

PROCEDURE FOR INCORPORATION OF EVALUATIONS OF CIA INFORMATION
REPORTS INTO LIBRARY REFERENCE FILE

Utilization of information report evaluations prepared by ORE and OSI specialists in conjunction with subsequent reference to the report should enhance the intelligence operation. The following procedure will provide this service.

1. Where possible, the OGD readers and ORE allocators will indicate evaluation responsibility on the multilith mat.
2. A copy of the report stamped "Return to the CIA Library" will be routed to the division designated to evaluate the report. "Evaluate" will also be stamped on this copy of the report.
3. When there are sufficient copies, a "Retain or Destroy" copy will also be routed to the division designated as evaluator.
4. After preparation of the evaluation, the division specialist responsible for preparation of the evaluation will staple a carbon copy of the evaluation to the back of the "Return to CIA Library" copy of the report. A check mark will be placed after the stamp "evaluate" on the first page of the report. The report will then be routed directly to the Library.
5. The Library will file the report, which will then have the evaluation stapled to the back, in its loan file.
6. On subsequent referral of the report, the evaluation will be included as an integral part of the report. The "evaluate" stamp plus the check appearing on the first page of the report will alert the borrowing researcher to refer to the evaluation.
7. No action will be taken to incorporate past evaluations into the Library file, unless the researcher wishes to call for the library copy of the report attach a copy of the evaluation he has retained in his files, and so indicate on the face of the report.

CONCURRENCES:

ORE Non concurred (DATE) 18 Jan 50
I do (not) concur

OSI Non concurred (DATE) 13 Jan 50
I do (not) concur

OO Only if ORE and OSI approve (DATE) 10 Jan 50
I do (not) concur

OSO Not interested (DATE) 11 Jan 50
I do (not) concur

SECRET

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 I do (not) concur

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 OSI Not in (DATE) 1580
 I do (not) concur

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TAB UP

DRAWINGS OF EQUIPMENT DESIGNED TO ACCELERATE
SORTING OF INTELLIGENCE DOCUMENTS BEING RETURNED TO
LIBRARY FILES

By



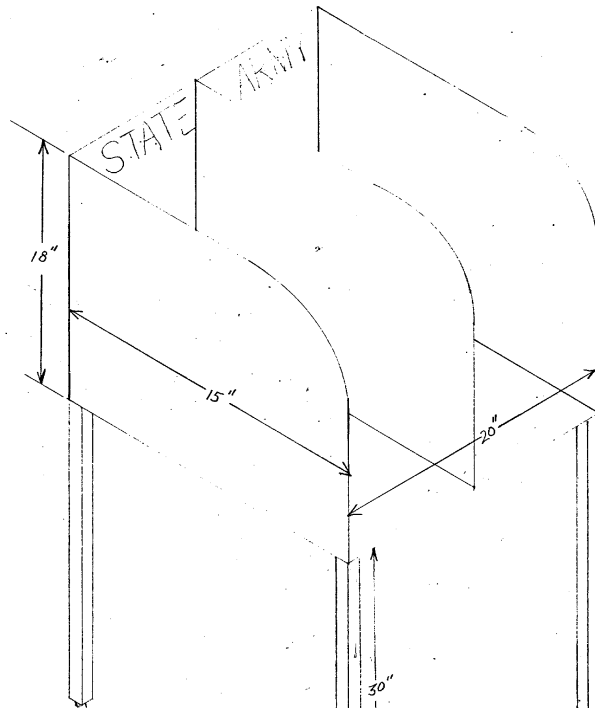
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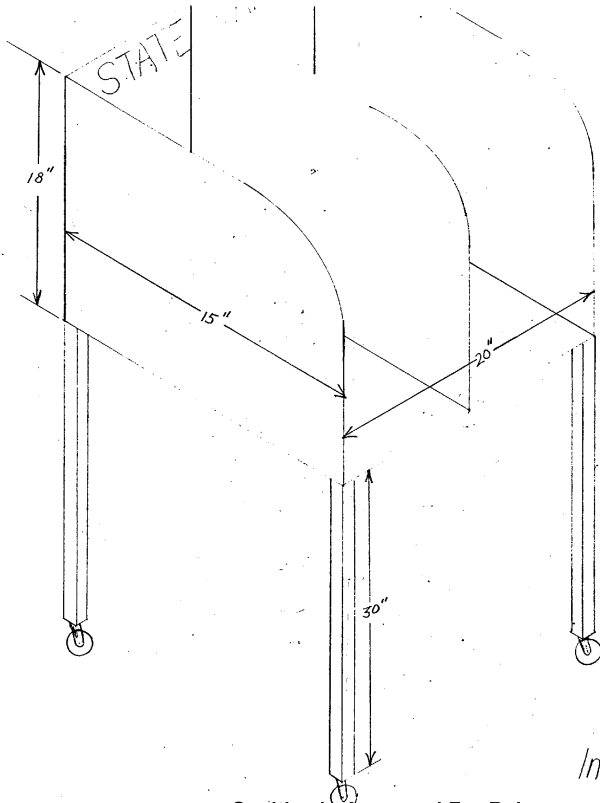


