PTOS

26 FEB 1962

MEMORANDUM FOR: Assistant Executive Officer, DD/P

SUBJECT   : EDP Project - Office of Security

   1.   Thank you for your memorandum of 19 February regarding the EDP Study of the Office of Security.   For your information, approval has been given to initiate Phase II of the EDP Study.   A team comprised of a representative of the ADP Staff, a representative of the Office of Security and an outside consultant will complete this phase with security policy guidance from this Office.   It is anticipated that Phase II will take about eighteen months to complete.

   2.   As the study progresses representatives of my Office and I will be in touch with you for the benefit of your experience and consultation.   Thanks again for your interest in our EDP Project.

SIGNED

Sheffield Edwards
Director of Security

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PTOS

19 February 1962

MEMORANDUM FOR: Director of Security

SUBJECT: Preliminary EDP Study of the Office of Security

Reference: Memorandum from Chief, ADP Staff, same subject, dated
                  2 February 1962.

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1. Thank you for permitting me to read the ███████ paper on the prospects of records mechanization in the Office of Security.

2. Considering the time the authors had to come up with this first review, I am impressed by its comprehensive nature and, in the light of our experience, the soundness of its approach.

3. It will not be a surprise to you that we have come to the conviction that, given a long-term perspective, the use of mechanical tools in managing and using our records is inevitable and essential. Consequently I was particularly glad to see the recommendation by Messrs. ███████ 25X1A9a
25X1A9a and ███████ that input equipment be acquired this fiscal year to obtain machine language from new index entries. We have had the experience that the specifics of computer use of this machine language can remain flexible for years, but that the review and conversion of index materials on hand to machine language is the great bottleneck in switching to a mechanized system.

4. The CS records system would also benefit from this conversion because a sizeable number of Security index records find their way into the CS Main Index.

5. In summary, we wish this project luck and stand ready in every way to work closely with those who will implement it if it is approved.

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███████████████

Assistant Executive Officer
DD/P

cc - DDP   Chief, RID
     AD/CR   Chief, CI/R&A
     Chief, OPSER Mr. ███████   25X1A9a
     Chief, ADPS

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