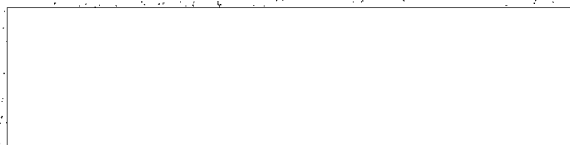




III. The problems fall into four categories which we astutely label A, B, C, and D. Problems that relate to more than one system are presented first. These problems are discussed under the heading "Problems related to The Records Information System." Our thoughts on the purpose and scope of The Records Information System are presented there. Then, in parts B, C, and D, the problems associated with three individual systems are presented.



STAT

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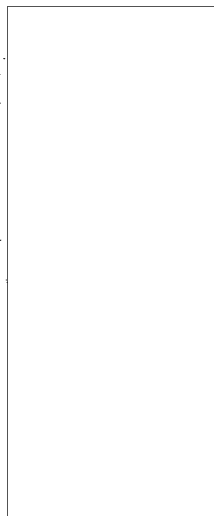
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AGENDA

Thursday

STAT

- 0900 Kickoff
- 0915 Records Management View
- 0945 Records Center and Archives
- 1010 Coffee Break
- 1030 Classification Review
- 1100 Micrographics systems
- 1115 The view from the implementors



- 1200 Lunch
- 1315 Discussion I: Questions and concerns

1415 Break


1430 Discussion II

STAT

1600 "Office Automation"  Chief, Systems Programming Division, ODP

1700 Leave for dinner

STAT

1715-1815 Dinner is served 

Friday

0900 Discussion III

1015 Coffee Break

1030 Discussion IV

1200 Lunch

1315 Concluding session:  
 Review action items and issues  
 Identify issues to be included in paper  
 Assign action items

1500 Leave for Washington

ISS ADP PLANNING CONFERENCE

21-22 June 1979

PROPOSED DISCUSSION TOPICS

COMPUTER HARDWARE

- STAT  would like to know more about the type of computer equipment they will have  and where it will be located. STAT
- needs one more computer terminal (they now have one terminal in Key Bldg). STAT
- is concerned about computer reliability. They can generate a large input backlog when computer is down. *Keep log of downtime* STAT  
*CRD define requirements*
- would like to know how an on-line input and an on-line search capability will impact the way they now do their work. STAT  
*me*

COMPUTER USE

- STAT  would like to know more about the back-up procedures  will follow when the computer is down. STAT
- wants to know who is going to key shelf lists when backlog is done. STAT
- feels that CRD has a serious problem in getting qualified people to do data entry and data verification work. Higher grade slots are needed. STAT
- would like to have a technique for measuring the accuracy of their data. Accuracy includes review decision errors as well as keying errors. Can some checks be devised to prevent errors. *action*
- says that we have some problems to solve in assigning classifications to computer printouts. STAT
- feels that better documentation is needed for our development work and our use of active applications. Better planning documents and user manuals. STAT
- thinks that someone should develop an ADP training plan for ISS people who will be most involved in running our computer applications. STAT

COMPUTER USE CONT'D

✓ [ ] is concerned about the possibility of having to merge DARE data with other ISS computer applications. [ ] feels this data is too sensitive for a data sharing environment. STAT  
STAT

HANDLING RETIRED RECORDS

[ ] feels that it may take longer to process a request for retired records after computer is installed. Generally feels that computer application may not be cost effective. STAT

[ ] is evaluating the practice of recording classification review data on the document rather than on a computer input sheet. STAT

CRD does not know what they will be required to do on the 10th anniversary of the initial classification review. Will they have to review everything again (while trying to keep up with first-time reviews); will they have to create a new index item for DARE.