Proposed Equipment for CIA Library
Consult [redacted]
1005 M² Bldg., Ext. 411

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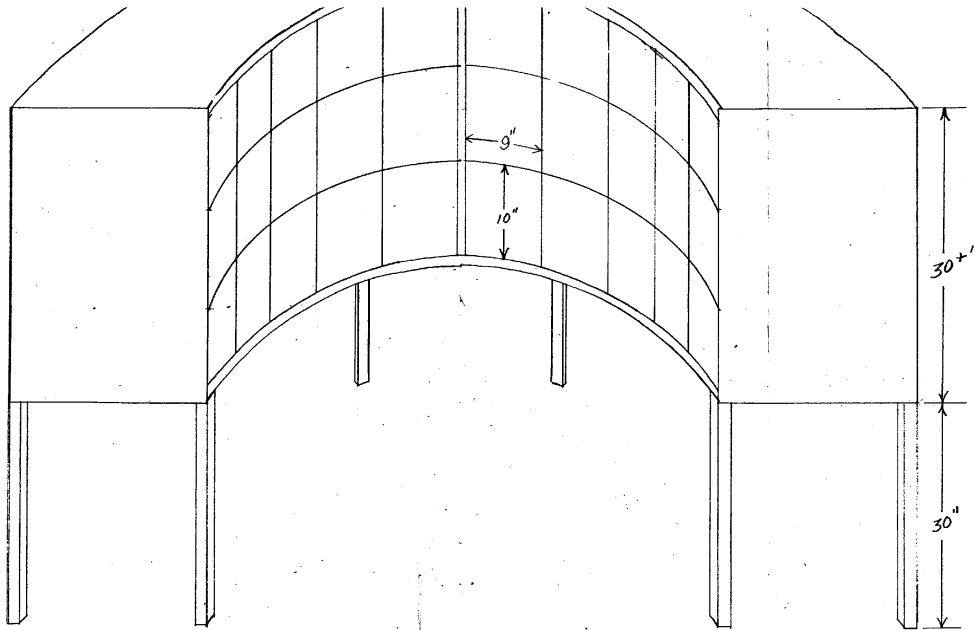
Proposed Equipment for CIA Library
Consult G. O. [REDACTED]
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*Incoming Unsorted Document
Storage Bin*

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Document Sorting Bin

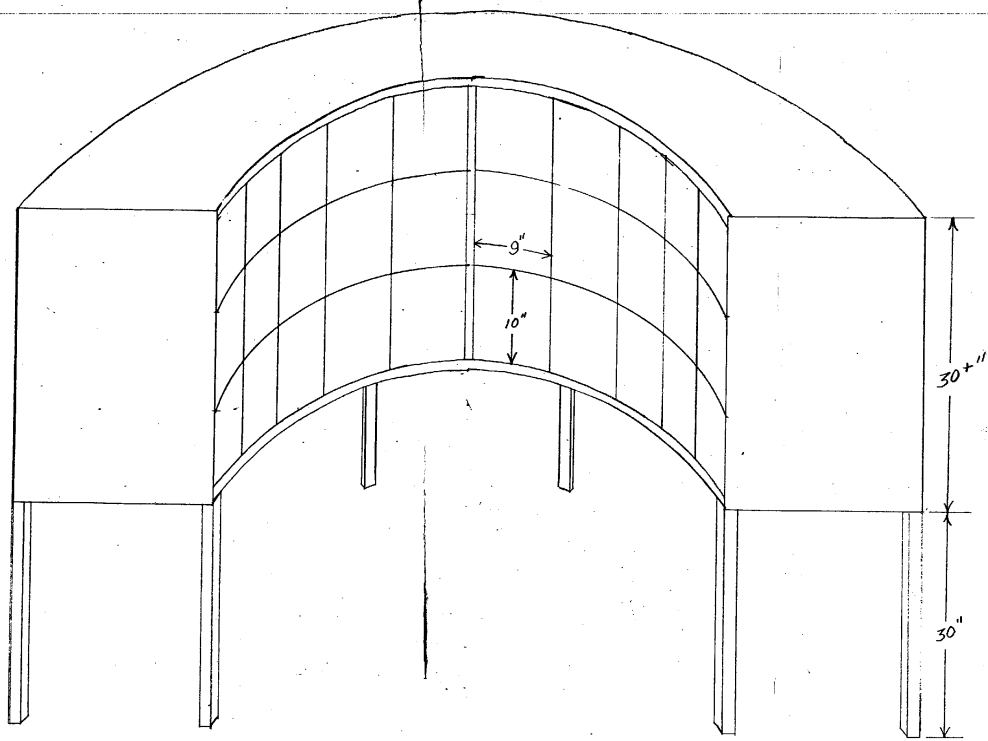
*Proposed Equipment for CIA Library
Consult [REDACTED]
1005 Mth Bldg., Ext. 444*

