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27 January 1987

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 20 January 1987 - 27 January 1987

The Curator, Historical Intelligence Collection, requested and was provided CIA information that had been declassified concerning General Hoyt Vandenberg, the second Director of Intelligence. The information was to be provided to Colonel Philip Mylinger, a professor of History at the Air Force Academy. CRD obtained declassified information from ORIS/DECAL as well as RIMS. PAO, History Staff, and Executive Registry also were consulted.



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28 January 1987

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Information Resources
Management Division

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SUBJECT: IRMD Weekly Report (21 - 27 January 1987)

SIGNIFICANT ITEMS/EVENTS

a. CO-OP Program: [Redacted], Chief, Information Management Branch, has prepared an outline for the Office of Information Services' participation in the Agency Cooperative Education Program. The OIS program consists of on-the-job activities as well as internal and external training courses relating to various elements of information management.

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[Redacted] Coordinator of Student Programs, OP, will visit the University of North Dakota to present the paper to [Redacted] in the College of Business and Public Administration, to obtain his approval of the outline.

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

RAMS:	Made 5 additions and 11 deletions
ARCINS:	Jobs received/edited: 5.
	Jobs keyed: 7 consisting of 824 entries.
Accessions:	Received 13 jobs totalling 73 cubic feet.
References:	Serviced 1,071 requests for records.
Special Run:	Two: one CPAS and one to DDO/IMS.

[Redacted]

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DA/OIS/IRMD/



(28 January 1987)

Distribution:

- Original & 5 - Addressee
- 1 - IRMD Subject: IRMD Weekly Report w/att
- 1 - IRMD Chrono

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21 January 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[redacted]
Director of Information Services

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SUBJECT: OIS Weekly Report (14 - 20 January 1987)

1. Under the Agency Historical Review Program the Classification Review Division (CRD) is coordinating with interested Agency components the first installment of finished intelligence covering the period 1945 to 1960. The review coincides with a Department of State requirement for declassified finished intelligence as a source of material for future volumes of the FOREIGN RELATIONS OF THE UNITED STATES series.

2. A representative from the Information Resources Management Division (IRMD) attended the second meeting of the Agency Electronic Information Control Task Force. [redacted] Chief, Electronic Archives and Records Management Division, National Security Agency (NSA), discussed a joint effort by the National Archives and Records Administration (NARA) and NSA to develop a large office automation system. He also presented some novel ideas on disposition procedures that appear to contradict traditional records management practices.

3. Chief, IRMD met with senior registry and information services center (ISC) representatives to discuss a broad range of registry-related topics. This was the first of a series of meetings designed to expand the exchange of information between IRMD and senior ISC and registry personnel.

4. An IRMD representative, the Information Management Officer for the Directorate of Intelligence, and the Chief of Registry, Office of Technical Services met with representatives from the New Building Project Office to continue planning for information services centers in the New Headquarters Building.

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5. The Directorate of Operations informed IRMD that 76 cubic feet of OSS records have been screened and are ready for transfer to NARA. IRMD will handle the transfer.

6. Agency components have submitted to IRMD their annual reports of records holdings for 1986. IRMD will review the information and compile a report on the total volume of Agency records, its growth or decrease, and the volume per component.

7. The backlog of initial FOIA/PA requests continues to decrease and is now 1153. This compares with 1620 one year ago and 2860 two years ago. In one of several FOIA responses using information found in

[Redacted]

[Redacted] The Information and Privacy Division report is attached.

[Redacted]

Attachment

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21 January 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (14 January - 20 January 1987)

	<u>14 - 20 Jan. 1987</u>	<u>1987 Weekly Average</u>
1. <u>The Week in Review</u>		
a. New cases	44	37.0
b. Cases closed	50	43.0
c. New appeals logged	1	.7
d. Appeals closed	3	2.0
e. Manpower (man-weeks)	124.8	89.4
2. <u>Current Backlogs</u>		
a. Initial requests - 1153		
b. Requests in administrative appeal - 162		
c. Requests in litigation - 48		

