

ADMINISTRATIVE - INTERNAL USE ONLY

5 February 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Director of Information Services

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SUBJECT: OIS Weekly Report (29 January - 4 February 1987)

STAT 1. Many OIS employees exhibited exceptional dedication to duty during the recent snow emergency. Personnel at the Information Services Center worked extended shifts to fill in for those unable to get to work. Some were on duty for 24 to 37 hours. Under extremely hazardous driving conditions they made 19 of their 25 scheduled courier runs, one of which took nearly 8 hours. Personnel at the Agency Archives and Records Center (AARC) also responded by delivering urgently needed records to the Directorate of Operations at headquarters. Several AARC employees, ignoring the early dismissal, stayed on to maintain radio contact with their colleagues during the hazardous seven hour round trip.

2. The Chief, Information Resources Management Division (IRMD) chaired the fourth meeting of the Agency Electronic Information Control Task Force. A representative from the National Archives and Records Administration (NARA) made a presentation on NARA's progress in electronic document control and discussed a joint office automation project with the National Security Agency. He also expressed concern over the lack of standards and guidelines for electronic records and felt that agencies must begin to practice life cycle management and get control of electronic information at the system design stage.

3. IRMD sent the revised Headquarters Forms Catalog to the Printing and Photography Division for publication and distribution to information management officers throughout the Agency.

4. Another increment of OSS records has been transferred to NARA. Included are correspondence from OSS-CIG field stations, records from the OSS Censorship and Documents Branch and the OSS Schools and Training Branch, material pertaining to the expenditure of special funds by the Washington and London offices, and Cairo SI/X-2 Branch records.

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5. The Chief, IRMD met with senior Agency registry and information services center representatives in the second in a series of meetings designed to increase the exchange of information of mutual concern.

6. The Department of Defense (DoD) completed its annual review of Agency procedures for handling North Atlantic Treaty Organization (NATO) documents. Preparatory to the inspection the CIA NATO Control Officer, assigned to IRMD, briefed representatives from the Offices of Communications, Security, and Information Resources on previous DoD inspections and on DoD regulations concerning NATO document handling. The review revealed no significant problems and all randomly selected documents were located.

7. A representative from the History Staff is reviewing the master files of the Regulatory Policy Division for information on Agency personnel and organizations. It will be used to compile a publication containing biographic data on selected senior Agency officials to supplement the 1983 History Staff publication, DIRECTORS AND DEPUTY DIRECTORS OF CENTRAL INTELLIGENCE: DATES AND DATA 1946-1983.

8. Chief, History Staff provided a report to the Classification Review Division about a Soviet-American archival exchange meeting held in Moscow from 1-6 December 1986. The meeting was under the auspices of the American Council of Learned Societies to promote cultural exchanges called for in the Geneva Accord of 1985. The Soviet and American representatives signed a protocol to exchange archival information, to promote greater access to U.S. and Soviet archives, and to facilitate joint research projects.

9. The backlog of initial FOIA/PA requests now stands at 1151. This compares with 1569 one year ago and 2827 two years ago. Two documents located in ORIS were sent to a self-proclaimed consultant who asked for a

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4 February 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Chief, Information and Privacy Division, OIS

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SUBJECT: IPD/OIS Weekly Report (28 January - 3 February 1987)

	<u>28 Jan - 3 Feb 87</u>	<u>1987 Weekly Average</u>
1. <u>The Week in Review</u>		
a. New cases	50	37.2
b. Cases closed	51	41.2
c. New appeals logged	3	1.2
d. Appeals closed	4	2.4
e. Manpower (man-weeks)	98.0	87.2
2. <u>Current Backlogs</u>		
a. Initial requests - 1151		
b. Requests in administrative appeal - 160		
c. Requests in litigation - 52		

3. Spotlighted Requests

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STAT HGH/DLF:krc [redacted] (4 February 1987) (FINAL)
Distribution:
Orig - Adse
1 - DCI/DDCI/Executive Director
1 - DCI History Staff
1 - DDI
1 - DDO
1 - DDS&T
5 - OIS
1 - C/PAO
1 - Comptroller
1 - IG
1 - OGC
1 - OCA
1 - OP
STAT 1 - OL
1 - C/IMS [redacted]
STAT 1 - DDO/IRO
25 - DDO/IMS [redacted]
1 - DDI/IRO
1 - DDA/IRO
1 - IC/IRO
1 - OIS/LA
1 - IRG/OS
1 - IPD Subject
1 - IPD Chrono
1 - IPD Reading Board
1 - HGH
1 - LSS

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3 February 1987

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 27 January 1987 - 3 February 1987

Through the good offices of the Chief of the DCI History Staff, Dr. Kenneth McDonald, CRD received a report about a Soviet-American archival exchange meeting held in Moscow 1-6 December 1986. Chairman of the four-member U.S. committee was Acting-Archivist of the U.S. Frank G. Burke and the meeting was held under the auspices of the American Council of Learned Societies to implement the Soviet-American cultural exchanges called for in the Geneva Accord of 1985. The American archival representatives met with numerous Soviet counterparts, including the Director of the Main Archival Administration of the U.S.S.R. Council of Ministers, and signed a Protocol in which it was agreed to exchange experience, archival publications and finding aids, archival documents, and jointly hold documentary exhibitions and publish archival materials. The objectives are to promote greater access to U.S. and Soviet archives and facilitate joint research projects between the two countries. A return visit by Soviet archivists will take place during February 1987.



