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OFFICE OF COLLECTION AND DISSEMINATION

I. Mission

The Assistant Director for Collection and Dissemination is charged with the control and furnishing of reference and dissemination service for the Agency.

II. Functions

The Assistant Director for Collection and Dissemination shall:

- A. Provide newspapers, periodicals, documents and other reference materials required for use within the Agency.
- B. Maintain the central Agency reference library which will serve all offices of the Agency in accordance with their needs and other government agencies to the extent possible without jeopardy to service to the Agency.



- D. Recommend and develop dissemination policies and procedures in coordination with other offices of CIA and other interested agencies.
- E. Implement the approved coordinated dissemination policies and procedures.
- F. Formulate policies and procedures for the CIA Records Management Program in conjunction with the Management Officer.
- G. Maintain CIA archives.
- H. Maintain essential stocks of NIS and other CIA-produced material and provide supplemental distribution as required.

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- I. Provide special machine methods service to CIA and other authorized agencies in support of the substantive intelligence program.
- J. Provide messenger, courier, administrative records and top secret control service for the Agency.

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