

**CONFIDENTIAL**

7 April 1966

MEMORANDUM FOR: Acting Director of Central Reference

SUBJECT : Initial Meeting on Implementation of the  
Item Register System

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1. On 6 April 1966 [REDACTED]  
[REDACTED] met with me to discuss implementation of the  
Item Register System.

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2. After a brief general background discussion, a series  
of preliminary statements on various aspects of the implementa-  
tion were described by [REDACTED]. The group was requested to  
review these statements for clarity, accuracy, and usefulness in  
coming up with an implementation plan.

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3. [REDACTED] raised the question as to what constituted an  
item for Item Register purposes. During the ensuing discussion  
it was clear that a more precise definition of an item than that  
provided in the Task Team II report was required. It was agreed  
that the group should attempt to develop such a detailed definition.  
Further, it was felt that this definition might be modified as a result  
of collecting and analyzing candidates for the Item Register during  
following phases. [REDACTED] identified a number of instances where-  
in such an item level decision would be pivotal. The occurrence of  
the recurring titles within existing series designations was discussed  
at length.

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4. [REDACTED] suggested that as an initial step in the direction  
of data collection that she and [REDACTED] might test the proposed  
data collection form included with the preliminary statement on data  
collection. In this way the need for changing the form itself can be  
determined before it is reproduced in quantity.

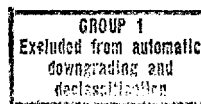
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5. [REDACTED] reported that PFIAB [REDACTED] was to be  
briefed on 19 April 1966 regarding the status of the recommendations  
of the CODIB Task Teams II, VI and VII.

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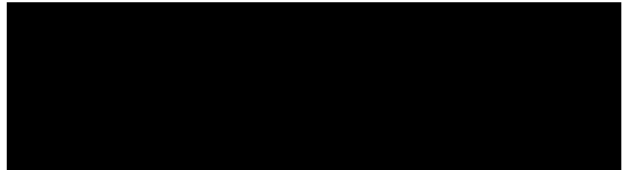
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6. This group will meet again on 13 April to discuss the results of testing the data collection form. [REDACTED] will continue preparing preliminary statements on implementation and develop a preliminary plan for discussion at the next meeting.

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Chief, Document Division

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CODIB SUPPORT: [REDACTED] bpn

cc: EXA/OCR  
Chief, CODIB Support Staff  
Chief, Special Register, CR

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