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3 February 1987

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

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Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (28 January - 3 February 1987)

WORK IN PROGRESS

a. Machine-Readable Records. The Office of Information Services (OIS) Machine Readable Records Control Schedule has been completed and will be forwarded by the OIS Information Management Officer (IMO) to appropriate OIS components and the Directorate of Administration (DA) IMO for review and concurrence. After this review the SF 115 will be forwarded to the National Archives and Records Administration (NARA) for approval by the Archivist of the United States. This will be the first Agency Machine-Readable Records Control Schedule to be completed and forwarded to NARA.

b. Upgrading the Records Center & Archives Management System (RAMS). The upgraded Records Center & Archives Management System will be unveiled on 17 February. Instructions for these new procedures will be disseminated to all IMOs and training classes will be provided by ITB for those individuals who wish hands-on training.

c. Support to IPD. Chief, Information Technology Branch met with Chief, Information Privacy Division to discuss the design of a new IPS system. [Redacted] are the key players in ITB's task with gathering the requirements and designing the system. [Redacted] is working with IPD to reduce the number of glossaries in the IPD Wang data base and also to enable IPD to print FOIA/Privacy/Executive Order taskings on the Daisy printers as opposed to typing them manually.

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d. TSCADS. [Redacted] Document Accountability Section (DAS), is also assisting the IPD Top Secret Control Officer (TSCO) in the use of TSCADS control and recording procedures in order to facilitate IPD's information management requirements.

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[Redacted]

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e. Forms Management. The proof for the Headquarters' Forms Catalog has been approved by the Agency Forms Manager and sent to P&PD for printing. The distribution of the new catalog for Headquarters' use should be sometime next month. The Agency Forms Manager met with Steve Minter of Wallace Computer Services to discuss a new forms data base. The Wallace Company has a software package developed for the Marriot Corporation that is unique to Forms Management. Further discussions will be held to study the feasibility of building a new forms data base for the Agency Forms Management Program.

f. National Security Classification Guide.

STAT [redacted] is rewriting and updating the index to the revised National Security Classification Guide, [redacted] The revision of [redacted] is in its final stages. 25X1
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SIGNIFICANT ITEMS/EVENTS

a. Electronic Information Control Task Force Meeting.

STAT [redacted] Chief, Electronic Information Control Branch, accompanied [redacted] Chief, Information Resources Management Division, to the fourth meeting of the Agency's Electronic Information Control Task Force. [redacted] the Task Force Chairman, conducted the meeting. The agenda consisted of a planned presentation to task force members by Mr. Charles M. Dollar, Archival Research and Evaluation Staff, National Archives and Records Administration (ARES/NARA). 25X1
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Mr. Dollar's presentation included a perspective as to where NARA is in the area of electronic documentation, where his staff is in technological research and the specific projects they are engaged in, and a discussion of the joint office automation system development project with the National Security Agency (NSA). (See EICB Weekly, 14-20 January 1987) During his talk Mr. Dollar expressed concern over the lack of standards and guidelines in the electronic records area and indicated that NARA must take steps to correct this. He felt that Agencies must get control of electronic information before creation, i.e., at the system design stage, and that they must introduce the life cycle management concept to track the movement of information. Mr. Dollar emphasized the importance of intellectual control (good indexing for retrieval), and the impact of technological obsolescence on archival storage. NARA and NSA hope that their joint project will aid in identifying solutions to these problems.

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b. Transfer of OSS Records. The sixteenth increment of OSS records is being transferred to the National Archives and Records Administration (NARA) on 3 February 1987. The records represent Items 23, 89, 96, 105, 108, and 119 of the OSS Records Control Schedule. Included in these records are correspondence from the OSS-CIG field stations, records from the OSS Censorship and Documents Branch, OSS Schools and Training Branch records, material pertaining to the expenditure of special funds by the Washington and London offices, and Cairo SI/X-2 Branch records. To date, the Agency has transferred a total of 2660 cubic feet of OSS records to NARA.

c. Meetings with Senior Registry/ISC Representatives. On 30 January Chief/Information Services Branch and Chief/IRMD met with some selected senior Registry/ISC representatives to discuss a broad range of topics. This was the second in a series of meetings designed to expand the amount of information exchanged between between IRMD and senior ISC and Registry personnel. These meetings have no formal agenda in the hope that a free exchange of ideas and mutual concerns will occur. Attendees at this second meeting included: [redacted]
Information Control Assistant/Executive Registry;

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d. OF/OL ISC Requirements in the New Building. On 30 January 1987, [redacted] of the ISB met with the O/Finance (OF) IMO to discuss OF DAC requirements in the OF/OL ISC in the new Headquarters Building. The visit included a tour of the OIT/PD/Data Conversion Branch, which supports Payroll and Accounts Divisions, and the Key Building DAC.

