

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

PROCEDURE

Control Numbers for State,
AID, & USIA Documents

2 July 1963

1. Effective with items dated 1 July 1963 State, AID, & USIA documents processed as information reports will be assigned 10 digit control numbers similar to those used on Defense reports. The numbering system for airgrams will be based on our present post locator system. Non-airgrams processed as information reports (Memoranda of Conversation, Position Papers, Intelligence Notes) will be assigned a semi-meaningful number. State, AID, & USIA documents processed as publications will be sent to the Library in hard copy without assigning a control number (see separate procedure).

2. Numbering System

A. Airgrams. State airgrams will resume use of a four (4) as the first digit. AID & USIA will continue to use the dash and ampersand respectively as the first digit. The numbers will be constructed as follows:

First digit: Source identification (4, dash, or ampersand)

Next 3 digits: present post locator (precede present 2 digit locator with a zero)

Next 4 digits: airgram number (preceded by sufficient zeros to provide 4 digits).

Final 2 digits: year

B. Other documents processed as information reports:

1) Construction of number

First digit: 4, dash, or ampersand

Next 3 digits: assigned series locator

Next 4 digits: usually a sequence number. To avoid duplication of numbers careful logging will be required.

Next 2 digits: year

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

ADMINISTRATIVE - INTERNAL USE ONLY

Control Numbers for State,
AID, & USIA Documents

Page 2

2) Series locator and document number used for series currently received:

	<u>Locator</u>	<u>Document Number</u> <u>Sequence Number</u>
Intelligence Notes	850	Sequence Number
Memoranda of Conversation	860	Sequence Number
Position Papers	870	Sequence Number
Miscellaneous	888	Sequence Number

3) Miscellaneous and New Series

New series locators and decision on the use of a sequence or meaningful number for the last 4 digits will be the responsibility of the Chief, Control Section, in consultation with the Library Selection Officer. Series locator #888 will be reserved for miscellaneous items processed as information reports but not susceptible to a discrete series locator. Avoid use of locator 888 for an item which may be the first of a new series.

C. Post Reports are Standard Distribution items filmed for the convenience of the Circulation Branch. They will be specially numbered as follows:

First digit: source identification (4, dash or ampersand).

Next 3 digits: series locator 777

Next 4 digits: Locator of post which is subject of report preceded by sufficient zeros to provide 4 digits

Final 2 digits: year

D. Old reports received for processing should be assigned control numbers consistent with the dates they bear.

25X1

[Redacted Signature]

Chief, Analysis Branch

25X1

[Redacted Signature]

Chief, Dissem. Control Branch