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

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

	Locator	Document Number
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 susceptive 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.

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Chief, Analysis Branch

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Chief, Dissem. Control Branch