

~~SECRET~~

Sanitized - Approved For Release : CIA-RDP57-00042A000100010021-5

7 May 1952

TO: Chief, Organization and Methods Service

FROM: [REDACTED] 25X1A9a

SUBJECT: Cable Copies.

1. PROBLEM.--Is the present number of copies of cables distributed by Signal Center to OPC and OSO excessive to the extent where security might be jeopardized, and, if so, what can be done to reduce the number of copies?
2. FACTS BEARING ON THE PROBLEM.--
 - a. Standard distribution of cable copies by Signal Center. See Tab "A". Most cable copies are classified Secret.
 - b. Typical disposition of cable copies. See Tab "B".
3. DISCUSSION.--
 - a. Discussion with I&S indicates that security of cable copies is not a more important factor than security of other classified material.
 - b. Prior to the OSO-OPC merger, the OPC Cable Section handled distribution of cable copies. This was a detailed distribution based upon cable content. The present standardized distribution was created for the administrative convenience of Signal Center after discussions with OSO and OPC and approval by DD/P. General distribution of a fixed number of copies is made to Divisions. Division cable desks distribute within Divisions based upon cable content.
 - c. Few OSO Divisions require the present number of copies received. Some OPC Divisions have requested increased numbers and one has requested a decrease. Signal Center has not altered the present distribution because Area Divisions generally express satisfaction with the number received.
 - d. There is duplication in filing of cable copies. For example, all Divisions and some Branches maintain chronological files of copies, which duplicate the file maintained by Signal Center. Such files are deemed necessary to avoid time lost in obtaining data from Signal Center.

Sanitized - Approved For Release : CIA-RDP57-00042A000100010021-5

SECRET

Sanitized - Approved For Release : CIA-RDP57-00042A000100010021-5

- e. Because of physical distances between Offices and for convenience Divisions have not utilized routing of cable copies to reduce number circulated. Copies are distributed to all persons who need-to-know, after which copies not filed are destroyed. In some OSO Divisions, unneeded copies are destroyed upon receipt.
- f. Signal Center receives frequent requests for additional copies. When such extra copies are delayed in arrival from Signal Center, some Divisions type their own copies.
- g. A new snap-out cable form will shortly be utilized. While typing the cable message, the Division typist also types the ditto master as a carbon copy of the message. It is estimated that this form will result in a 50 per cent saving in the time spent by Signal Center editors in distribution of cable copies.

4. CONCLUSIONS.--

- a. While security of cable copies is not presently in jeopardy, adjustments are necessary for more effective administration and to prevent future difficulties. A uniform reduction in the number of cable copies would impair operations in some Divisions. Specific reductions can be made, however, by a re-survey of the needs of individual Divisions. Further distribution analysis to individuals within Divisions by Signal Center would be impracticable under present workload.
- b. Typing of cable copies by Division personnel is a security violation.

5. ACTION RECOMMENDED.--It is recommended that:

- a. The present distribution of cable copies be altered as follows:
 - (1) Reduce number of copies distributed to Divisions (particularly in OSO) needing fewer copies.
 - (2) Reduce number of copies to provide for routing of one copy among persons located in the same or adjacent offices.
 - (3) Eliminate copies which are used to create duplicate chronological files.
- b. The Signal Center periodically review distribution of copies in order to make necessary adjustments.

Sanitized - Approved For Release : CIA-RDP57-00042A000100010021-5

SECRET

Sanitized - Approved For Release : CIA-RDP57-00042A000100010021-5

- c. The Division Chiefs be instructed to take action necessary to prevent typing of cable copies by Division personnel.

25X1A9a



ANNEXES:

Tab A, Distribution of Cable Copies by Signal Center; Tab B, Typical Distribution of Cable Copies.

Sanitized - Approved For Release : CIA-RDP57-00042A000100010021-5

SECRET

Security Information

TAB

25X9A2

Sanitized - Approved For Release : CIA-RDP57-00042A000100010021-5

Sanitized - Approved For Release : CIA-RDP57-00042A000100010021-5

TYPICAL DISTRIBUTION OF CABLE COPIES*
(Action)

6 to Division

- 1 Chronological File (Destroyed after 3 months to 1 year.)
 - 1 Deputy Chief (Destroyed after reading.)
 - 1 Chief (Destroyed after reading.)
 - 1 Support Staff (Destroyed after project completed.)
 - 2 Branch (1 copy circulated; 1 chronological file)
-
- 1 ADSO or ADPC
 - 2 RI
 - 1 ADSO or ADPC Staff
 - 3 Signal Center**
- plus additional copies as requested.

* Copies are not delivered after 1600.

** Signal Center copies utilized as follows:

- 1 Permanent File (original message)
- 1 Master Ditto (for reproducing other copies)
- 1 Reading File (for logging; destroyed after 24 hours)