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From the Desk of [redacted]
RDP Declassification Branch

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NOTE FOR: [redacted]
FROM: [redacted]
DATE: 01/05/96 05:38:33 PM
SUBJECT: RDP Weekly Report, Week of 2-5 January 1996 ~~(AFO)~~

Effective Date of the Executive Order has Arrived!

(14 October 1995)
WE ARE AT EO + 87 DAYS

Activities and Accomplishments

PDR/CDR Activities:

RDP continues to work on documentation and design with subsystem segment managers in support of the formal Preliminary Design Review to be held at [redacted] Page Building on 31Jan 96. Weekly program management review meetings commenced on 4 Jan 96. Draft documentation from all subsystems is expected by 16 Jan 96. Due to depletion of current incremental letter contract funding, [redacted]

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Space

RDP has immediate requirements for an additional 4000 sq ft of office space in the Ames Building. This in preparation for an expanded Interim Redaction Factory

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and for training space for new contract redaction personnel who will be hired shortly. We are anticipating our Initial Operating Capability (IOC) of 31 May 96 in Ames, and are working with Facilities Management Group on using recently vacated space in (b)(3) Ames. RDP awaits a decision on a permanent site for the CIA Declassification Factory (CDF). ~~(AUO)~~

Imaging Monitors

The initial shipment of Cornerstone Imaging Monitors and their associated video boards have arrived from the vendor. Installation of these monitors in RDP has commenced. Cornerstones are high resolution, 21" screen monitors designed specifically for the intense work of redaction. ~~(AUO)~~

Training

(b)(3), with assistance from (b)(3) and others, is preparing for the first running of the pilot training class for redactors. The first class is scheduled for 16-19 January and will include a cross section of staff and IC personnel already on board in RDP's Declassification Branch. The training will take place in Ames Building. A second running is tentatively scheduled for the week of 12 February. These first runnings of the class will concentrate on the "art" of making redaction decisions. Automation training will be folded into the training as we bring in new people into the redaction factory. ~~(AUO)~~

MORI

MORI and the RDP LAN Team have installed MORI

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production system software on all RDP desktops in preparation for using the production system to perform online redaction in the Interim Redaction Factory. [redacted] [redacted], working with [redacted] the MORI Chief Engineer, is acquiring MORI passwords for RDP personnel so that they can begin the work of building the file hierarchy and document processing data flow necessary to provide RDP Interim Redaction Facility personnel an initial on-line capability to scan, index, review and redact documents. ~~(AIUO)~~

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RDP has procured an interface card for the Ricoh 520 scanner that is compatible with the MORI production system. RDP and the MORI team will test the Ricoh 520 to insure full compatibility with the existing MORI system. The RICOH 520 scanner provides MORI the capability to scan pages on both sides at the same time.

~~(AIUO)~~

Recruitment Meeting

RDP is arranging a series of offsite meetings with the annuitant applicants that are on our waiting list for employment. Holding unclassified info briefings on the outside would be the most efficient way to keep our applicant pool updated and initiating processing of selected individuals. Meeting with a large group of applicants at one time in an outside facility will save costs and time associated with signing in and arranging parking on Agency property. Our survey has reduced the list to two facilities in the Tyson's Corner area, with costs for each session about [redacted] each. We are scheduling the first one for 23 January, and would probably try to have one every month for 4-5 months. The sessions would be limited to 50 people at a time and we have a waiting list of over 300 at the present.

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NARA Meeting

On January, 3 [redacted] and [redacted] met with [redacted] the DA/IMO and the NARA Evaluation team. [redacted] briefed them on the RDP task and program and [redacted] provided them details on RDP official records. ~~(AFO)~~

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Personnel

[redacted] arrived in the Declassification Branch for the DA Team, and is also heading up the External Referral Unit. We are expecting [redacted] to arrive next Monday to initiate the DS&T Team. ~~(AFO)~~

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Declassification Branch

Exception Handling - A prime focus has been the resolution the Declassification Guide. [redacted] and [redacted] spent most of their time in final edits of the document. The revised draft will be provided to the OIT editorial staff early in the week of 8 January for a quick scrub and expedited turnaround. Next stop, the DDA and ISOO. ~~(AFO)~~

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External Referral - NSA, DIA, DOE, and NRO will be attending our initial working meeting next week to explore joint participation in field document capture at the Presidential Libraries. There is growing community interest in this topic as they realize the efficiency and savings it can represent. All IC members have been invited to our External Referral Working Group meeting on 25 January, to begin discussions on

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the policy for transferring documents between agencies for declassification review. ~~(A)UO~~

Special Processing - RDP is surveying FBIS holdings at the AARC, with the purpose of identifying bulk release population candidates. We should have firmer estimates of bulk release targets and population sizes after another week of survey. ~~(A)UO~~

Interim Redaction Facility - The Interim Redaction Facility continues to operate in the manual mode, with the expectation that scanning capability and the conversion to on line redaction with MORI can begin later in January. The next increase in the production level is dependent on that automation, as well as obtaining additional working space and contract personnel. ~~(A)UO~~

Following is the best quote that has come yet from the Manual IRF experience. The reactions of those working the manual process in the IRF have been that it is frustrating, maddening, and difficult. Further, we have found that every step of the work was more complex than we anticipated, and took more time than we thought necessary. In spite of all this, the bottom line is that, without question, the work has been invaluable. It has taught us things we could never had learned any other way. Some things would not have been possible to learn if we had started with an automated system. We have shared these experiences regularly our technical staff, and we have separately discussed our progress with others at all levels in RDP. We are indeed fortunate that we took this approach. ~~(A)UO~~

Manual IRF Metrics to Date

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Documents Recommended for Release in Full

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Documents Recommended for Release W/Redaction

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Documents Recommended for Denial in Full

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Documents identified as Duplicates

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Documents Still in Processing

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Total Documents Addressed to Date

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Submitted by for (~~ATUO~~)

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