3. Spotlighted Requests

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STAT HGH/CAS:krc [redacted] (21 January 1987) (FINAL)
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1 - IG
1 - OGC
1 - OCA
1 - OP
1 - OL
STAT 1 - C/IMS [redacted]
STAT 1 - DDO/IRO [redacted]
25 - DDO/IMS [redacted]
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20 January 1987

MEMORANDUM FOR: Director of Information Services

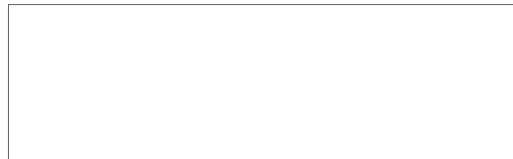
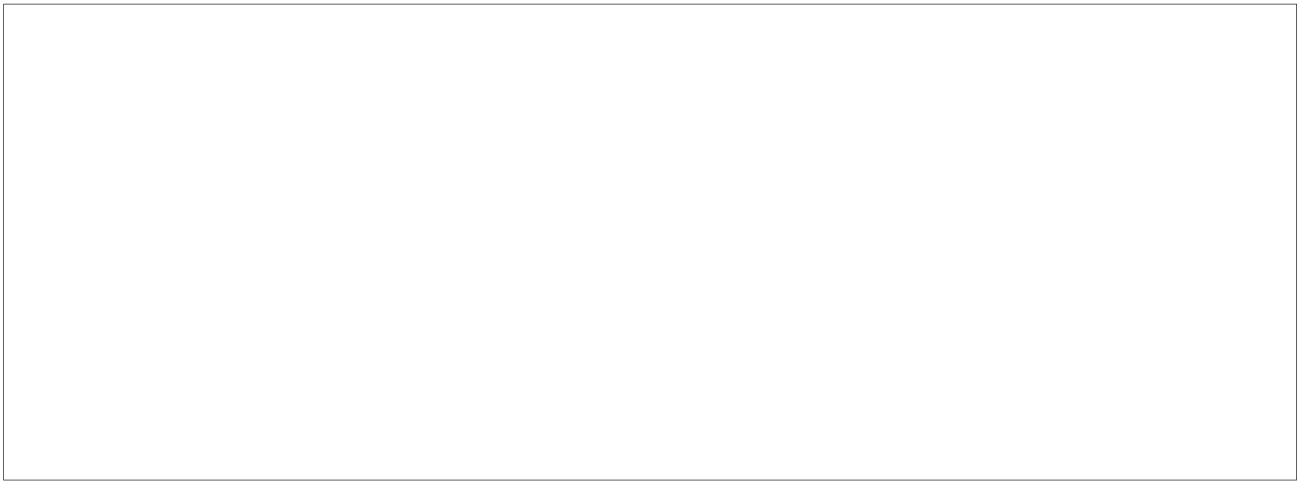
FROM:
Chief, Regulatory Policy Division, OIS

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SUBJECT: Regulatory Policy Division Activities
14 - 20 January 1987

1. RPD is currently processing 151 jobs, an increase of seventeen over last week.

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FROM ATTACHMENT

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20 January 1987

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 14 January 1987 - 20 January 1987

HRB/CRD on 16 January sent to the IRO/DO for coordination the first installment of 1945-60 DI finished intelligence being processed under the CIA Historical Review Program. The installment consisted of approximately 5 feet of Current Intelligence Digests (CID's) of the early 1950's. Altogether, CRD has DI approval to review some 100 feet of 1945-60 documents that include CID's, Current Intelligence Bulletins (CIB's), Current Intelligence Weekly Reviews (CIWR's), Current Intelligence Weekly Surveys (CIWS's), economic memoranda, and DCI briefing's for the NSC. Aside from serving the HRP's basic purpose of declassifying records for eventual transfer to the National Archives and Records Administration, the review of these records also overlaps State Department's needs for declassified finished intelligence on the major communist countries to include in supplementary volumes to their Foreign Relations of the U.S. Series. Documents initially reviewed by CRD will be coordinated with all Directorates, and the O/DCI, that have equities in the contents, and then they will be coordinated with the NSC, State Department, and DoD as appropriate.



