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SECURITY INFORMATION

Approved For Release : CIA-RDP57-00042A000100080003-8

28 Nov 1951

PROJECT I - MICROFILMING OF ALL INCOMING INTELLIGENCE DOCUMENTS

The CIA Library is the Agency's documentation center: the focal point in CIA for the receipt of new intelligence documents. Its main task is to index these reports, distribute them to appropriate CIA Offices, and make them available to all requesters for reference and circulation.

A steady stream of requesters make their way to the Library each day in search of documentary support for their intelligence work. Although requests vary, they are generally seeking information on a subject, looking for a specific document, requesting bibliographic service, or performing research in the Library's files and catalogues.

Since CIA was the first U.S. intelligence agency to apply centralized library methods to the organization of intelligence information, the Library has been keenly aware of the importance of its role in the research process. One of the Library's key objectives has therefore been to develop a complete, well-organized collection of documentary materials. It has endeavored to build into this collection the same bibliographic control for classified documents that a researcher is accustomed to using in unclassified work. On the premise that efficiency of service in information work depends to a very great extent on the efficient arrangement of material, the Library has constantly sought new ways to strengthen its collection and so improve its services.

After exhaustive investigation, the CIA Library recommends the application of microfilm techniques as the cheapest, speediest, and surest way of guaranteeing the availability of a complete collection of documents in the Library at all times.

PROPOSAL:

The Library proposes that it microfilm all intelligence documents as they are received, keeping a copy of the document as well as the film. The original document will be available on loan to the Offices for a period not to exceed one week. The microfilm will be available at all times for viewing purposes and for reproduction in those cases when the requester requires a retention copy. Single copy originals will be the only copies routed on initial dissemination; all other copies received by the Offices on distribution will be marked DESTROY AFTER USE.

Document No. 2

NO CHANGE IN CLASS.

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KEY ADVANTAGES:

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- 1) The Library's collection is safeguarded in the event of disaster.

A disaster in the Library would render useless the greater part of the Agency's indexing and reference activities by destroying the primary collection of intelligence documents. A duplicate collection of original documents cannot now be provided without doubling the size of appropriate library units and facilities. Microfilming will enable CIA to prepare a security copy of the collection on film for storage at the Vital Records Repository. With this form of insurance in being, CIA Offices would no longer be required to microfilm intelligence documents on their own for vital records storage.

- 2) A complete set of documents is at the research analyst's disposal.

At present the researcher is assured of finding the document he wants in the Library's collection only 60% of the time. Too often he is disappointed because the document is out on loan or routing, is over at Services being reproduced, or has been misplaced or inadvertently destroyed. In consequence the Library is unable to produce all documents that turn up on an Intellofax tape. The Library cannot service multiple requests for the same document, it cannot give the speedy reference service which an intelligence organization demands, and it must keep a large staff busy just performing tracing, recalling, and re-lending work. Microfilming will ensure the availability of a master set of documents for on the spot viewing by researchers and reference librarians. It will cut down considerably the number of circulation delays and disappointments.

- 3) The Library and the Offices can systematically retire their files.

With space always at a premium, it is mandatory now for the Library to retire parts of its document collection. This is now accomplished on a piece-meal basis by filming certain segments of the collection every three years. At best the results are spotty because there is no assurance that the file is complete at the time the filming takes place. As a corollary, CIA Offices tend to build up unit document files because they have no central source of supply to rely on after documents are destroyed.

Systematic microfilming of the documents at point of intake and the maintenance of a master microfilm set in the Library will speed up the Library's records retirement program, and reduce the time and space required for storage of unit document files by the Offices.