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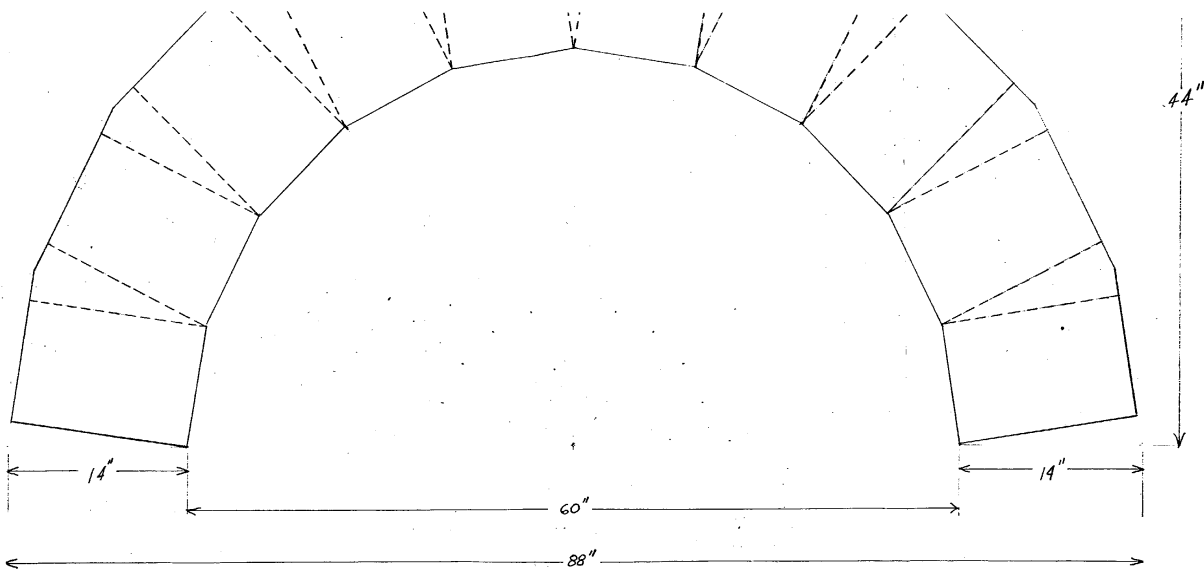
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*Drop door
Plastic Flaps
Label room
Hinges*



