State Dept. declassification & release instructions on file

16 May 1961

MEMORANDUM FOR: Deputy Chief, Intelligence Information Staff, OCI

SUBJECT : Delay in Receipt of State Despatches

REFERENCE : Memorandum from Chief, East European Branch to
Deputy Chief, Intelligence Information Staff dated
8 May 1961; same subject.

1. As requested, we have checked the time required in processing
the 23 despatches listed in reference from the date "received in Washington"
by State Department to the date received in OCI.

2. The number of work days for processing varied in total from 4 to
13 the average being 9. It took 1 to 5 work days in State Department and
1 to 9 work days in CIA; the average being 3 and 6 work days, respectively.

3. We are making every effort to process the many types of reports
we receive daily on a tight schedule; our goal is to disseminate copies to
OCI within 1 to 2 work days after receipt. The reports do not come in
on a regular basis and the changes in volume each day make it difficult to
process them efficiently.

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4. As discussed to day with ███████ over the telephone, the copies
of State despatches to be picked up by your messenger this morning were
received in Washington at the State Department from 5 May to 13 May. This
indicates that OCI is receiving their copies 2 to 7 work days after receipt
in Washington.

5. We hope we can improve our service to OCI and welcome your
continued check of the time taken to get this material to your office.

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Chief, Document Division, OCR

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