

CODIB-D-111/1.1/11
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1 December 1967

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: CODIB Members

SUBJECT: Producer Review of Item Descriptions

1. In February 1966 at the recommendation of CODIB, USIB requested that CIA undertake the detailed design, implementation, and operation of an all-source USIB Item Register System. A detailed design for the Item Register System has been completed and an initial computer data base which identifies and describes approximately 1400 community intelligence items has been developed, together with basic operating and maintenance programs. Inputs to the computer data base were obtained by inspecting issues of various producers' items available in CIA and by examining agency and departmental catalogs as well as pertinent indexes, dissemination lists, and distribution guides.

2. The initial 1400 item descriptions (machine printouts) were created over an extended period of time and the sources used did not, in many cases, provide complete-up-to-date information. These item descriptions are intended only to be indicative of the types of items which should ultimately appear in the Item Register. All item descriptions are arranged by producing agency, major producing component within agency, and producing elements within component to aid in their processing. Producing elements should examine the item descriptions (machine printouts) (Attachment 3) and correct errors and omissions. A brief, narrative description of the purpose each item is designed to serve should be included. They should also provide descriptions of additional recurring publications and series-type documents which they produce by completing Item Register Input Sheets (Attachment 4).

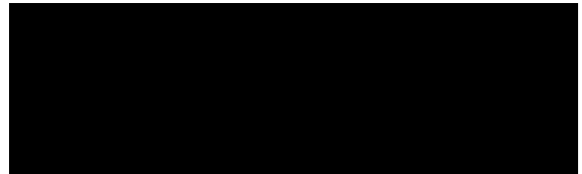
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3. When producing elements have completed their review, a set of item descriptions (machine printouts) and completed Item Register Input sheets should be returned to the CODIB Support Staff via the agency CODIB member. It is requested that these actions be accomplished by 1 February 1968. Necessary corrections and additions can then be made to the data base and an initial, multi-source, multi-producer Item Register will be prepared for formal evaluation by CODIB and its member agencies.

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Secretary

Attachments:

1. Item Register Design Summary
2. Item Register Instructions
3. Item Descriptions (Machine Printouts)-3 sets.
4. Item Register Input sheets

ATTACHMENT 1

ITEM REGISTER DESIGN SUMMARY

1. Information handling in the community is characterized by large and growing investments, a steady increase in the quantity of information and intelligence items incoming and in file, occurrence of more and more fast-action requirements from decision makers and increased need for intelligence support in such diverse activities as wargaming, force structure planning, control of forces, and military aid programs. The flow of information, at present, is predominantly in the form of documents which should be effectively identified and described in sufficient detail to avoid ambiguities and resulting confusion in the minds of recipients. The Item Register System will assist collectors, processors, analysts, and users in communicating effectively about community intelligence products. The scope and contents of various information processing systems may be described accurately and authoritatively in terms of the items included in the Item Register. Outputs from the Item Register System will aid in on-going inter-system operations and studies. They will also assist system designers and managers in planning and implementing system improvements.

2. An item appearing in the Item Register may be a periodical, a series type publication, or a recurring publication within a series. The item descriptions will be at the periodical or series level. For example, the Scientific Intelligence Digest, a periodical published monthly by CIA is entered only once, not twelve times (issue level).

3. If the item is a periodical or a series, its title will be entered in the item title field and the word "None" entered in the associated title field. For example:

Item Title: Scientific Intelligence Digest
Associated Title: None
Associated Title: None

or

Item Title: Research Memorandum
Associated Title: None
Associated Title: None

4. If the item is a recurring publication within a series, the recurring publication title will be entered in the item

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title field and its series will be entered in the first associated title field. For example:

Item Title: Global Alert List
Associated Title: Research Memorandum
Associated Title: None

5. If the item is a recurring publication within a subseries, within a series, the recurring publication title will be entered in the item title field, the subseries title in the first associated title field and the series title in the second associated title field. For example:

Item Title: Czechoslovakia
Associated Title: Order of Battle Data
Associated Title: Military Intelligence Handbook

6. In order to keep the number of periodicals, series, and recurring publications within reasonable limits and to insure that the most useful items are included within these limits, several rules have been adopted:

a. Items which are not distributed beyond the originating organizations and one-time issuances in response to ad hoc requirements will be excluded from the Item Register.

b. Entry into the Item Register is further restricted to: (1) substantive items containing information on foreign locations, persons, organizations, installations, commodities, and equipment, and (2) substantive support items such as catalogs, indexes, production schedules and dissemination guides which assist in the processing of substantive information.

c. Maps, charts, and photographs as such are excluded from the Item Register; however, derivative items such as photo interpretation reports and items about foreign mapping and charting activities are included.

d. Unevaluated counterintelligence information reports are also excluded, but CI Digests, studies, and projections which receive wide distribution are included.

e. An item is entered only once in the Item Register even though it may be available in a variety of forms, e.g., hard copy, microfilm, microfiche, punched cards, magnetic tape, etc.

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f. The security classification, dissemination and use controls appearing on a single item may vary from issue to issue. However, when several versions of a publication are produced for release at different security or access levels or to obviate dissemination and use controls, each such version is entered as an individual item in the Item Register.

g. An item which is produced jointly by two or more agencies, components, or elements is treated as a single item with multiple entries in the producer field. On output, the item can be listed separately under each producer.

