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6 December 1962

MEMORANDUM FOR: Chief, Machine Division, CR

SUBJECT : Microfilming Documents for Intellofax System

1. As discussed, effective immediately, the determination of whether or not to microfilm documents for the Intellofax System will be made by the Machine Division at the microfilm step rather than by the Document Division at the dissemination step as at present.
2. When a document being processed is not microfilmed, the Machine Division will add a "V" to the control number on both the Code Sheet and the document and will stamp the document and routing card if any, "Not Microfilmed".
3. The Machine Division will prepare a dummy card for the Aperture Card File. This card will list the control number followed by a "V".
4. The control number on the "D" card will not reflect the "V" suffix.
5. The Typing Section will route the copy marked with a "V" to the Documents Branch/CIA Library instead of destroying it. When the copy marked with a "V" is marked for routing to other than "LY Docs", the Typing Section will pass it to the Dissemination Section for determination of appropriate action prior to forwarding to "LY Docs".

  
Chief, Document Division

cc: CIA Librarian

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GROUP 1  
Excluded from automatic  
downgrading and  
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