

1. All documents are received at Central <sup>25X1C8a</sup> Registry.
- (a) Given serial number (<sup>25X1C8a</sup> documents arrive with a special number since they come from special sources)
- (b) Recorded by number and title
- (c) Distributed to interested division
- 25X1C8a
2. <sup>25X1C8a</sup> 3 Procedures.
- (a) Division maintains a Central Reference Section
- (1) Registers all incoming documents and prepares accession cards (index file card)
- (2) Reading panel (5) reads and marks those parts of interest to a particular section or sections; weeds out all documents of no interest to the 27 sections in the Division; completes distribution form (recipient sections listed in order of priority). Panel handles 1000 documents per month. Readers have general instructions regarding section interests plus experience.
- (b) Documents may be retained by the section primarily interested after minor interests have been served but must return distribution sheet.
- (c) Distribution sheet, (see accompanying copy) in addition to indicating recipients, and depository, permits the recording of section needs for extracts. (The precise paragraph to be reproduced must be indicated and the number of copies. Upon receipt of the Distribution Sheet in the Central Reference Section, a central typing group does the reproduction, distributes the copies to the requesting sections, and returns the document to the section which wishes to retain it or to the Central Reference Section for final disposal.
- (d) The Central Reference Section then
- (1) Completes the index file card
- (2) Files distribution sheet
- (3) Determines on the basis of Section critiques whether the document shall be stored or destroyed. Actual destruction, however, takes place only after final approval by a special <sup>25X1C8a</sup> Board of 3 members.
- (e) Stored documents are filed numerically. They must be requested by number. Should a section be unable to refer to a stored document by specific number, the Central <sup>25X1C8a</sup> Registry will institute a search since this unit records all accessions by number and title.
- (f) Where a document is of interest to other Divisions in <sup>25X1C8a</sup> these are indicated on the distribution form. After the extracts have been reproduced in the <sup>25X1C8a</sup> typing pool, the latter reroutes the document automatically.

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