

FILE CONTROL SHEET

19 August 1947

DATE

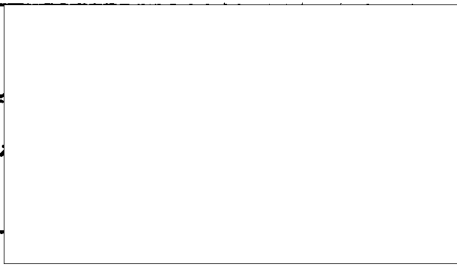
SUBJECT: Reproduction Priorities for Intelligence Material

INDEXED: Previously

IS ACTION COMPLETE: _____

See

IF FOLLOW-UP IS NECESSARY,
HAS NOTE BEEN PLACED IN
SUSPENSE FILE: _____



See FCS 31 December 1946, hereunder
6 January 1947, hereunder
9 May 1947, hereunder
11 July 1947, READING CENTER

ILLEGIB

*For any further action on
this subject, see Disc. Study
9, FCS of 28 July, 1947, in
file. "Reading Center".*

Page Denied

~~CONFIDENTIAL~~

Executive for Administration and Management

19 August 1947

Assistant Director for Collection and Dissemination

Reproduction Priorities for Intelligence Material

REFERENCES:

- a. OCD Memorandum to Executive for P & A, dated 27 December 1946, subject: Reproduction priorities and Tab A thereto.
- b. OCD Memorandum to Executive for P & A, dated 9 May 1947, subject: Reproduction requirements of CIG.
- c. OCD Letter to IAB agencies "Offer of Limited Reproduction Assistance to Facilitate Interdepartmental Dissemination of Intelligence Material", dated 11 July 1947 (Attached hereto as Inclosure 1).

1. OCD has been carefully studying the various aspects of the reproduction situation with CIG as it pertains to the problem of dissemination of intelligence material.

2. It is believed that the time has been reached where it is necessary for positive action to be taken to establish priorities for the reproduction of the following categories of material:

- a. Finished intelligence material (i.e., Studies, Situation Reports, Special Evaluations, Estimates prepared by ORE).
- b. Intelligence material furnished by IAB member agencies to OCD, Reading Center.
- c. Administrative material, i.e., CIG Administrative Orders, General Orders, Minutes of NIA meetings, etc.

3. Attached as Inclosure 1 is a chart covering the months of April, May, June, July 1947, indicating requests made by OCD on Services Branch, Reproduction Unit, for reproduction of intelligence material, together with number of items, number of original pages, and number of pages reproduced. You will note that all material was reproduced by the photostat process. Thus it is evident that the need for such reproduction facilities as typeset or offset printing does not exist at the present time insofar as reproduction of intelligence materials is concerned. Therefore, there should be no conflict with the reproduction of the finished intelligence material required by ORE. Nevertheless, this office believes that an automatic "A" priority for all intelligence produced by ORE should be established.

~~CONFIDENTIAL~~

CONFIDENTIAL

- 2 -

4. From experience and information available in OGD concerning the reproduction of intelligence materials, it is evident that there are two categories of intelligence material as follows:

a. Readily reproducible intelligence material requiring

- (1) Ditto
- (2) Mimeograph
- (3) Photostat reproduction.

b. Not readily reproducible intelligence material (involves books or special documents) requiring special reproduction action.

5. At the present time, there is little need to concern ourselves with the second category of "not readily reproducible intelligence material" as the requests for reproduction of such material are few and far between. If the situation changes then the proposed procedures should be reviewed.

6. If, then, we consider only the first category, i.e., readily reproducible intelligence material, there should be only one possible conflict of priorities in the reproduction process; namely, between OIG Administrative and policy material (NIA minutes, General Orders, Procedures) and the intelligence materials. The conflict will appear most in the use of the mimeograph reproduction equipment.

7. Therefore, it is recommended that a "Reproduction Priorities Committee" be established to resolve any conflicts in priorities which may arise in the reproduction of these two types of materials. The Committee would consist of the following:

- a. Chief, Services Branch, A & M.
- b. Chief, Reproduction Unit, Services Branch.
- c. Chief, Dissemination Branch, OGD.
- d. Chief, Distribution Division, OGD.

8. It is requested that this suggestion be considered by the Executive for A & M and that OGD be advised if this suggested solution to the reproduction priorities problem is satisfactory.

Distribution:

Addressee - Orig & 1
OGD - 2 ✓
Diss Study - 1
Diss Chrono - 1
Diss Pol Div 1
Suspense (2 Sept.) - 1

C. E. OLSEN
Captain, U. S. N.
Assistant Director for
Collection and Dissemination

Inclosure 1

CONFIDENTIAL