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30 March 1962

MEMORANDUM FOR: Assistant Director, Central Reference

SUBJECT : Use of Air Force Coding ^{FOR} ~~in~~ Intellofax Input

1. In June of 1959, we began using Air Force's coding of Air Force information reports as input into the Intellofax System.
2. There are several processing steps required in both the Document and Machine Divisions to handle the Air Force documents and to translate the codes for the Intellofax System. These not only take additional time but result in some errors of omission in the System. At the present time receipt of Air Force code sheets varies from three to six weeks after the documents are disseminated.
3. Inasmuch as DIA is studying the systems of the three services and will develop its own, it no longer seems worth while to continue struggling with Air Force code sheets and processing copies of the reports when it is delaying input into our System.
4. For the above reasons it is recommended that we discontinue immediately using Air Force coding.


Chief, Document Division

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APPROVED:

PAUL A. BOREL, Assistant Director, CR

(Date)

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