

22 January 1958

MEMORANDUM FOR: SA/CS (Task Force Coordinator)

SUBJECT: Proposal on Time Schedules for Intellofax Tape Service.

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1. Tentative estimates by the Composite Group () handling Intellofax tape service set 8 per day as the average number of requests and 4 days as the average elapsed time to completion of each transaction. Statistics have not been developed on the populations of answers going out during this test period.
2. The paper just issued by CIA Library on 20 January 1958 entitled "Interim Procedure for Servicing State Requests" raises the possibility of an increase in tape traffic coming at a time when service to regular customers is somewhat slowed by the review work of the Composite Group. If initial experiences of new customers are unsatisfactory it seems obvious that they will be reluctant customers in the future.
3. The following measures are proposed for immediate adoption:
 - a. Adopt Intellofax tape time schedules as follows:

Normal service will provide delivery of the tape to the customer in 8 working hours.

Tapes involving more than 300 document citations will be delivered in 16 working hours or in installments of 300 items.

Tapes will normally be compiled using the card camera in lieu of facsimile.
 - b. The Reference Staff will complete book tapes and bibliographies now in process and then terminate such service for six months or until further notice in order that senior reference personnel may be free to handle intellofax tape requests.
 - c. Senior coders in Analysis Branch may be assigned to handle intellofax tape requests as appropriate.
 - d. A senior member of Reference Branch will be appointed monitor to supervise tape production as soon as the Composite Group terminates its present assignment.

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- e. Any Reference Staff (or Analysis Branch) representative assigned to give Intellofax Service will have access to the Intellofax files in Machine Division and may invite the requestor to accompany him or her to examine the files.

Machine Division will designate one or two clerical personnel (a) to pull cards from interim files on request and (b) to keep records, as appropriate, of cards removed from the files for temporary use in a Machine Division reference room or in Reference Branch, CIA Library.

As soon as Intellofax cards have been selected for reproduction, the cards will be run through a continuously manned card camera and a tape delivered to the librarian/customer.

- f. Processed tapes if compiled from rough-sort collections of cards will be screened and edited by Library Staff in cooperation with requestors.
- g. Cards returned from listing and ready for reintegration in Intellofax files will be integrated within 8 working hours. They will be available during that period to new searches by correlating their storage location with the record of use set up at the time they were withdrawn from the files.
- h. OGR capacity to give tape service will be presumed to be of the following order: minimum of 15 persons available (Ref. T/O 15, Anal. Br. T/O 4); minimum of two tape transactions per person per day; daily capacity of the Intellofax Service - 30 tape runs.

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CIA Librarian

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Chief, Document Division