

66-3262

26 JUL 1966

MEMORANDUM FOR: Deputy Director for Plans
Deputy Director for Intelligence
Deputy Director for Science & Technology
Deputy Director for Support
Director of National Estimates

SUBJECT : Survey of CIA Publications

1. A survey of Agency publications, by a team headed by the Chief, Inspection Staff and composed of a senior officer from each directorate and the Office of National Estimates, has been completed. The survey team examined duplication among publications, the need for and dissemination of each publication, and the safekeeping of publications disseminated outside the Agency.

2. The survey team took note in their report of the excellent unilateral action by the Deputy Directors for Intelligence and for Science and Technology in merging certain publications and discontinuing others. The consensus of the report was that there is no unnecessary duplication in CIA's finished intelligence publications and that the publications are directed towards a demonstrated need.

3. As a result of the findings of the survey team, the following actions shall be taken:

a. The Deputy Director for Intelligence should review the distribution of OCI daily and weekly publications to determine the extent, if any, to which circulation of the Secret-level publications needlessly duplicates that afforded Codeword publications. Further, the Deputy Director for Intelligence should take corrective action to stop any unnecessary circulation.

b. The Deputy Director for Intelligence, the Deputy Director for Science and Technology, and the Director of National Estimates should conduct an annual review of their

respective publications for the purpose of detecting and eliminating any unnecessary duplication among publications and validate the continued need for each publication. Recommendations concerning duplication believed to be unnecessary and which cannot be eliminated by agreement among those assigned this action shall be presented. The results of this review shall be forwarded to the Executive Director-Comptroller on or about 1 July 1967 and annually thereafter.

c. The chairman of the survey team shall work out a plan to provide dissemination lists of Agency publications for the Director's review by 1 October 1966.

d. The Deputy Director for Support is to study the feasibility of merging the Agency's separate security functions and courier systems for the handling of SI and [redacted] material and, in the event he recommends a merger of these systems, to submit such a plan for implementing the merger to the Executive Director-Comptroller by 1 January 1967. The plan should include what interagency coordination will be necessary prior to such a merger. In the event the Deputy Director for Support recommends a merger of the aforementioned security and courier systems, the Deputy Director for Support is to propose to the Chairman of the USIB Security Committee that his committee make a comparable community-wide study to determine the feasibility and advantages of a similar merger in other departments and agencies.

SECRET

L. K. White
Executive Director-Comptroller

O/ExDir, [redacted]
Rewritten in part O/IG/[redacted] cm (25 Jul 66)

- 1 - Each Addressee
- 1 - O/ExDir
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