

*Printing file*

29 January 1964

MEMORANDUM FOR: Executive Director  
SUBJECT : Printing - The DDS

1. The DDS places a relatively light load on PSD facilities. It does not have a great many regular publications, and most of its output does not involve color work or other expensive techniques.

2. The Committee feels that OTR could achieve some economies in its printing, however. The savings to be achieved would not be large, but in a period of general austerity they would be desirable. Our recommendations would affect the OTR Bulletin and Studies in Intelligence. The Bulletin, issued 9 times yearly and intended to convey information to Agency employees, makes considerable use of cartoons and other graphic devices to catch the reader's attention. Increased use of such devices is planned.

Recommendations:

a) that OTR simplify the format of the Bulletin and reduce or eliminate the graphics;

b) that OTR issue Studies in Intelligence twice yearly rather than quarterly and survey its consumers to determine whether a reduction in the number of copies printed is feasible.

3. The attached memorandum from C/Admin/OCR is self-explanatory. The Printing Committee associates itself with the recommendations made therein.

[Redacted]  
Chairman, CIA Printing Committee

25X1

Attachment: a/s

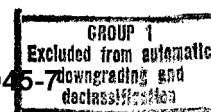
Orig 6 1 - Addressee  
1 - ea Committee member (4)  
1 - SA/CI Chrono

25X1  
25X1

**SECRET**

## AGENCY PUBLICATIONS BOARD

1. The first meeting of the Agency Publications Board, which was appointed to look into and evaluate certain questions raised by the DCI regarding CIA publications, met on 28 March 1966 with all members present.
2. The responsibility of the Board was reviewed and the various problems involved were the subject of a general discussion. Some of the points discussed were:
  - a. The committee hoped that its immediate investigation could be limited to: (1) fixed time publications, i. e., daily, weekly, monthly, etc.; and (2) periodic publications either in a series or on the same general subject but without a fixed time for issuance.
  - b. USIB committees jurisdiction over publications and the desirability of expanding the jurisdiction of these committees to include recommendations concerning duplication, necessity, merger and discontinuation of publications.
  - c. Since the NIS is under the direct supervision of a USIB committee, we hoped to exclude the NIS from this survey.
  - d. The Board's jurisdiction is limited to CIA, however the problem is interagency in nature. We recognized the necessity of John Bross' assistance on the interagency side after we had completed our homework.
  - e. The cost of printing a publication is easy to determine, however the cost in manpower is very difficult to arrive at and in some instances is at best a guess estimate.
  - f. In discussing merger of two publications that include broad duplication of intelligence but one of which,

**SECRET**

~~SECRET~~

with a more limited distribution, includes highly classified information, it was found that two separate detachable sections were not readable. The problem being that neither is complete and the individuals who receive the limited distribution section containing highly classified information would have to lay both sections side by side to get all the information on any particular subject.

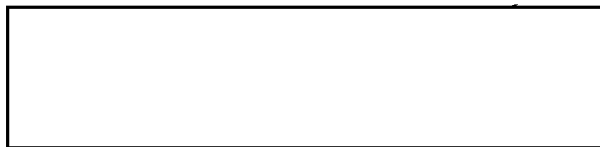
g. The DCI's question of why the distribution of a publication cannot be set out was discussed with the following results:

The distribution can be either printed in most publications or included in a cover memorandum to the DCI on others. This may not be sufficient since we believe the DCI wanted to know if a specific high level individual got the publication. This we do not know. In some instances when it is highly desirable for a high level distribution to be reasonably insured, the publication is transmitted to those individuals by a letter signed by the DDCI or the DCI. The Board felt that we could devise means to reasonably comply with the DCI's desires but we could never assure him that a particular individual actually saw the document.

h. The Chairman pointed out the Director's concern about the security of our documents in other departments and agencies. He outlined what he had done so far on this problem. It was agreed that while the security phase was the problem of the Chairman, he would review progress with the Board to get their observations.

3. The next meeting set for 4 April 1966.

25X1



Chairman  
Agency Publications Board

~~SECRET~~

UNCLASSIFIED      CONFIDENTIAL            SECRET

**CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP**

NO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director - Comptroller	4/11	<i>W</i>
2	<i>Z.C.</i>	4/11	<i>JSE</i>
3	<i>S H N.</i>		<i>S H N</i>
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

**Remarks:**

Red:

In the event you are asked, this looks like  
a very good start.

*Agree but lets  
keep pushing in*

*JSE*

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Inspector General	4/3/66
UNCLASSIFIED      CONFIDENTIAL <input checked="" type="checkbox"/> SECRET	

25X1

Approved For Release 2005/08/03 : CIA-RDP68B00969R000100040045-7

Next 2 Page(s) In Document Exempt

Approved For Release 2005/08/03 : CIA-RDP68B00969R000100040045-7