

~~SECRET~~

Attachment A

Document Division Procedures

1. All documents will be processed through to the typists as is currently being done. Single copy enclosure material, however, will have the first page Xeroxed at the point of receipt, and the Xerox copy will accompany the document on its route. The camera room will be told to ignore the Xerox copy when the document is in for filming.
2. The typists will prepare the bibliographic mats as they do now.
3. The typists will bring forward to the first page of the document the enclosure information etc. Where a Xerox first page has accompanied the document, the typist will record on this copy the enclosure information etc.
4. The typists will send on the single copy enclosure material, but will forward to the Machine Division all other documents and all Xeroxed first pages.
5. Machine Division will return to the typists those documents deemed to poor for DARE, and the typists will type the bibliographic information on a Form 35-2 and send the completed form to MD.
6. A 35-2 on T. S. documents will be prepared and sent to the Machine Division for DARE.

Requirements for operation of Test

- (1) One (1) additional typist
- (2) Added workload on the Document Division reproduction machines may require some "farming" out of Xerox work to Machine Division.

Records to Be Kept

- (1) Man hours involved in retyping
- (2) Number of pages xeroxed for DARE

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