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[redacted]

25 September 1951

MEMORANDUM FOR: Assistant Director, Research and Reports

SUBJECT: Holding of One Copy of Documents in OCD Library

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1. [redacted] has raised the question of the violation by OCD of the procedure agreed between OCD, ORR, OSI, and OCI for keeping at all times a copy of incoming raw intelligence in the Library.

2. I have checked with OCD and they are unaware of any violation. I understand that Mark has not been able to cite specifically such violations.

3. It may not be clearly understood that OCD in order to guarantee the availability in the Library of incoming raw material is microfilming where necessary and that, therefore, under this procedure there should be no cases where ORR researchers seeking a document in the Library would find it inaccessible. This, of course, will not be applicable in all cases prior to the establishment of this procedure which is about three or four months old. It is OCD's practice in the event an office should call for such documents (that is, documents received prior to this procedure) that they would be routed and that until their return such documents would not be in the OCD Library.

4. In the event that this does not provide the assurance that you seek for your researchers I would suggest that you, [redacted] and I sit down and discuss improvements or any alternative proposals. I am sure that Mr. [redacted] will welcome notification at once of any deviations from their current procedure in order that he can take remedial action.

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[redacted]
Assistant Director
Intelligence Coordination

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cc: AD/CD
Mr. [redacted] OCD
EA/DCI
Adv for Management

Document No. 4
NO CHANGE in Class. ☐
☐ DECLASSIFIED
Class. CHANGED TO: TS S C
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1763
Date: 21 MAR 1978 By: 026

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