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DOCUMENT DIVISION, OCR

22 May 1964

Activity Log of Selected Items for Week of 15 thru 22 May

1. Double handling of Open Literature Serials - Library & DI. Review in progress. Estimated completion date 1 July.
2. Number of copies of MACOV Reports via DD/P - FE Division. Mr. [redacted] FE Division, is going to Saigon in May and will attempt to make the arrangements. No action this week.
3. Test underway to determine feasibility of disseminating bibliographic (DARE) references to analysts pertinent to intellogaz codes in lieu of copies of reports. Completion date 1 July 1964.
4. Filing of RFE Telex enclosures to CSLT Reports. Procedures being reviewed. The 20 different categories of RFE material now being reviewed so as to determine needs of the several CIA offices and to combine distribution channels. Discussion with CA/INT continuing. No action this week.
5. Indexing of FDE Summaries and other weekly and monthly Summaries. Studying possibility with Machine Division to index article by article. Completion date 1 August.
6. Gradual reduction of overtime spent in Special Section. [redacted] transferred to Special Section - training begun. Target date 1 June 1964.
7. [redacted] meeting with Agency Committee on Handling of TS and Code-word material. Committee visiting NPIC today.
8. Study of average number of dissemination points for documents and publications - 1 June 1964.
9. Procedure for distributing copies of [redacted] reports still being discussed with [redacted] of CGS. [redacted] has withdrawn request pending their review of program.

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Excluded from automatic downgrading and declassification

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10. Processing of documents bearing "Warning Notice: Sensitive Sources and Methods Involved." under consideration. Final draft notice now being coordinated with Division Chiefs.
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11. [redacted] in conjunction with the Library and SR is studying procedures for incorporating the names of industrial organizations into the Intellectax System which will be compatible with the SR. SR reviewing sample. Completion date 1 August 1964.
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12. Working with [redacted] on "Sorting" requirement in Special Section for Teletypes. Still pending.
13. Discussing with DIA, the direct dissemination by us of certain publications to the service schools. Waiting for DIA reply.
14. Working up Subcommittee position for CODIB regarding DOD two letter Area Code.
15. [redacted] Support: (a) [redacted] discussed control and classification markings with [redacted].
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(b) [redacted] compiled Statistics on volume of reports on Chinese Mainland.
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16. Arranged with DIA to transmit reports via courier rather than by registered U.S. mail.
17. Planned for "LDX" transmitting location and worked with Messrs. [redacted] on procedures.
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[redacted]
Chief, Document Division

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20 May 1964

MEMORANDUM FOR: Special Assistant, AD/CR

SUBJECT : Management Review for Economy

REFERENCE : Year memorandum dated 13 May 1964;
same subject

1. Economies Undertaken during period:

- a. Discontinued compilation of manpower statistics for quarterly reports.
- b. Began assignment of Meaningful Numbers to Miscellaneous Intelligence Information Reports which will save filing time of source and aperture cards and hard copy.
- c. In cooperation with the Signal Center, reduced number of copies of messages received in OCI Wire Room - an estimated savings of \$1,000 per month in paper costs.

2. Continuing effects in economies that were started last period:

- a. Eliminated as an exception in the document processing system the printing of five (5) copies of each OOB report on one (1) side of the page for sanitization purposes.

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Chief, Document Division

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