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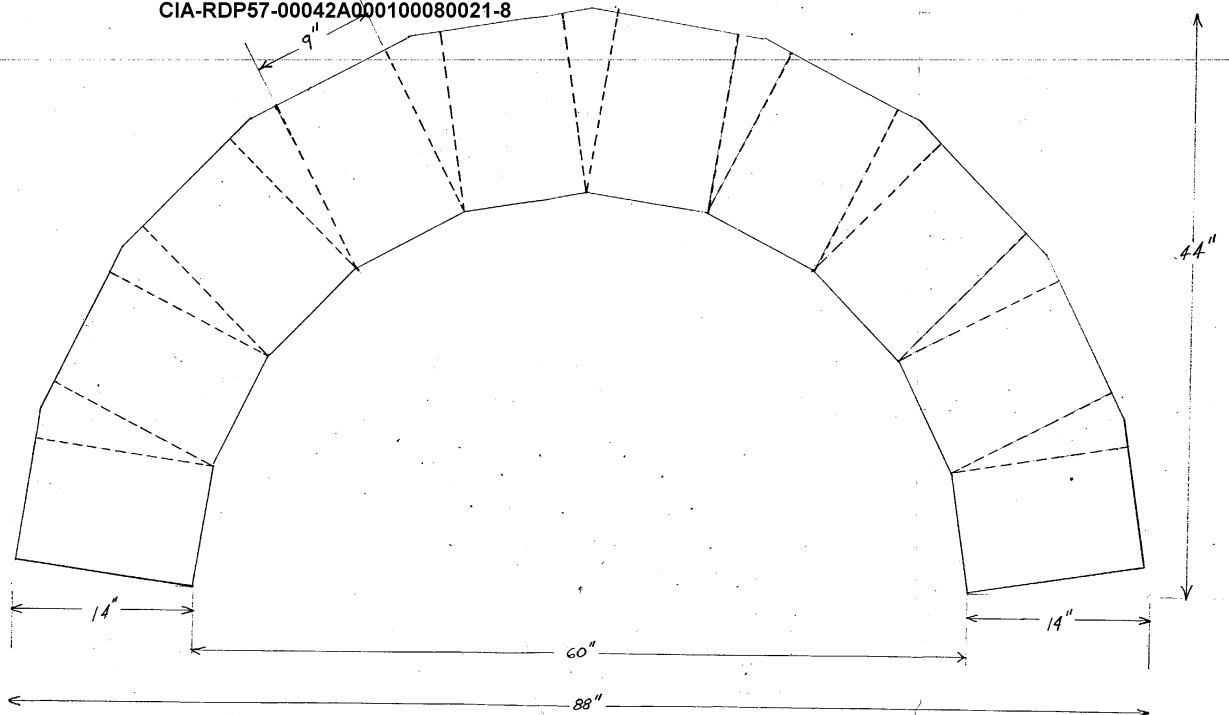
Document Sorting Bin
Top View

Proposed Equipment for CIA Library
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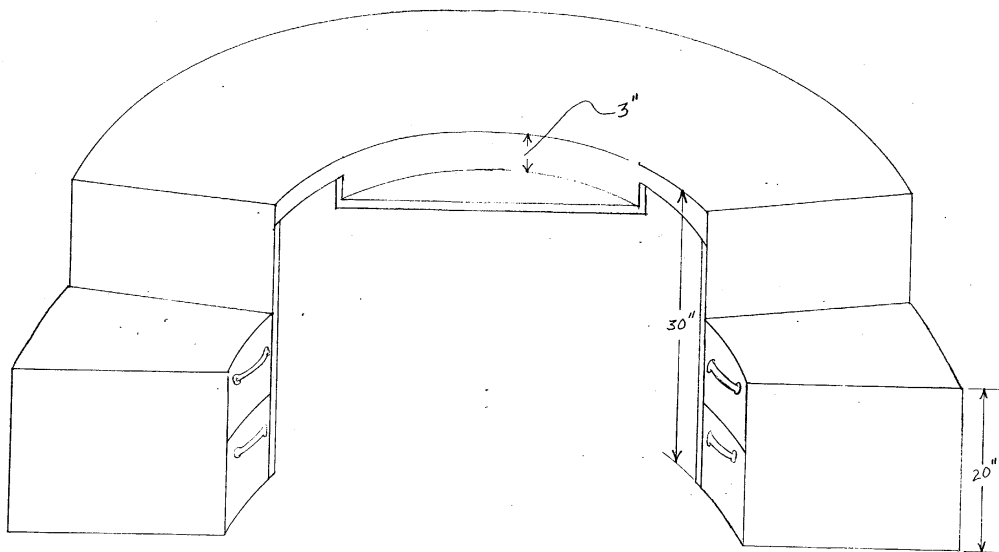


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*Alternative Drawers
L.A.
Detachable 2nd Tier*



