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OFFICE OF COLLECTION AND DISSEMINATION

11 December 1946

MEMO FOR RECORD:

SUBJECT: Reproduction Facilities

1. In discussion the question of reproduction facilities the problem was discussed with [] of the Planning Staff, Office of Reports and Estimates. It was learned that they plan to continue producing within their own organization the Daily Summary and Weekly Summary. Also, it is felt that they will reproduce their special evaluations within their own branch. With this latter publication it is thought it will be approximately three and one half pages per issue, issued five times per month, with the total number of pages issued between now and 30 June 1947, approximately 5,365. The ORF reports which will be printed will consist of eight pages per issue, issued three times per month, with approximately fifty-five copies per issue. This latter report may contain as attachments maps and photographs. In addition ORF has covers for their publications which need to be printed. This figure amounts to about 46,697 sheets. They also have their stock of paper to be used for the Weekly and Daily Summaries on which TOP SECRET is printed at the top and bottom of the page.

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2. In certain discussions concerning the reproduction priorities it appears timely that such a system as this might be put into effect. A priority twenty-four hours. B priority one week. All other intelligence information in accordance with the work load provided for A and B, above. Normally all information should be reproduced within two weeks.

3. If additional dissemination of material prepared by ONI, State, ID or A-2 is desired it will be more efficient to obtain extra copies from the originating organization. It is extremely difficult to estimate the work load at this time of the material which will be reproduced from incoming material.

4. At the present time it appears that the Office of Special Operations is putting out approximately one hundred reports a week, which are usually dittoed or mimeographed. The Office of Operations is putting out five to ten a week. ORF is putting out the Daily Summary at the rate of six per week, Weekly Summaries at the rate of one per week and certain special evaluations.

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