

*Review Program
(Other Agencies)*~~CONFIDENTIAL~~
- 7 -CODIB-AR-9
Appendix C
Section 5J. Agency for International Development

In the course of FY-67, the AID Information Systems Task Force conceptualized an agency-wide system for improved management of information. Responsibility for design, installation, and operation of elements has been assigned, with some new units and facilities having been established for the purpose. The information system gives priority to information about AID's own activities but makes provision for information about recipient countries and information about methods and approaches for dealing with problems of development. Based primarily on AID's programming system within a PPBS framework now being defined, the overall system will comprise subsystems for technical and administrative functions and for geographic areas.

At present, primary attention is being given to retrieval of AID project information, capitalizing on experience gained in a pilot test of new procedures during FY-67. An automated data base is being established for certain kinds of project data, and a related document retrieval system is now in the planning stage. The automated data base initially will include some data on technical assistance and food assistance projects; provisions for extending automated coverage of these projects are now being made. The base will then be extended to cover capital projects and other forms of assistance, as warranted.

AID has for some time been drawing on other U. S. Government agencies and on contractors for information about recipient countries, and for information about techniques to deal with development problems. AID's relationships with these organizations need to be reviewed to ensure that they serve AID's requirements, as these are changing. The principal changes are those arising from the introduction of systematic management of information. Questions of compatibility with the external systems, and of alternative sources, need to be answered.

K. Arms Control and Disarmament Agency

The Arms Control and Disarmament Agency established a Reference Information Center on 1 July 1967 under the Office of the Executive Director as a control point for the development, implementation, execution and coordination of information service. The Center is responsible for most of the functions previously performed by the Reference Research Staff and includes the following branches:

1. The Library. A technical library service which acquires and maintains a reference collection of classified and unclassified

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- 8 -

books, pamphlets, magazine reports, and studies for the preparation of reference aids to support research, including bibliographies, information abstracts and extracts, technical accession lists, indexes, and digests. Information is provided from selected material in answer to requests and inquiries. Direct support is provided to both in-house and external research activities through the Information Research Specialists assigned to the Library. They also monitor information service contracts and reimbursement agreements.

2. Information Retrieval Branch. The Reference Information Center has recently established a research information retrieval system, with some assistance, to provide for greater utilization of the research studies prepared for the Agency as well as the many technical reports received on a daily basis. The system is capable of direct access to the full range of subjects relating to Arms Control and Disarmament. The Information Retrieval Branch is responsible for the development, implementation, and administration of the system for technical inquiry response. The system is maintained by a manual card file which is adaptable to machine processing techniques. The system also contains a punch card file duplicating the manual file for this purpose.

3. Communications, Acquisition, and Dissemination Branch. The Communications Branch receives and files all airgrams and telegraphic traffic to provide reference and information support to all organizational components of the Agency. The Branch also provides such services as the acquisition and dissemination of intelligence reports received from other Agencies.

4. Records Administration Branch. Provides the Agency with a Records Administration Program which includes scheduling, disposition, form control, and other related functions.

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