is not a record, and carrying out the proper disposition of federal records. Ms. Weiher admitted that there was some overlap between the two organizations, but they will try to coordinate their activities so as not to place an unnecessary burden on agencies.

25X1 b. Preservation of Records. [] IMB, visited the Agency Archives and Records Center (AARC) on 13 February and was briefed by AARC personnel on the activities at the center. []
 25X1 discussed with [] Chief, Archives and Records Center Branch, and
 25X1 other members of the AARC staff the requirements and procedures for periodic inspection of master films of permanent record microforms as required by FPMR 101-11.507-2. The preservation of permanent paper records and testing these records for deterioration was also discussed.
 25X1 [] along with the AARC staff, is looking into what would be
 25X1 required to implement such test procedures at AARC. [] will be
 25X1 arranging a meeting with preservation specialists at NARS to discuss these procedures. []

c. NPIC Film. The Records Management Officer for the National Photographic Interpretation Center (NPIC) provided a memorandum to C/IRMD answering questions on their original negative film files that had been posed by Raymond Tagge, NARS liaison representative to the Agency. NPIC is responsible for maintaining this collection for the Intelligence Community and the answers provided were agreed to by the Committee on Imagery Requirements and Exploitation, as well as NPIC. Mr. Tagge will use this information in appraising the film collection to determine whether these records are permanent or temporary. The questions were an outgrowth of a briefing that Mr. Tagge had received last August on various photographic collection programs and the use of the information collected.

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25X1 c. Wang PCs. [] Chief, Information Technology Branch, and
 25X1 [] OIS Wang Administrator, met with two Wang
 representatives on 19 February to discuss Alliance/PC configuration
 possibilities. The representatives indicated this type of configuration
 was possible, but not feasible at this time. Improved software is being
 25X1 developed to accommodate this type of arrangement, but they could not
 estimate when it would be available. Messrs. [] will
 25X1 meet soon with DD/OIS to discuss the possibilities discussed at the
 meeting. []

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

| | |
|--------------|---|
| RAMS | Made 15 additions, 1 change, and 2 deletions. |
| ARCINS | Jobs received/edited: 23. Jobs keyed: 29 consisting of 1,225 entries. |
| Accessions | Jobs completed: 34. Received 28 jobs totalling 160 cubic feet. |
| References | Serviced 1,817 requests for records. |
| Special Runs | Three: One each to ODP, [] and OGC. |

3. Scheduled Events

25X1 DO Conference. The DO Conference for Information Management Officers
 25X1 and their associates will be held [] from
 4-6 March. [] Chief, ARCB, will brief the conference on the
 activities of the Records Center and take them on a tour of the
 facility. Members of the branch will provide a demonstration on two
 computer systems in use there--the Archives and Records Center Inventory
 System (ARCINS) and the Records Center and Archives Management System
 25X1 (RAMS). []

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