

~~CONFIDENTIAL~~

13 APR 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

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Director of Information Services

SUBJECT: OIS Weekly Report (6-12 April 1983)

Classification Review Division

Two members of CRD visited the FDR Presidential Library to review material of interest to the Agency. Because of the need for detailed scrutiny, the review of only one cubic foot of material was completed. The remainder of the material in this category (four cubic feet) will be transferred to NARS Headquarters for completion on a time-available basis. The visit to the Library also provided an opportunity for our personnel to brief their staff on CIA interests and to learn of other material that could be transferred to Washington for later review.

[Redacted]

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CRD reviewed 387 manuscripts (1,352 pages) on India in the FRUS series for the Department of State, one manuscript (2 pages) for DOD, six manuscripts (697 pages) for PRB, and eight miscellaneous documents of 274 pages.

Information and Privacy Division

The Freedom of Information (FOIA) and Privacy symposium was conducted on 7 and 8 April 1983 [Redacted] where 74 individuals participated. The feedback has been enthusiastic, particularly in response to workshops and panel presentations. During the worthwhile exchanges, we learned from an OGC representative that time is running out on our efforts to seek legislative relief for selected CIA records systems this year. Nevertheless, the mood, in general, was positive while recognizing the serious challenge the FOIA process presents to this Agency and the intelligence process. [Redacted]

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An additional report containing other details is attached.

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

Records Management Division

Representatives of RMD and the Office of Finance met to discuss the registry survey requested by the Director of Finance. Of immediate concern is the relocation of the Audit and Certification Division (ACD/OF) to [redacted] in early May and the effect this move will have on the Prompt Payment Act function which is part of ACD's responsibility. Discussions also were held with representatives of the Office of Communications and Office of Logistics Combined Registry to determine what support they could provide ACD.

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Chief, RMD hosted a meeting at which the OD&E Automated Systems Manager obtained additional information from Chief, Records Systems Branch (RSB), Chief, Agency Archives and Records Center (AARC), and an ODP representative concerning the handling of computer tapes between AARC and the Ruffing Center. This information will be used in a study for Director, OIS of the feasibility of installing an optical disk system in AARC.

An RMD officer attended the meeting of the Association for Federal Information Resources Management where Paul Pavloff, Corporate Director of Information Resources Management (IRM) with ARMCO, described the implementation of IRM in the company. ARMCO has offices throughout the world and each office has an IRM section. They feel that information management should be at the corporate level in order to better control information resources and develop company-wide policies and integrated management. As an example, he stated that introduction of automated equipment is strictly controlled in order to prevent "chaos." He believes that although it presents difficulties, white-collar productivity must be measured.

The Operations Section of the Information Technology Branch briefed the History Staff's Top Secret (TS) Control Officers on TS collateral handling procedures and conducted audits in the Office of External Affairs and the Military Personnel Branch of the Office of Personnel.

The Disposition Section of AARC prepared and sent 11 cubic feet of film (485 pounds) to NPIC for the silver recovery program.

At the request of RMD, an optical character reader demonstration was made to the Office of Personnel by the Caere Corporation of Toms River, New Jersey. Their equipment can be interfaced with a Delta Data terminal and the VM system for use in reading labels on official personnel files. Personnel is interested in such a system so they can obtain better control over the files.

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

Regulations Control Division

RCD completed 47 major actions on regulatory issuances, including the processing of seven new and revised issuances, negotiations involving eight issuances, and the publication of five issuances.



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Attachment:  
As stated

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(13 Apr 83)

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