

4 May 1959

MEMORANDUM FOR: Chief, Document Division.
THROUGH : Chief, Processing Branch.
SUBJECT : and CR Report Evaluation.

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1. With regard to your question on the evaluation routine for Reports, the following procedures apply:

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- A. If an enclosure is involved, the enclosure with the evaluation (Form 39) is normally received separate and prior to the receipt of reproduced copies of the transmitting report. However, occasionally Form 39 accompanies the reproduced transmitting report rather than the enclosure.
- B. Transmitting reports not involving enclosures and requiring an evaluation by a CIA office always have Form 39 attached when received from PSD. If an outside agency is involved, Form 39 is normally forwarded to the agency with the distribution copies by PSD. Once in a great while the evaluation sheet is received by Processing Branch, in error, and in turn is forwarded to the evaluating agency.
- C. In all instances the document receipt and the transmitting report indicate the evaluation and the offices or agencies involved.

2. The most convenient arrangement for processing CR evaluations would be to follow the pattern. Emphasis should be placed on proper notation of the document receipt and the requirement that Form 39 should be attached to the receipt and the enclosure forwarded to Processing Branch.

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Chief, Distribution Section