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REQUIREMENTS:

A. Personnel:

| <u>No.</u> | <u>Grade</u> | <u>Title</u> | <u>Duties</u> | <u>Cost</u> |
|----------------------------------|--------------|--------------------|---|-------------|
| 1 | GS-9 | Chief | To supervise the Section | \$ 5,060 |
| 3 | GS-5 | Camera Operators | To run the cameras. | 10,230 |
| 1 | GS-5 | Film Processor | To process the film in the Library. | 3,410 |
| 1 | GS-4 | Film Inspector | To inspect completed film. | 3,175 |
| 2 | GS-4 | Index Clerks | To index film for control purposes. | 6,350 |
| 2 | GS-4 | Preparation Clerks | To prepare the documents for micro-filming. | 6,350 |
| 2 | GS-4 | Assembly Clerks | To assemble the documents after filming. | 6,350 |
| Total Annual Cost for Personnel: | | | | \$ 40,925 |

B. Equipment:

| <u>No.</u> | <u>Type of Equipment</u> | <u>Cost</u> |
|--------------------------------|--------------------------------------|--------------|
| 1 | Model "D" Recordak Camera (flat bed) | \$ 2,500.00 |
| 1 | Model "C" Recordak Camera (flat bed) | 4,000.00 |
| 1 | Model 91-07 Diebold Film Processor | 3,200.00 |
| 1 | Ozaphane Film Duplicator | 7,000.00 |
| Total Initial Expense: | | \$ 16,700.00 |
| Total Annual Cost of Supplies: | | \$ 21,360.00 |

SUMMARY:

An alternative plan to microfilming would be the maintenance of a two-copy set of original documents in the Library. Although this ensures the availability of a master set for reference, it means doubling the size of the present Library Files Staff, purchasing twice as many cabinets, and finding twice as much inflexible space to house the collection. The plan can neither provide the Agency with an insurance set of documents for vital storage nor yield any of the service by-products inherent in the microfilm proposal.

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Results of the microfilm application to the intelligence document collection will not be measurable immediately. It will, however, minimize record-keeping, and achieve greater flexibility in library service to the researcher: he will get what he wants when he wants it. Security requirements will also be met by the availability of a complete set on microfilm of the Library's entire document file. Microfilm thus offers the advantage of serving several live, operational purposes over and above its accepted function of pure records reduction.

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PROJECT V - CIA LIBRARY REFERENCE SERVICE

Bibliographic control, the art of being able to find what you want in published materials, has been a perennial challenge to librarians and research people in general. Much has been done to meet this challenge in the field of non-intelligence publications. No corresponding effort has been made to organize classified intelligence publications on a continuing basis.

To attack this problem, tools must be provided. A comprehensive cumulative index to the many intelligence periodicals issued by the respective agencies is of high priority (Project III). Continuing efforts must be concentrated on a thorough survey of the scope and content of the most important publications in the various fields of intelligence, together with annotated inventories of the numerous reference and research library collections available to the intelligence family (Project II).

Each day the trained reference librarians in the CIA Library receive a wide range of information requests from most CIA Offices. Most of the requests are complicated to answer; some are less difficult. Every request must be treated on its merits; each has its own set of individual problems. The reference specialist has been inculcated with a sense of duty which requires that he place before the requester all the information bearing on his subject, without the intrusion of personal ideas or bias. His knowledge of basic reference tools, their scope and arrangement, permit him to direct the requester to appropriate sources. The untrained requester who tries to tackle the job himself will inevitably lose much time and miss pertinent material. He actually resents this intrusion into his otherwise occupied time.

It is increasingly apparent that intelligence planning will continue being severely handicapped unless every effort is made to provide those who need to know with all pertinent information. The phenomenal growth in the volume of information for intelligence purposes literally swamps the researcher in his efforts to select, extract, synthesize and organize his data. When confronted with a list of several hundred or thousand documents somewhat related to his problem, he is discouraged. He needs help. He has asked for it. It is at this point that additional, qualified reference assistance must be rendered to enable the researcher to conserve his energies for his original mission.

Six senior reference specialists added to the current Information Section staff would provide the type of service requested and needed. These bibliographical experts must be well-grounded in subject fields of particular Agency interest.

PERSONNEL REQUIRED: (6) GS-12 Librarians

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