

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director  
FROM : Assistant Executive Officer  
SUBJECT: Reproduction Facilities

DATE: 6 Dec 46

1. I have discussed the memo of 25 November from the Executive for P & A, Subject: Reproduction Facilities, with the three branches.
2. Both the Requirements and Collection Branches, feel that they do not anticipate any requirements for reproduction within the next six months.
3. Dissemination Branch feels that the bulk of their intelligence information which would require reproduction should be in priority B. However, occasionally a situation would arise when these reports would require an A priority. Consequently we should recommend to P & A that provision to grant this priority should be made when these occasions arise.
4. Dissemination Branch, seems to feel that it was too difficult to estimate at this point the accurate amount of reproduction that they will need. That P & A Branch should use for the basis for their planning the estimates which would be furnished by the Office of Operations and the Office of Special Operations for the reproduction of their reports and studies.
5. Dissemination Branch seems to feel that the one week which will be required to reproduce intelligence information on B priority is too long, and that we should recommend that this time-lag be shortened if possible.



Assistant Executive Officer for  
Collection and Dissemination.

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OFFICE OF COLLECTION AND DISSEMINATION

DISSEMINATION BRANCH

6 December 1946

MEMORANDUM FOR:

[redacted]  
Assistant Executive, OCD

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SUBJECT: Reproduction Priorities

1. Reference is made to [redacted] Memorandum of 25 November 1946, same subject, in which he requests that the several offices indicate: (a) the regular reports that will require reproduction, method of reproduction, the estimated number of pages and estimated number of copies, the urgency involved; and (b) an estimate on a monthly basis of the number of pages of the various types of reproduction which will be required to 30 June 1947.

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2. I believe that the bulk of all intelligence information material which will require reproduction should be in "B" priority. However, certain intelligence information reports will require "A" priority, and provision should be made to take care of these demands.

3. The volume is difficult to estimate at this point, and it depends entirely on the flow from OO and OSO. The Office of Personnel and Administration could use the estimates furnished by OO and OSO in response to the P & A memorandum of 25 November 1946, same subject to arrive at a basis of required reproduction.

4. A valid estimate based on IAB Department figures might be established on the basis of figures provided by the IAB Departments, attached as Tab A.

5. It seems to me that the week required for reproduction of intelligence information on priority "B" will delay to a considerable extent the delivery of intelligence information and that steps should be taken to improve this situation.

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[redacted]  
Chief, Dissemination Branch  
Office of Collection & Dissemination

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