

~~SECRET~~

Sanitized - Approved For Release : CIA-RDP57-00042A000100080022-7

9 November 1949 -

BC  
Being referred to Executive  
for separate action.

MEMORANDUM FOR: Assistant Director for Collection and Dissemination  
Chief, Inspection and Security Staff  
Budget Officer  
Management Officer  
Chief, Administrative Staff  
Chief, Services Division, Administrative Staff  
Chief, Fiscal Division, Administrative Staff  
Chief, Special Support Staff

SUBJECT: Purchase of Books and Periodicals.

1. Management surveys of the Library, OCD, and the Procurement Section, Services Division, Administrative Staff, have disclosed that the procedures employed in the ordering and purchase of books and periodicals are cumbersome, time-consuming, and expensive.

a. Domestic purchases - Purchase from many dealers, which entails advertising each book for bid, consumes much time and manpower in the Library, Services, and Fiscal Divisions.

b. Foreign purchases - State Department service is slow and inadequate. It is practically impossible to account for Agency moneys expended by the State Department in book purchases.

2. A member of your staff will be appointed to serve on an ad hoc Committee which will consider the total problem and develop recommendations together with implementing procedures. In addition to formulating new approaches to this problem, it is asked that the Committee determine the feasibility of the following suggestions for improvement of this activity:

a. The procurement and receiving tasks in book purchases now being performed in Services Division be transferred to the Library, OCD.

b. The utilization of the newly-designed purchase order as requisition, purchase order, and receiving instrument.

c. A contract be let for the purchase of books obtainable in this country. Approximately seventy per cent of purchases could be handled through such a contract. The invitation to bid and the contract could specify: mark-up, bonus for performance, number of sources to be searched, the coverage of the sources, and ability to work within security restrictions.

Sanitized - Approved For Release : CIA-RDP57-00042A000100080022-7

~~SECRET~~

Sanitized - Approved For Release : CIA-RDP57-00042A000100080022-7

-2-

d. Establish a new foreign procurement channel by endowing a private institution or by security-clearing and establishing contact through a private dealer with foreign purchase connections.

e. The periodical contract being drawn include a provision for adding and subtracting periodicals as CIA needs change.

25X1A7b

25X1A7b

f. Authority be delegated to the overseas stations of the [redacted] to purchase their own foreign books and to maintain their own accountability for such books.

g. A petty cash fund with a minimum of no less than \$30.00 per month be established in the Library for quick open market purchase of needed books, periodicals, and pamphlets.

h. The Agency establish an account with the Government Printing Office to facilitate telephone ordering and immediate delivery of Government publications.

i. A policy be established as to length of time orders should remain open and when steps should be taken to cancel overdue orders.

3. Chairmanship of the Committee will be vested in the OCD member. You are requested to forward your nominations for the Committee to the Assistant Director for Collection and Dissemination, who will be responsible to report the findings and recommendations of the Committee to the Executive through the Management Officer. He will also be responsible for dissolving this ad hoc Committee when corrective action has been accomplished. The Committee will be required to coordinate with and obtain appropriate concurrences from other interested segments of the Agency as recommendations are developed by the Committee. It is asked that your Committee appointees be given the authority to act for you in concurring to any decisions reached by the Committee and have your permission to work with other members of your staff in implementing Committee suggestions.

[redacted]  
Captain, USN  
Executive

25X1A9a

Sanitized - Approved For Release : CIA-RDP57-00042A000100080022-7

~~SECRET~~

**SECRET**

TAB D

Sanitized - Approved For Release : CIA-RDP57-00042A000100080022-7

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 10 October 1949

FROM : Executive Assistant Director, OCD.

SUBJECT: Revision of the OCD Table of Organization.

Ref. A: Memo. from Management Office through Assistant Director, OCD, to the Executive, dated 14 September 1949, Subject: Records Management Program for CIA.

1. In accordance with the CIA Records Management Program outlined in Reference A and subsequently approved by the Executive, representatives of the Management Staff and OCD have re-examined the organization, position, and grade requirements of the Archives Branch, CIA Library. It is believed that the duties required can be accomplished without increase in the Table of Organization for the Library Division, but certain changes in organizational structure and in types and level of position will be required.

2. The following organizational changes are recommended:

a. That the Archives Branch, CIA Library, be designated as the Records Management Branch, CIA Library, OCD.

b. That the Document Processing Section (formerly the Information Distribution Section), Top Secret Section, and the Records and Files Section (formerly the Administrative Records Section) (in keeping with common usage) be reconstituted as a branch and renamed the Central Records Branch.

c. That the Records and Files Section has added responsibilities as follows:

(1) Maintenance of stocks of CIA-produced intelligence and information reports classified below Top Secret, and making supplemental distribution of copies as authorized.

(2) Operation of records storage areas, including a Records Center and Archives for records of limited need or enduring value which may eventually be offered for transfer to the National Archives.

