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DOCUMENT DIVISION, OCR

28 August 1964

Activity Log of Selected Items for Week of 24 thru 28 August

1. Test underway to determine feasibility of disseminating bibliographic (DARE) references to analysts pertinent to intellofax codes in lieu of copies of reports. No progress this week.
2. Indexing of FDD Summaries and other weekly and monthly Summaries. Procedure has been completed and concurred in by MD & Library. Implementation depends on manpower strength. Test of procedures with a limited number of documents scheduled during August.
3. OCI's sorting of teletypes on week day mornings on a trial basis continues. Some problems encountered when clerk is absent and completion time of sorting (9 to 10:30 A. M.). 25X1  
[redacted] to attempt to get answer from his Admin. Officer re; transfer of overtime from OCR to OCL. The arrangement is working without too much difficulty as now set up without transfer of overtime. This item will not be reported on in the future unless a change occurs.
4. Briefed 20 DD/P analysts on DD operations. 25X1
5. Arrangements have been completed with [redacted] and PSD for the automatic reproduction of COA information reports. They are presently being received in one or two copies and we are reproducing an average of 10 additional copies to meet dissemination requirements. The reports will now be designated OOB(L) reports and will be processed the same as OOF reports except the number of copies reproduced by PSD will be considerably less.
6. We are still working overtime trying to digest the huge backlog of DIA information reports dumped on us the last three weeks by DIA. I estimate we will receive some 17,000 DIA reports this month which is 10,000 over our normal receipts. The indications are now that the flow of reports is decreasing and we should be back to normal next week.

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[redacted]  
Chief, Document Division

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Excluded from automatic