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6 September 1963

MEMORANDUM FOR: Chief, Document Division, CR
THROUGH : Chief, Analysis Branch
SUBJECT : Staff Study: Indexing of Non-CIA Cables

- I. Problem. To determine a practicable system for indexing non-CIA cables for subject and area storage and retrieval.
- II. Background. Non-CIA cables are filed by post and number for a three month period by Cable Secretariat, and have never been indexed for storage and retrieval. Individual files are maintained by analysts throughout the Agency. Consequently, the indexing of non-CIA cables was recommended as an aspect of the "All-Source" program. (DD/I Notice 50-100-35 dated 24 May 1963)
- III. Discussion
 - A. Non-CIA cables average about 600 per day. Because of the perishable nature of much of their content, they should be processed rapidly, but need to be stored only for a limited period.
 - B. A survey of one month's receipts of cables indicates that only about 10-15% would be selected for intellofax indexing based on the regular selection criteria. Intellofax would also be a slow and expensive method of indexing cables. However, most analysts would probably like to have the few appropriate cables appear in Intellofax runs.
 - C. The rapid processing of cables will require a system of maximum simplicity. This could be achieved best by a manual file, avoiding the complexities of processing steps required by a machine system. The brief retention period required for cables facilitates hard copy storage filed manually according to broad subject indexing. It is estimated that with such a system the indexing could be accomplished by the equivalent of one analyst supported by one file clerk.

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Excluded from automatic
downgrading and
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- IV. Conclusions. Non-CIA cables should be indexed on a broad subject basis, filing the documents in hard copy by subject within area. The files should be maintained in the CIA Library. Those cables appropriate for intellofax indexing should be ear-marked by the indexer for reproduction of a processing copy. The filing of cables by Cable Secretariat would not be affected by OCR's indexing, storage and retrieval activity. Requests for cables by post and number would continue to be directed to Cable Secretariat.
- V. Recommendation. Non-CIA cables should be indexed on the basis of the attached procedure.

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Chief, Indexing Section, AB/DD

Attachment:

Procedure for the Indexing of Non-CIA Cables

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