

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

9 December 1963

MEMORANDUM FOR: Chief, Administrative Staff, CR

SUBJECT : Printing Requirements Places on PSD by OCR

REFERENCE : Oral Request by  25X1

The following is the reproduction work submitted by Document Division to PSD on a regular basis.

Intelligence Subject Code - 1,000 copies are printed. A reprint or revision is made every 1 to 2 years. No deadlines.

Intelligence Publications Index. Published monthly. 610 copies of each with a 75 page average per issue. Deadline given by Document Division is normally one week. Received from PSD 2-5 days late. Semi-annual issue. 610 copies averaging 400 pages per copy. Average delivery 10 days late.

Dictionary - 2 Tag. Published every 6 months. 70 copies with an average of 1,147 pages per copy. No deadline - however, the supplements are received from Machine Division/OCR before the Basic is received from PSD. Since PSD could not render fast enough service on the 3 Tag organizational dictionary, the Document Division is having to turn to Machine Listings.

Intellofax Mats - Document Division sends some 500-600 to PSD each day. The Intellofax Cards are returned to the Machine Division some 3 days later.

Large, hard copy documents, and microfilm attachments to information reports which require additional copies for dissemination requirements are submitted to PSD for reproduction. Average volume of this traffic is 650 pages per month. Deadline given is normally 5 working days. Items are received back from PSD in 8 to 10 working days.

In addition to the above, some 43,000 pages per month are reproduced on the Document Division's 914 or Bruning Copytron. These pages are reproduced to satisfy initial dissemination or distribution requirements, as well as ad hoc requirements of such offices as the Liaison Staff, HIC, Library etc.

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**SPECIAL Projects handled by PSD (7th floor)**

**Special Cover Sheets - 450 (one printing)**

**Special Evaluation Forms - 2,000 (one printing)**

**Special Report - 19 copies - 494 pages per copy**

**No backlogs are experienced by the Special Dissemination Section with PSD.**

**The Document Division reproduction needs are based on the dissemination, and distribution requirements levied on the Division by Agency Offices. Reproduction economies could be effected only by getting these offices to agree to a reduction of the number of copies which they now require, or by agreeing to routed copies on a wider basis than is currently being done. On the other hand the number of copies of intelligence reports we regularly receive from other agencies is generally limited to the number we need on a standard basis. The other agencies do not generally distribute a varying number of copies on a selective basis according to the subject matter although our copy requirements vary to a great extent.**

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Chief, Document Division, CR

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