

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

Attachment

Procedure for the Indexing of Non-CIA Cables

I. Basic classification: The IPI subject headings simplified as noted on attachment.

II. Procedure

1. Cables (1 copy) received twice daily.
2. Clerk sorts by six main areas (permitting area specialization by analysts)
3. Analyst indexes by modified IPI rules (see attachment) marking number from IPI subject outline on document and area if other than post. Also indicating those to be intellofaxed.
4. Cables returned to clerk (still in six basic area groups.)
5. Clerk files by subject code sequence within area (post unless otherwise indicated).
Must reproduce multiple subject and intellofax items. The latter will be batched immediately for normal intellofax processing.
6. Retention period 3 months (1st month destroyed at end of 4th month)

III. Alternate Plans for Area Filing

- A. Six main area files based on the regular area subdivision of the Indexing Section: May result in certain subjects being overloaded within each of the six areas.
- B. Area files by country. Most efficient for retrieval, but cumbersome to maintain.
- C. Six main area files but having further subdivisions by country within certain heavy subjects.

Plan A is recommended for the initial organization of our files. If retrieval experience indicates a need for finer area break-downs, it can be readily accomplished since our files will also be organized on a monthly basis.

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