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11 December 1963

MEMORANDUM FOR: Chief, Administrative Staff, CR


SUBJECT : New Functions and Workloads

REFERENCE : Your Secret memo of 10 December 1963;  
Same subject

The following new functions and workloads have been absorbed by Document Division during the calendar year 1963 without increases in ceiling authorization:

- a) Subject-Area indexing of collateral non-CIA cables (600/day) - 2 man-years
- b) Dissemination of TKH material - 1 1/2 man years within the Special Center.
- c) An increase of the number of documents received for dissemination and distribution (over 10% for the year or some 40,000 reports) - 1 1/2 man-years

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Chief, Document Division

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification