

2 January 1958

MEMORANDUM FOR THE RECORD

SUBJECT: Document Division Control of Dissemination Cards.

Effective 2 January 1958, Processing Branch of Document Division will:

- a. Collect dissemination cards (D-cards) in batch number order following distribution of all copies of the documents in the batch.
- b. File the bundles of D-cards (unarranged as to control number) in batch number sequence, in hard-copy, in Processing Branch. The Chief of the Branch will designate staff to maintain the file.
- c. Investigate after 1-3 months the desirability of filming the monthly collections of D-cards by rotary camera for reel storage, or, if this proves impractical, filming by flat-bed camera and mounting of each batch of D-cards in an aperture card.
- d. Document Division personnel may consult the file as needed to answer processing questions.
- e. Chief, Processing Branch, will designate the file maintenance personnel, b. above, or some other appropriate staff member to provide reference service on requests received from outside the Division. (These will come via Circulation Branch, CIA Library, since the latter must consult CIA Library's document source file to determine the batch number for any document in question. Provide Circulation Branch with name and telephone number.)
- f. Controls:
 1. Processing Branch will keep a tally of the number of external requests serviced per month.
 2. The Distribution Staff of Processing Branch will check off batches as distributed against a Batch Log Record. Batches not accounted for at the beginning of the third working day following the batch date will be reported to the Branch Chief or designee for tracing.

NOTE:

1. Batches are numbered by month, day, and sequence of establishment on the given date - e.g. 12 - 06 - 23. Processing Branch establishes, on an average, 120 batches per day with 15 documents in each batch.

-2-

Branch typists include the batch number on each document source card produced. Batches are always confined to the documents of a single source agency. Since the documents in the batch are not received in 7-digit control number sequence there is no point, ref. par. b above, to arrangement of the D-cards in control number sequence within each batch. File arrangement will therefore run as follows:

12-06- 1
 2
 3
 180

12-07-3
 4
 5 3,667,560
 3,549,250
 3,669,400
 etc.

Month, Day, Batch #, IAC #

2. Internal dissemination of the following categories of documents received in OCR is not recorded on D-cards:

Nodex - recorded on the face of the document filed in hard-copy in CIA Library

Flash - recorded in Analysis Branch and on the processing copy filed in Circulation Branch

Standard Distribution Publications - recorded in Kardex files of Processing Branch

IAC distribution of CIA Information Reports - recorded on the face of each document. (As of January 1958, Document Division is in process of transferring external distribution of CIA Information Reports to Printing and Services Division, L Building plant.)

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Chief, Document Division