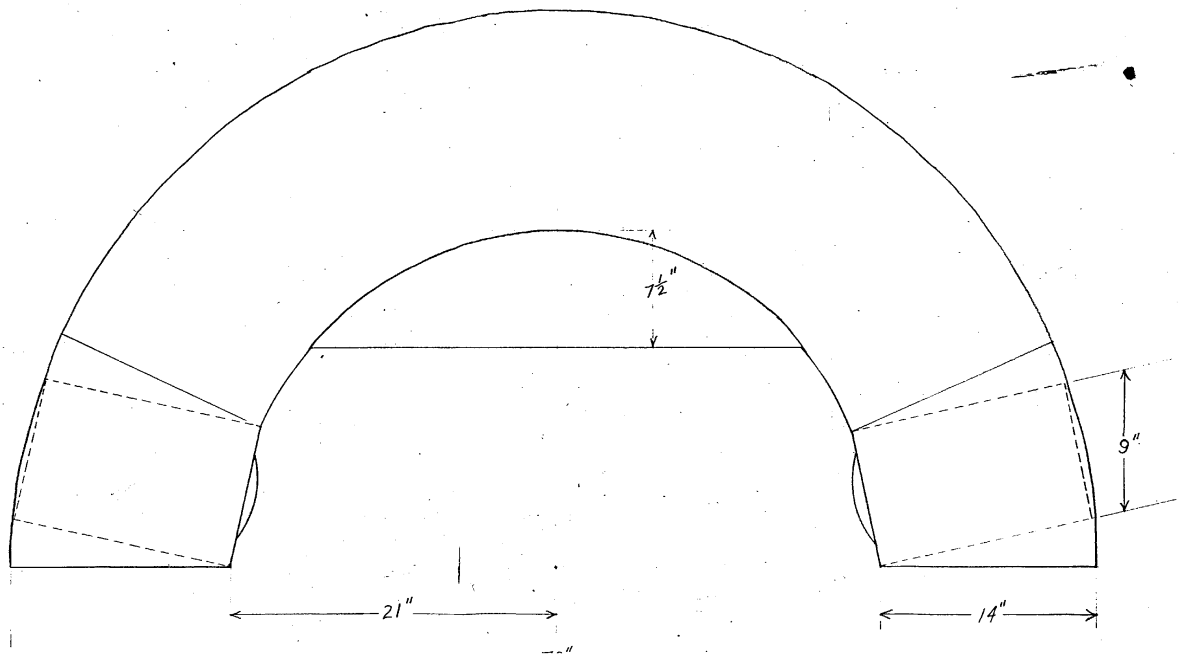
Library

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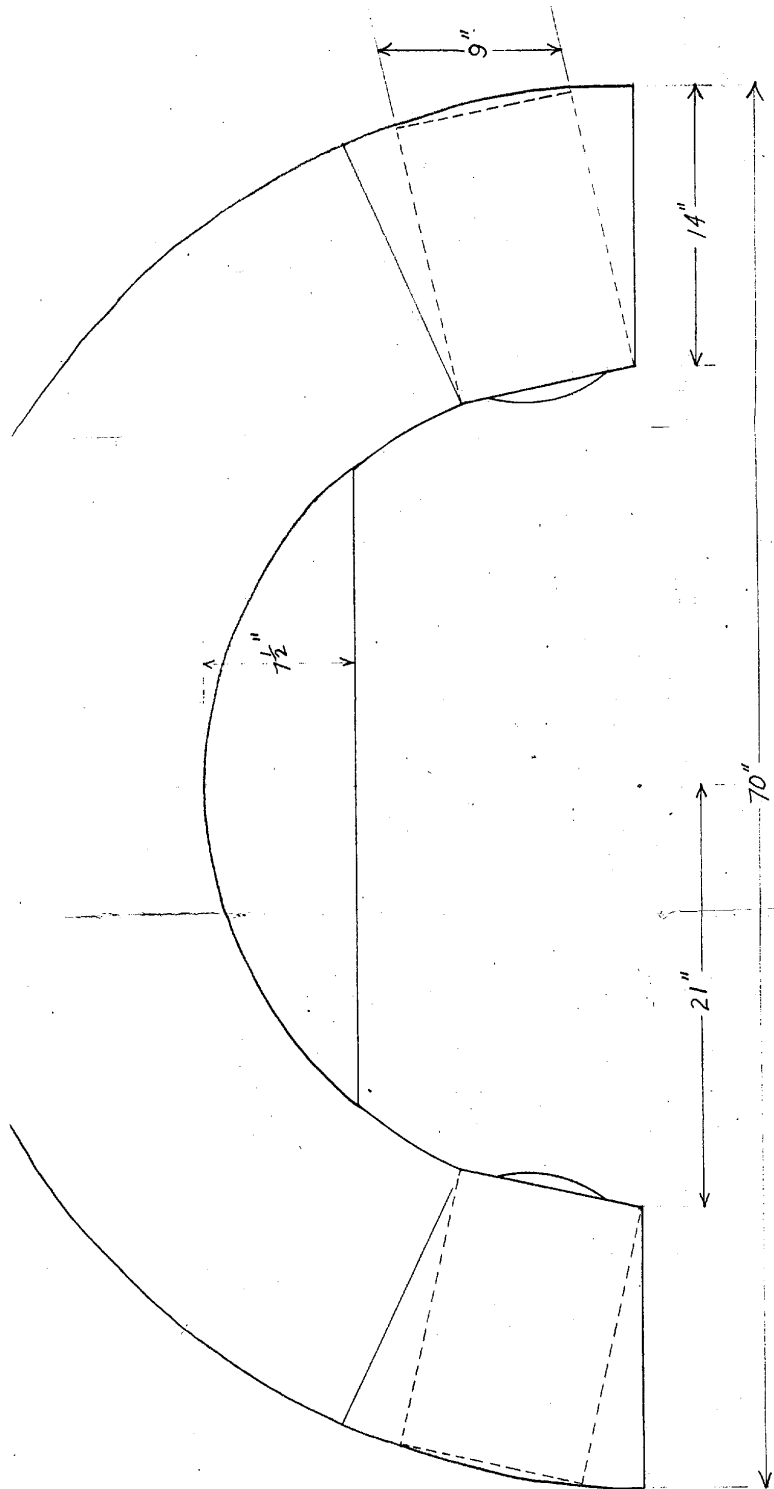
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