3. To implement the Records Management Program and provide for the inactive records storage operations, it is requested that the Table of Organization for the CIA Library be revised as follows:

Sanitized - Approved For Release : CIA-RDP57-00042A000100080022-7

a. Records Management Branch

- (1) Records Management Officer CAF-13
- (1) Asst. (Records Management Analyst) CAF-12
- (1) Microfilm Analyst CAF-11\*
- (2) Records Management Analyst CAF-9
- (1) Records Management Analyst CAF-7
- (1) Secretary CAF-4

\*(To be allocated at CAF-9 pending classification)

b. Central Records Branch

- (1) Chief - (Formerly Chief, IDD) CAF-11\*desk audit)

Document Processing Section

- (1) Head - (Formerly Assistant Chief, IDD) CAF-8  
(Present T/O of IDD consisting of Processing Section  
Distribution Section  
Incoming and Dispatch Section)

Top Secret Section

- (1) Head CAF-9\*\*
- (1) Clerk CAF-5
- (2) Clerk CAF-4

\*\* (To be allocated at CAF-7 pending classification desk audit)

Records and Files Section

- (1) Head CAF-7
- (1) Records Center Head CAF-5
- (1) Clerk (current records) CAF-4
- (2) Records Clerk (non-current) CAF-4
- (1) Supplemental Distribution Clerk CAF-4
- (1) Clerk Typist CAF-3

 25X1A9a

Attachment A: Brief description of the duties of the proposed Records Management Branch, CIA Library

Attachment B: Brief description of the duties of the proposed Records and Files Section, Central Records Branch, CIA Library.

**SECRET**

ATTACHMENT A: Brief description of the duties of the proposed  
Records Management Branch, CIA Library.

1. CAF-13 - CIA Records Officer or Chief, Records Management Division

Job title: Organization and Methods Examiner (Records  
Management Officer)

Is responsible for the development and implementation of the Records Management Program in all portions of the Central Intelligence Agency, both headquarters and field. Defines the scope of portions of the program and secures agreement of various offices served as to the manner of implementing the program throughout the divergent activities of each office. Develops and secures agreements on policies and procedures for conduct of phases of the Records Management Program. Serves as the CIA Archivist and as the CIA Liaison with the National Archives. Advises on the development of procedures for the downgrading of classified documents.

2. CAF-12 - Assistant Chief

Job title: Organization and Methods Examiner (Records  
Management Officer)

Serves as full assistant to the Records Administrator, acting for him in his absence. Is responsible for developing or assisting in the development of broad programs for the management of records on an agency-wide basis. Devises means for the implementation of policies and programs for records management. Conducts major records management analyses. Develops and conducts training courses for records analysts and records officers. Establishes policies and procedures for the operation of the CIA Archives to preserve records of enduring value and of the Records Center for the care and disposal of records having value for a limited period.

3. CAF-11 - Microfilm Analyst

Job title: Organization and Methods Examiner (Records  
Management Analyst)

Responsible for determination of the need for microfilming projects throughout CIA to provide: (a) for security of vital and permanently valuable documents, (b) for reduction in the costs and increase in the speed of processing documents, and (c) for reduction of costs of storage of documents. Develops systems and procedures for microfilming projects including arrangement and indexing of documents and provides technical advice on the care of photographic records to insure that all such records are properly preserved to serve the requirements of future research.

**SECRET**

**SECRET**

4. CAF-9 - Records Analyst

Job title: Organization and Methods Examiner (Records Management Analyst)

Responsible for planning and developing procedures for specific aspects of the records management program. Concerns himself with current records management matters including the development of filing systems, standards for and proper use of filing equipment and supplies and procedures for the operation of offices of record, and suggests modifications of procedures which would promote efficiency in the preparation of records. Makes current records management surveys. Develops and conducts training courses for records officers and clerks. Directs and assists in the installation of revised records systems and procedures.

5. CAF-9 - Records Analyst

Job title: Organization and Methods Examiner (Records Management Analyst)

Responsible for planning and developing procedures for specific aspects of the records management program. Concerns himself with non-current records problems. Develops procedures for the inventorying of records and devises necessary control records for the systematic handling of semiactive and inactive records in the CIA Archives and Records Center. Conducts records management analyses to determine the value of file series, to eliminate unnecessary duplication of files, to suggest modifications of procedures which would promote efficiency in the preparation of records, and to develop records retention and disposal schedules and disposal lists for the reduction of volume of records stored. Conducts researches in the CIA Archives and Records Center and directs searches in the National Archives or other records organizations. Gives technical or professional archival guidance to clerks in the arrangement of documents and other duties in the CIA Archives and Records Center.

6. CAF-7 - Records Analyst

Job title: Organization and Methods Examiner (Records Management Analyst)

Assists analysts of higher grade in conducting records management surveys of all types. Works independently in simpler assignments and on phases of larger assignments. Is responsible for devising specific procedures to be followed. Assists in the organization of files and in the conduct of researches as necessary.

**SECRET**

7. CAF-4 - Secretary

Serves as secretary to Division Chief and Assistant Chief. Performs general clerical duties for the Division, including keeping of personnel and property records and maintenance of necessary files of forms, records surveys, report and working papers.

