D
R
A
F
T

CODIAC-D-18
15 September 1958

INTELLIGENCE ADVISORY COMMITTEE

COMMITTEE ON DOCUMENTATION

SURVEY OF DOCUMENTARY INFORMATION SYSTEMS*

OUTLINE

I. Introduction

II. Production of reports

    A. Description of basic physical types of reports

    B. Preparation and submission of the report

    C. Headquarters mailroom operations

III. Information Center processing of reports

    A. Basic organization and procedures

    B. Printing and distribution

IV. Indexing

    A. Basic organization of the indexing operation

    B. Subject classification systems

    C. Indexing product - control of quality of coding decisions

    D. Indexing product - physical card, printed or machine catalogs

V. Document storage

    A. Hard-copy document storage

    B. Film storage of documents

VI. Information Center Retrieval Services

    A. Basic organization of the information staff

    B. Search and retrieval procedures

    C. Search product - control of quality

* Survey product will be classified SECRET.

D
R
A
F
T

See COMB-M-6,
23 Sep 58, par. 5

SURVEY OF DOCUMENTARY INFORMATION SYSTEMS

I. Introduction

Name of Library/Document Center
Location
Officers and staff
Organization chart - relation to other components of Agency
Statement of mission
Principal categories of information controlled
Description of principal document series controlled
Resume of principal document collections maintained by the Center

II. Production of reports

A. Description of basic physical types of reports
(Note: Data of AHIP Working Group on Document Format to be
employed where applicable.)

master copy system (multilith, ditto, etc.)
carbon copies
ink
typing equipment - typeface, correction procedures, durability
format - reasons for layout
inclusion of distribution ladders
inclusion of abstracts, subject and file codes
rules for assignment of title
numbering (Note: AHIP action on report numbering.)
dating
enclosures - citation rules (Note: AHIP action on enclosure
citation.)
physical preparation and attachment
procurement of copies - field reproduction
security classification (Note: AHIP action on classification.)

B. Preparation and submission of the report

typing   field - headquarters
field dissemination - parallel submissions to Hdqs. IAC Agencies
instructions for hdq. dissemination
requests for evaluation
selection of channel for delivery - air, surface, courier, other
log and receipting procedures

- 2 -

C. Headquarters mailroom operations

delivery schedules
log and receipting procedures - disposition of record
time stamping
processing schedule - flow chart - production controls
sorting (initial scanning of report contents):
        by form
        by security classification
        by title/abstract, other
priority dissemination directed by field
mechanical aids for mail handling

III. Information Center Processing of Reports

A. Basic organization and procedures

priority processing (initial reading of report):
        extraction of biographic data, special events, spot
        request data
dissemination by reading panel:
        instructions
        time schedules
        forms & records
dissemination by staff:
        staff - recruitment, training
        structure - specialization by source, subject/area
        time schedules
        production norms
        review and revision - control of quality
                      corrective action by customers
statements of customers requirements - role of Office, Div, Bran
        frequency of submission - standing, adhoc
        editing and control (rejection) of requirements
        subject arrangements - source, subject, area, priorities
            cross reference, rapid look-up devices
recording of dissemination decisions - statistics
        usage and disposition of records
        symbols, aids to addressing
dissemination of documents/enclosures in short supply
        chain routing - time schedules for forwarding, enforcement
        reproduction
        special controlled deliveries
        rules for retention by recipients
machine dissemination
        planning
        development
         testing

B. Printing and distribution of reports

determination of quantity required
instruction of printers - forms
time schedules - priorities
control and disposition master copies, carbons
quality control - legibility, error
collation - manual, automatic
addressing of copies - by printer, by dissemination center
addressing, receipting
packaging
delivery, time schedules

IV. Indexing

A. Basic organization of the indexing operation

organization, flow charts
staff - recruitment, training
structure - specialization by source, subject/area
time schedules
production norms

B. Subject classification systems - treat each index separately
e.g. Intellofax, IPI, ▢

codes - subject, area
subject headings
shelf lists
procedures for amendment of scheme
look-up aids
forms
rules for citation

C. Indexing product - control of quality of coding decisions

rules for rejection of information of marginal interest
review and revision - control of quality
corrective action by customers
abstracting, title expansion - rules
indexing by-products - abbreviations
biographic data
graphic data
industrial data
other
statistics - productivity, coding intensity per document

D. Indexing product - physical card, printed or machine catalogs

    catalog card - paper, ink, format, type size
    preparation of citation
        typing equipment
        format - rules of citation, enclosures (Note: AHIP WG)
        codes - source, classification
    addition of subject headings
    filing rules
    housing of card file
    time schedule

V. Document Storage

A. Hard-copy document storage

    file plans
    growth rates - space considerations
    retirement policies
    access
        loan
        copy services
        control of poor copy

B. Film storage

    equipment - criteria for selection of right machine for job
        capacities
        cost
        staffing requirements
    control of quality - poor copy, file maintenance
    processing schedules
    retirement
    contacts with equipment market - evaluation of new equipment

VI. Information Center Retrieval Services

A. Basic organization of the information staff

    recruitment
    in-service training
    subject specialization
    supervision, evaluation of performance
    role of indexing and dissemination staff in information retrieval

B. Search and retrieval procedures

    searching files
        hard copy document files - arrangement

source files - logs
    arrangement, guides
    sequence checking
    identification of non-indexed documents
    retrieval of documents in process
subject catalogs
    catalog plan   subject/area,   area/subject
    guide cards
    filing rules
    file maintenance - sequence checking, retirement

information searching
    procedures for searches by customer
    submission of requests to search staff in person,
            in writing, etc.
    encoding, arrangements of product
    prediction of size of answer, installment searches
    time schedules - priorities

retrieval of documents
    hard-copy services
    film viewing and copy services
    time schedules

C. Search product - control of quality

initial screening of search product
    by reference staff, by requester
consolidation of search results
evaluation of search results - check against requester's files
planning of resource mobilization for research projects
    information center notification, participation
    evaluation of existing resources
    special collection measures