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19 May 1964

MEMORANDUM FOR: Assistant Director, Central Reference

SUBJECT :  Cut 25X1

REFERENCE : Telephone Call from Administrative Staff, CR

1. The Document Division will be hard pressed during FY 1965 to support the programs presently in operation or contemplated. We must cut corners now where we can in order to keep up with the growing volume of receipts.

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2. As requested  savings, or \$51,000., for FY 1965, can be effected by curtailment of the following services:

- a) Discontinue the indexing of non-CIA Collateral cables. This is now being performed in accordance with DD/I Notice N-50-100-35. This would save two (2) GS-7 positions or \$15,000 per year. (A savings would also be realized by the CIA Library and the Cable Secretariat.)
- b) Discontinue the reproduction of intelligence information reports (mostly single copy) for initial dissemination needs. This would be a radical curtailment of service. The savings would amount to \$29,000 for supplies and rentals plus \$7,000 for two (2) GS-4 positions. A total of \$36,000.

3. To recap:

a) Indexing of cables	\$15,000.
b) Reproduction for dissemination	<u>36,000.</u>
Total	<u>\$51,000.</u>

4. I strongly recommend against curtailment of either one of these services, but especially the reproduction for dissemination.

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~~GROUP 1  
Excluded from automatic  
downgrading and  
declassification~~

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Dissemination of intelligence reports and publications is a major service performed by OCR. Our long range plans include experiments and tests to improve the efficiency of this operation. The discontinuing or slowing down of reproduction would slow down the receipt of these reports by analysts and would adversely affect the intelligence effort.

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Chief, Document Division

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