

~~ADMINISTRATIVE INTERNAL USE ONLY~~

PROCEDURE

Processing of State, AID,
& USIA Publications

2 July 1963

1. Effective with documents dated 1 July 1963 all State, AID, & USIA publications will be processed to the Library in hard copy without the assignment of a control number. This change is concurrent with the assignment of meaningful (or semi-meaningful) numbers to all documents from the above sources processed as information reports. The following series are included:

State
External Research documents (all series)
Geographic Reports
Intelligence Estimates
Intelligence Reports
International Boundary Studies
Inventories
Research Memoranda

USIA
R Reports
Research Notes
Special Memoranda

2. The following procedural changes are required:

A) Receipt Unit. Pass to Publications Unit unnumbered.
(No other change)

B) Publications Unit. D-cards will be filed manually under the originators' number (i. e., by source) at the Publications Unit. Processing copies of indexed items will be routed through Typing and IPI to VMR, and a separate hard copy sent directly to the Library. Items which are not indexed will be sent through Typing to the Library (no copy needed for IPI or VMR). However, established hard copy series will only require an initial source card for the series and subsequent issues may by-pass Typing whether indexed or not indexed. The publications Senior Disseminator will be responsible for ensuring preparation of the initial source card for each hard copy series.

C) Distribution Unit. D-cards returned to Publications Unit; no machine processing. Note that some items will not be routed through Typing.

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D) Typing Section: Source cards for State, AID & USIA publications prepared without a control number. New hard copy series will be identified by the publication's disseminator with a note on the routing slip. The initial source card for series so identified should be annotated: "Established as a hard copy series (date)."

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Chief, Analysis Branch

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Chief, Dissem. Control Branch