[ ] feels that computer is placing constraints on the way people retire and retrieve records. How do we retire a couple of inches of microfilm? STAT

[ ] believes that "open-end" jobs should be allowed. STAT

[ ] have had some problem with identifying storage spaces and volume statistics for odd size records and artifacts. STAT

[ ] wants to know how OSS records are going to be indexed into ARCINS and RAMS. Since part of this collection is going to NARS, how will we know who has what. STAT

[ ] has a problem in that the records he receives for review are frequently not in good order and are not sent by the Directorates on a timely basis. STAT

INFORMATION REQUIREMENTS

✓ [ ] has a unfulfilled requirement to collect information on documents that have been microfilmed. STAT

✓ [ ] would like to have a computer printout from ARCINS showing folders that have an M in the media column. STAT

INFORMATION REQUIREMENTS CONT'D

█ thinks that more work needs to be done on determining the information requirements of Agency records managers. STAT

ISS INTERFACE WITH OTHER ORGANIZATIONS

█ sees a problem with the DDO duplicating our efforts to index retired records. Other organizations may also duplicate our work. DDO has not yet provided ISS with shelf lists. STAT

CRD is concerned about the exchange of data between people working on mandatory review and CRD people working on 20 year systematic review.

█ has a new problem area in that CRD is being asked to get DCI certification that the sanitized portions of released documents are in fact classified. STAT

KEEPING INFORMED

█ sees a problem in the fact that we are not well informed on the ADP activities of the staff. STAT

█ says that his people are often asked questions by records reviewers on the capabilities of the computer applications we are developing. He is not sure they understand enough about these applications to properly explain them to others. STAT

STAT Members of the CRG "delegation" to the ADP conference have proposed the following points for discussion. I relayed these to [redacted] who put them on Susie's list of topics, except for point 9.

1. Capabilities and limitations of an automated system. I told [redacted] had suggested this be first on the agenda so that we would be starting the discussion with a bit more information. He said he would see what he could do. STAT

2. Some method for determining our error rate so that we can judge the effectiveness of changes in the system.

3. What data are we going to have to produce from our data base in years to come? Are we reasonably sure we are putting the right data in? Are we entering too much? ~~is~~ <sup>since</sup> this is an agency program, what data do the four components want us to enter?

4. To what extent can we perform a re-review function by computer?

5. One of the more immediate problems is how to enter into the DARE system documents declassified or downgraded under FOIA or mandatory review.

6. How can CRG perform its responsibilities with limited assets currently assigned to it?

7. Additional assets and a firmer procedure are needed to assure quality control, both from a review standpoint and that of keying into the system.

8. When do we expect to be on line with the DARE system? What additional flexibility will this provide? How can we use it to our advantage? What limitations will it impose?

9. All CRG participants see the DARE system purposes as being entirely separate from the two other systems concerned and see no advantages in a merger. There are, in fact, some possible disadvantages and limitations.

As mentioned above, I did not give point 9 to [redacted] because I did not want it to appear that CRG had already made up its collective mind before hearing opposing views. STAT



STAT

NOTE FOR:

SUBJECT : Points for ADP Conference

1. Seems to me that the DARE system is an entirely separate entity serving a particular purpose not related to the RAB systems or functions. Therefore, based on what I now understand about the three systems, do not see why we should be working to combine them. Perhaps there are reasons... we need information at this point.

2. As for DARE, are we assured that we are putting <sup>in</sup> everything we may want to use or get back in future years. A real requirements study and "crystal ball" exercise for system use 10-20-30-40 years hence is in order here. This involves top level approvals, complete cooperation, and ~~full~~ participation by all components. If classification review is supposed to be an Agency program, let's operate it as one.

3. CRG does not have the assets to perform its DARE system responsibilities, even as we understand these responsibilities today.

4. CRG needs a procedure and assets to perform quality control on the DARE system holdings.

STAT

12 June 1979

STAT

MEMORANDUM FOR:

[Redacted]

STAT

FROM :

[Redacted]

Acting Chief, Information Systems Analysis Staff

SUBJECT :

ISAS ADP Planning Conference

1. On 21 and 22 June, the Information Systems Analysis Staff will hold a planning conference on the development of our data processing systems. I would greatly appreciate your participation. The conference will be held in the Archives Building.

2. The purpose of the conference is to review the work that has been done to date on each of our ADP systems, to brief each other on what we are doing now, and to discuss what we would like the future of our systems to be. Special attention will be given to problem areas which could inhibit the development of the systems. As a product of this conference, I would like for us to produce a paper that presents the major management and/or technology issues that will have to be resolved as we move ahead with the development of our ADP systems.

STAT

STAT

3. I have asked [Redacted] of RAB to serve as Conference Coordinator. [Redacted] have been working with him on developing the agenda. Pete will also make the necessary arrangements for rooms and meals. A proposed agenda is attached.

STAT

[Redacted]

Attachment