ATTACHMENT B: Brief description of the duties of the proposed Records and Files Section, Information Distribution Branch, OCD

1. CAF-7 - Head

Job title: Records Assistant

Is responsible for the central control of all interagency administrative records and for intra-agency records concerning major matters of policy and procedure. Develops procedures for the receipt, recording, filing, use, and dispatch of current administrative records. Serves as the office of record for the Director of Central Intelligence, for the executive offices of the Director, and for records covering policy and major matters of procedure for Assistant Directors of Offices and Staff Chiefs.

Directs the operations of a CIA Records Center and Archives. Receives and makes supplemental distributions of all CIA-produced intelligence reports classified below Top Secret. Receives and makes supplemental distributions of all CIA administrative issuances.

2. CAF-5 - Records Center, Head

Job title: Records Clerk

Operates the CIA Records Center containing all semiactive and inactive records of value for a limited period, and the CIA Archives for inactive records of permanent value. Is responsible for the preparation of necessary control records for the systematic arrangement and storage of valuable records and of copies of documents for subsequent distribution. Directs and assists in the work of segregating and destroying records as directed by the Records Management Staff.

3. CAF-4 - Records Clerk (2)

Job title: Records Clerk

Perform the routines within the Records Center and Archives of receipt, recording, arranging, labelling, and packaging of non-current documents and records. Destroy records as directed. Direct laborers in handling records coming into, leaving, or re-arranged within storage areas. Assist records personnel in any office of CIA, on assignment, in arranging records to facilitate use and eventual retirement.



**SECRET**

4. CAF-4 - Clerk (Current Records) (1)

Job title: Clerk

Perform routines of receipt, recording, dispatch, and filing of administrative records of current value. Make searches in files for documents requested. Segregate non-current records for storage. Maintain files of indexes. Assist in preparing control records.

5. CAF-4 - Supplemental Distribution Clerk

Job title: Clerk

Responsible for all steps in the control of copies of intelligence or information reports, including receipt, maintenance of complete inventory records, arranging for filing, filing of information reports and the "limited stock" collection of finished intelligence reports, searching for copies as requested, making authorized distributions, and directing the disposal of stocks no longer required.

6. CAF-3 - Clerk-Typist

Job title: Clerk-Typist

Performs general typing and clerical duties. Types index cards, records disposal forms, and inventory records.

**SECRET**

~~SECRET~~  
Sanitized - Approved For Release : CIA-RDP57-00042A000100080022-7

MEMORANDUM TO: Chief, Coordination, Operations and Planning Staff  
FROM: Management Officer  
SUBJECT: Dissemination and Storage of Basic Intelligence

1. The current survey of the OCD Library has disclosed serious problems relating to the dissemination and storage of basic intelligence.

2. Three major problems have been identified which require the assistance of your Staff.

a. CIA assumed responsibility for the remaining stock of JANIS publications. An agreement now exists whereby each of the four IAC agencies are to store one-fifth of this stock. However, their responsibility is storage only, and if any of them wish further dissemination, they must come to CIA where the standard supplemental distribution procedures are employed.

b. Approximately 1,100 copies of all basic intelligence issuances are printed. These include all HIS studies and all gazeteers. Approximately 500 copies are retained in supplemental stock. In addition, approximately 15 copies are sporadically returned to CIA within a few months after issuance. This large stock is causing a serious storage and maintenance problem. The expense to the Agency in initial printing, in providing storage space, in returning copies to stock, and in inventorying the stock periodically is considerable.

c. Despite the fact that the functional statements of the Agency give full cognizance over the dissemination of basic materials to OCD, this function has been, thus far, exclusively exercised by National Intelligence Survey Division, ORE. The supplemental distribution clerk must report to NISD, ORE, all returns of basic intelligence and must obtain permission from NISD, ORE, for action on all supplemental distribution requests.

3. It is suggested that the Coordinating Staff in conjunction with OCD and the NISD, ORE, negotiate with the IAC agencies to achieve the following assistance from the IAC:

a. Re-determination of actual immediate quantitative needs of each IAC agency for currently-produced basic intelligence.

b. A statement as to the numbers of copies of basic intelligence issuances that each IAC agency will require for supplemental distribution in case of continued peace and in event of hostilities.

~~SECRET~~

Sanitized - Approved For Release : CIA-RDP57-00042A000100080022-7

~~SECRET~~

c. Agreement from each IAC agency to accept, stock, disseminate, and dispose of the total copies it will need for distribution as set forth in a. and b. above.

d. A determination of the total number of copies of the NIS and gazeteers which should be initially printed, disseminated, and stocked.

e. Agreement from the IAC to accept, stock, disseminate, and dispose of its one-fifth share of JANIS documents.

4. It is also suggested that the Coordinating Staff effect an agreement between OCD and the National Intelligence Survey Division, ORE, whereby the assigned functional responsibilities of OCD for dissemination will be carried out.

25X1A9a



CONCUR:

Assistant Director, OCD, *John Andrews* (DATE) *20 Feb 50*  
I do ~~(not)~~ concur

*Action is underway by COAPS  
on this problem. Believe us  
memo is needed.*

~~SECRET~~