

CODIB-D-90  
9 August 1961

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

Proposed Dissolution of CODIB Working Groups on  
Common Information Report Format (WGIR)  
and Standard Name-Check Format (WGSNF)

1. Attached is the annual report from the Chairman, WGIR, reflecting the fact that progress to date has been painfully wrung from initial efforts dating back to 1955. Since the "Terms of Reference" for the Community Study (USIB-D-39.7/1; CODIB-D-82/9) calls, among other things, for investigation of the use of standardized procedures and techniques, including formats, I propose that the WGIR and the WGSNF be abolished, and that standardized information report and name-check formats be two of several input or interrogation formats to be studied by the Community Staff. *see in SC11'S*

2. This subject will be included on the agenda of the next meeting.

  
Paul A. Borel  
Chairman

Attachment

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18 July 1961

**TO : Chairman, Committee on Documentation,  
United States Intelligence Board**

**FROM : Chairman, Working Group on Common Information  
Report Format, CODIB**

**SUBJECT: Annual Report**

1. During the past fiscal year, WGIR concentrated on:
  - a. Format standardization in Air Force, Navy, State Department and USIA.
  - b. Improving the quality of IR reproduction throughout the community.
  - c. Standardization of a Common Name Check Form for all Government Agencies.
2. This lead to:
  - a. Seven meetings of the Working Group.
  - b. Two equipment demonstrations.
  - c. One briefing.
  - d. Tour of Current Records Branch, State Department.
  - e. Travel by the Chairman and the Secretary to Corapolis, Pa. to visit the McGregor Carbon Forms Company and the manufacturing facility of their principal supplier of carbon materials, Codo, Inc.
3. Results:
  - a. Air Force has embraced the common format. Implementation started 1 July 1961 as scheduled.
  - b. Navy will adopt their version of the common format during the first half of FY 62. The principles of legal-size paper and the distinctive stripe were accepted.

- c. **There has been some improvement in the quality of reproduced reports. Research is continuing.**
- d. **WGIR's recommendation that name check forms be standardized lead to CODIB agreement. A new committee was formed to handle this matter.**
- e. **Numerous attempts were made by both WGIR and CODIB to resolve the State Department problem without material success. Efforts must be continued and intensified in FY 62. It is hoped that studies in depth by State's Automatic Data Processing Staff will permit changes in communications concepts sufficient to permit some degree of standardization by both State and USIA.**

**4. Discussion:**

- a. **WGIR has been in existence for about six years. During this time standardization has been achieved throughout CIA, Army and Air Force. In principle it has also been attained with Navy. The prospects in State and USIA are not nearly as good, yet they are not unattainable.**
- b. **WGIR is not displeased with the progress made so far. The obstacles which it had to overcome to achieve standardization were substantial as procedures, methods, and systems in every organization were deeply entrenched. However, it is recognized that the best committee or working group usually suffers several serious weaknesses. They are: (1) LACK OF TIME (2) LACK OF CONCENTRATED EFFORT. This is because committee or working group assignments are usually made on a part-time, additional duty basis.**
- c. **Inability of all WGIR members to devote sufficient time or concentrated effort to standardization efforts because of commitments to basic duty assignments has hampered the Group's operations and slowed down community-wide standardization. Reluctance or inability of CODIB members to find and designate responsible people to serve on committees has made it impossible to get a permanent chairman or an effective committee to develop the Common Name Check Format.**

**5. Recommendations:**

- a. **Abolish WGIR and the Working Group on the Common Name Check Format.**

- b. **Establish in lieu thereof, a position for a full-time "Standardization Coordinator" to standardize forms, procedures, systems and methods in the IR, Name Check, and related fields where community-wide standardization is considered desirable by CODIB.**



**Chairman**

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