

19 October 1959

### HANDLING OF TALENT MATERIAL WITHIN CCS/PIC

#### BACKGROUND:

The word TALENT is indicative of a system for handling extremely sensitive materials that can not go through regular TOP SECRET channels. This system originated within CIA and is centrally controlled for the Agency at PIC. The Coordination Control Staff receives considerable amounts of this material on routing, and for retention, and the Staff in turn generates numerous TALENT documents to be externally distributed.

#### LOGGING INCOMING MATERIAL:

The TALENT log is maintained by the Secretary PIC. This log records the following:

1. Date received
2. Originator
3. Subject of Material
4. Date of Material
5. Copy Number
6. Number of pages
7. Where filed
8. Responsible person or date out.

#### OUTGOING TALENT MATERIAL:

All TALENT material originating in CCS is controlled in the following manner:

1. Call DMD/ S/Info Control,  for STAT  
a TCS No. This number is typed in the upper right hand

corner of each piece of material.

- 2. Make up (3) cards for each document as shown below:  
THESE CARDS MUST BE TYPED

TCS No. 0x0x-59 Date 19 Oct 1959

To :  C/CCS/PIC

From :  CCS

Subject: Report No. X0x0x0

(Dictator's initials & typist's initials)

Distribution: (Total copies 3)

List any attachments by Control No. & Copy No.

1. Addressee C cpy 3 dtd 13 June 59

2. Addressee \_\_\_\_\_

3. CCS Files-Gripman \_\_\_\_\_

4. \_\_\_\_\_

STAT  
STAT  
STAT

- 3. Attach TALENT COVER SHEETS to each document or copy of correspondence.

- 4. Take all copies down to DMD/S/Info Control,  along with two of the TCS cards for dissemination.

STAT

**GENERAL:**

Most of the reports received in CCS that are classified TALENT - are disseminated for information only. These reports are routed to all personnel in CCS for a period of one week--and then returned to DMD--for the panel and finally DMD's file. TALENT material originating from another TCO--is recorded in log and given to interested person. Material such as memoranda, requirements etc., fall in this category.