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14 January 1958

**MEMORANDUM FOR:** Deputy Chief, Document Division  
Chief, Special Control Branch

**SUBJECT :** Release Section Work Performance

To keep Release Section workload moving on schedule will you do the following:

1. Spend as much time as is necessary daily until further notice to take action on every request pending in the Section, to see that a suspense date has been assigned to each request and that follow-up action occurs when each time limit expires.
2. Negotiate with RQM/OIS for the standard distribution of finished intelligence without despatch cover to DD/I representatives.
3. Determine whether finished intelligence publications not suited to distribution via RQM/OIS (par. 2 above) can be distributed by the distribution staff of Processing Branch.
4. Maintain the following time schedule in satisfying requests served on the Section:
  - a. Requests received by cable - answer in three working days or draft statement of delay and notification of delivery date.
  - b. Requests received by memorandum - answer in five working days or draft statement of delay and notification of delivery date.
  - c. Telephone requests - take down the message on an appropriate memo form. Indicate deadline. Notify by telephone when deadline cannot be met.

Please advise me at 4:30 p.m. daily of requests on which no action has been taken.

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Chief, Document Division

cc: Release Section

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