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e. The Information Management Career Development Program. [redacted] completed her training module in the Ames/ISC on 30 January and reported to the AHS/ISC on 2 February for her next phase of training in the Information Management Career Development Program.

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f. Department of Defense (DoD) inspection. On 4 February, a Department of Defense (DoD) inspection of Agency procedures for handling North Atlantic Treaty Organization (NATO) documents will take place. Preparatory to the inspection Frank Messenger in his dual capacity as Chief, Document Accountability Section (DAS) and CIA NATO Control Officer, briefed representatives of the Offices of Communication, Security and Information Resources on previous DoD inspections and on DoD regulations having to do with NATO document handling.

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g. The Top Secret Program. Chief/DAS met with Chief, Operations Group/Sensitive Information Section, (OG/SIS/DO) concerning the control and accountability of collateral TS documents in DO offices. The meeting centered around joint DO and DAS progress in verifying TSCADS information on DO documents and on Top Secret document inventories in DO offices. In order to assist the DO inventory efforts, DAS will provide DO with TSCADS computer reports.

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h. Security Classification Briefing Program. A memorandum was sent to Agency Information Management Officers reminding them of the Classification Management Branch's (CMB) security classification briefing program and encouraging them to call CMB to arrange briefings in their components.

i. Records Center Activities. Records Center personnel performed the following activities during the week:

RAMS:	Made 20 additions and 17 deletions.
ARCINS:	Jobs received/edited: 11. Jobs keyed: 10 consisting of 541 entries.
Accessions:	Received 17 jobs totalling 147 cubic feet.
References:	Serviced 904 requests for records.
Special Run:	One to DDO.

j. Snow Emergency. Many IRMD employees deserve special thanks and recognition for the outstanding dedication to duty they exhibited during the recent snow emergency. Personnel at the Information Service Center (ISC) worked extended shifts in order to fill in for those unable to get to work. Some were on duty for 24 to 37 hours before being relieved by incoming teams. It is also noteworthy that in spite of the extremely hazardous driving conditions, the ISC staff made 19 of their 25 scheduled courier runs. One of those courier runs took nearly 8 hours to complete. The staff at the Agency Archives and Records Center (AARC) also responded to the needs of the Agency with the same outstanding dedication. In this instance, the Directorate of Operations had an urgent requirement for records stored at the Records Center.

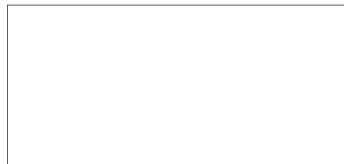
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stayed at their posts in order to maintain radio contact with their colleagues during the drive to and from Headquarters. Attached to this report is a list of just a few of those employees who put the mission of the Agency above their own personal convenience, comfort and safety.



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3 February 1987

MEMORANDUM FOR: Director of Information Services
FROM:
Chief, Regulatory Policy Division, OIS
SUBJECT: Regulatory Policy Division Activities
22 January - 3 February 1987

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1. RPD is currently processing 146 jobs, a decrease of ten over last week.
2. Priority processing was provided to an employee bulletin which provided important information on the impact of the new Federal Employees' Retirement System (FERS). The bulletin provides details on some options available to employees who wish to transfer to FERS. It also announced that briefings would be provided at Headquarters and that computer software (for IBM and Wang personal computers) was available that would allow employees to compare their benefits under the old and new retirement systems.
3. An employee bulletin is being prepared to announce a new Agency policy on smoking which will take effect sometime this month. Under this new policy, all work spaces will be designated as nonsmoking areas unless specifically excepted by the Occupational Safety and Health Committee (OSHC). Smoking only will be permitted in specific designated areas such as restrooms which have separate ventilation systems, private offices, and specific areas in Agency cafeterias. A new Headquarters Regulation is also being prepared to cover this new policy.
4. A representative from the DCI History Staff is reviewing RPD's master files to gather information on Agency personnel and organizations. The data will be used to compile a publication containing biographic data on selected senior Agency officials, to supplement the 1983 History Staff publications, Directors and Deputy Directors of Central Intelligence: Dates and Data 1946-83. A second publication is planned that will be an historical glossary of Agency acronyms and abbreviation, which will attempt to define, date and organizationally locate each term.

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