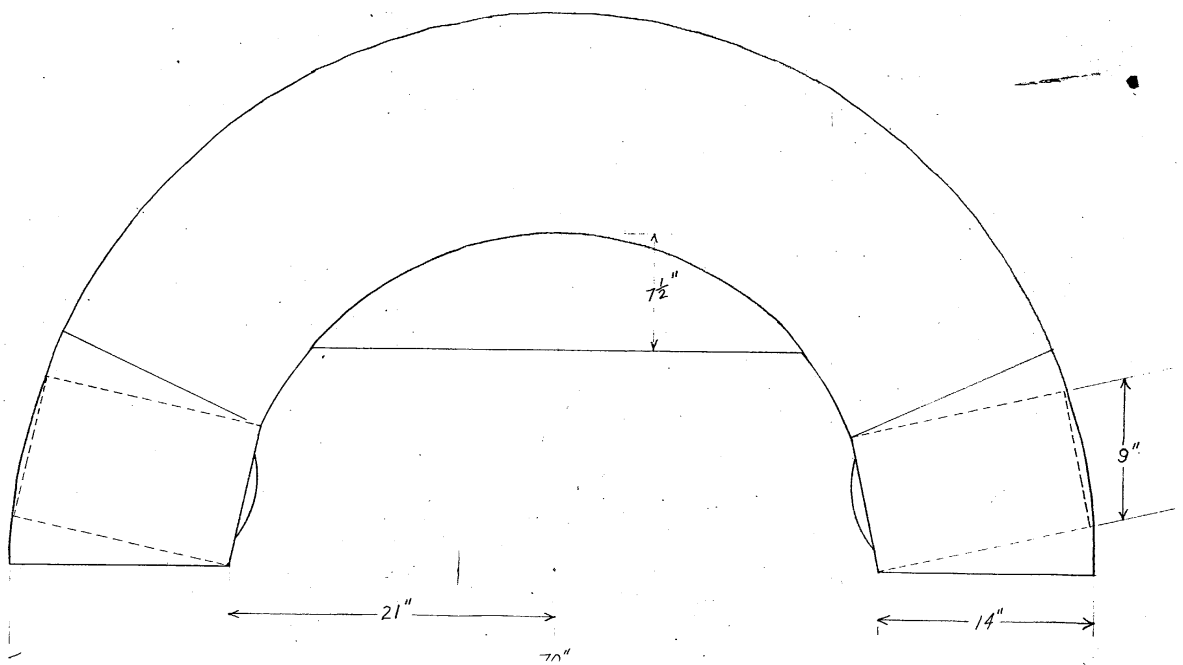
Document Sorting Desk
Top View

Scale: $1'' = 5''$

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