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20 January 1987

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Information Resources
Management Division

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SUBJECT: IRMD Weekly Report (14 - 20 January 1987)

WORK IN PROGRESS

a. Office of Logistics Survey: [REDACTED] Information Services Branch (ISB), briefed the OL Executive Officer, OL/P&PD managers, and OL Staff personnel on their survey findings of the Printing and Photography Division on 15 January. The briefing was well received by OL managers. The survey team will start interviewing personnel in the OL front office and staffs on 21 January. This will be the last phase of the OL survey.

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SIGNIFICANT ITEMS/EVENTS

a. Machine-Readable Records: [REDACTED] Electronic Information Control Branch (EICB), met with [REDACTED] Chief, Data Control Branch/SD/OL and [REDACTED] Data Base Administrator, to discuss the machine-readable record control scheduling of the Agency Standard Accountable Property System (ASAPS). They also met with [REDACTED] (OL Programmer) to discuss the data base files and backup process for the Executive Dining Room computer system.

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b. Electronic Information Control Task Force: [REDACTED] Chief, Information Resources Management Division, and [REDACTED], Chief, Electronic Information Control Branch, met with Messrs. Bill Price and Bill Parks of the Department of State on 14 January. The meeting was to discuss electronic recordkeeping systems and related records scheduling at the Department of State to see if they might contribute information to the Electronic Information Control Task Force. It was determined that the Department of State is in the early planning stages of such an effort and could not contribute any useful information to the Task Force.

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[REDACTED] Chief/EICB, attended the second meeting of the Electronic Information Control Task Force held in the Office of Medical Services Conference Room at Headquarters Building on 15 January 1987. The meeting was a scheduled

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presentation to the Task Force members by [redacted] Chief Electronic Archives and Records Management Division, National Security Agency (NSA). Mr. Nolte discussed a joint National Archives and Records Administration (NARA) and NSA effort to develop a large office automation system and discussed his approach to "saving everything" and assigning disposition at "the system level" rather than assigning retention and disposition instructions for individual documents entered into and residing in the system. Several of Mr. Nolte's ideas abandon typical records management practices and it remains to be seen whether his approach will meet legal requirements and be acceptable to NARA.

c. Registry ISCs Meetings: Chief/IRMD and Chief/ISB met with selected senior Registry/ISC representatives to discuss a broad range of registry related topics on 16 January. This was the first in a series of planned meetings designed to expand the amount of information exchanged between IRMD and senior ISC and registry personnel. The meetings will have no formal agendas in the hope that a free exchange of ideas and mutual concerns will occur. Attendees at the first meeting included:

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d. New Building ISC: [redacted] DI/IMO, and [redacted] from the OIT/New Building Project Office and the Domestic Field Group to continue planning for the DDI and OTS New Building ISCs. Those in attendance agreed on a tentative plan for sizing the computer printout configurations and on the need to develop a comparable cable dissemination plan.

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e. Transfer of OSS Records: The Information Management Branch (IMB) has received notification from the DO that they have screened and prepared 76 cubic feet of OSS records for shipment to the National Archives and Records Administration. IMB is taking action to effect the transfer of this group of records.

f. Records Management: IMB has received the annual report of records holdings for 1986 from all Agency components. IMB will now compile a report from the information collected to determine the total volume of Agency records, volume per component, growth of records, decrease in footage, etc.

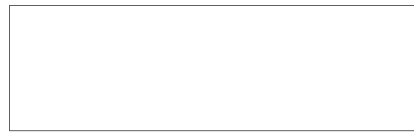
g. Micrographics: On 14 January 1987, [redacted] Agency Micrographics Officer, notified the OD&E/Field Office (OD&E/FO) the requester of an ongoing computer output microfilm (COM) evaluation, that they no longer have to use paper printouts for data storage. The data will now be stored solely on magnetic tape for conversion to microfiche via COM. The OD&E/FO will retain the tape until final details are resolved at a meeting scheduled for 30 January. There does not appear to be any obstacles to full implementation of OD&E/FO's first COM application.

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

RAMS:	Made 15 additions, 37 deletions and 7 changes.
ARCINS:	Jobs received/edited: 11. Jobs keyed: 28 consisting of 3,273 entries.
Accessions:	Received 15 jobs totalling 202 cubic feet.
References:	Serviced 1,830 requests for records.
Special Run:	One to CPAS.



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