7. Attachment 3 represents a conscientious attempt to apply the foregoing rules and selection criteria to a number of your products. This was done by inspecting issues thereof, as well as by examining information contained in your catalogs, indexes, registers, etc. It is by no means certain that sufficient information was available or utilized correctly in describing your products. Therefore, it is most necessary that a producer review be undertaken to correct errors and omissions occurring in the item descriptions (machine printouts) which have been provided.

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ITEM REGISTER INSTRUCTIONS

A. General Instructions

These instructions are to be followed in correcting and amplifying item descriptions (machine printouts) and for completing Item Register Input sheets for additional items.

1. Indicate corrections to be made and enter missing information on the item descriptions (machine printouts) provided. In cases where these descriptions contain, or should contain, an entry in the associated title field(s), enter the appropriate series or subseries titles and provide a complete, up-to-date listing of the recurring item titles which make up the series or subseries. Include on the listing pertinent information which may vary with each item title, e.g., security classification, dissemination controls, and use controls.

2. To enter items and series for which no item description (machine printout) has been provided, complete an Item Register Input (Attachment 4) and provide a single sample copy of an issue of the item or series described. In cases where recurring items are part of a series or subseries, complete one Item Register Input (Attachment 4) and attach a complete, up-to-date listing of the recurring item titles comprising the series or subseries. Include on the listing pertinent information which may vary with each item title, e.g., security classification, dissemination controls, and use controls.

B. Specific Instructions

1. Item Title: Enter the exact title of the item as it appears on the document. Enter title classification, if indicated, in parentheses following the title, e.g., (U), (C), (S), (T).

2. Associated Title (if any). Enter the exact series or subseries title. If this title carries a security classification, enter it as indicated in paragraph B. 1. above.

3. Associated Title (if any). Enter the exact series title. If this title carries a security classification, enter it as indicated in paragraph B. 1. above.

4. Short Title (if any). Enter the short title only when it actually is printed in issues of the item, e.g., TDI, NIS, TACCTA, LOC.

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ATTACHMENT 2

5. Series Designation (if any). Enter series control numbers such as AMD-TR, AID 3D, T65-01-21, OO-B, ONI-29, AP-1-460.

6. Producer: Enter department or agency, major component therein, and producing element.

7. Item Description:

a. Production Status: Indicate whether the item is currently being produced, no longer being produced, or planned for production. If no longer being produced, specify final publication date. If planned for production, specify intended publication date.

b. Frequency of issuance: (Note: If item is a daily, please specify whether it is published 5,6, or 7 days a week).

c. Form(s) in which available: For example: hard copy, microfilm, microfiche, punched cards, punched paper tape, magnetic tape, teletype transmission, etc.

d. Classification Range: Indicate the security classification(s) which can appear on issues of this item.

e. Dissemination and Use Controls Applied: Indicate the various dissemination and use controls which can appear on issues of this item.

f. Access Controls: Indicate special access controls applied to issues of this item.

8. Item Register Number: (leave blank).

9. Remarks: Enter necessary clarifying information. Include brief narrative statement concerning such matters as the item or series scope, purpose for which produced, etc.

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SAMPLE INPUT

~~SECRET~~ - NO FOREIGN DISSEM
Classification when filled in
CONTROLLED DISSEM
ATTACHMENT II

ITEM REGISTER INPUT

1. Item Title followed by item title classification, if any, e.g., (U), (C), (S), (T): GLOBAL ALERT LISTS

2. Associated Title followed by title classification, if any. If item title above is a recurring title within a specified series or subseries, enter series or subseries title here: RESEARCH MEMORANDUM

3. Associated Title followed by title classification, if any. If above entry immediately above is a subseries title, enter series title here: NONE

4. Short Title (if any): NONE

5. Series Designation (if any): INR

6. Producer: Dept/Agency DEPT OF STATE

Major Component BUR OF INTELLIGENCE + RESEARCH

Producing Element _____

7. Item Description:

(a) Production Status (Circle appropriate code):

- = Active, currently being produced.
- I = Inactive, no longer being produced; specify final publication date: _____
- P = Planned for production, specify initial publication date: _____

(b) Frequency of Issuance (Circle appropriate code):

- | | | |
|--------------------------|--|-------------------|
| A = Irregular | W = Weekly | Q = Quarterly |
| D = 7 x a week | B = Every 2 weeks | T = 3 x a year |
| J = 6 x a week | C = Semi-monthly | S = Semi-annual |
| F = 5 x a week | <input checked="" type="radio"/> = Monthly | Y = Annual |
| E = 2 x a week | N = Every 2 months | Z = Every 2 years |
| S = Other, specify _____ | | |

SECRET

Classification when filled in

(c) Form(s) in which available (Circle code(s) as appropriate):

- HC = Hard Copy
- PC = Punched Cards
- MT = Magnetic Tape
- MF = Microfilm
- PT = Punched Paper Tape
- TT = Teletype Transmission
- X = Other, Specify _____

(d) Classification Range (Circle Code(s) as appropriate):

- U = Unclassified
- S = Secret
- C = Confidential
- T = Top Secret

(e) Dissemination and Use Controls (Applied to any issue of the item)

(Circle codes as appropriate):

- P = None Applied
- N = No Foreign Dissem
- C = Controlled Dissem
- A = No Dissem Abroad
- X = Other Dissem or use controls, specify _____
- W = Warning notice - Sensitive sources & methods involved
- B = Background Use Only
- O = Official Use Only

(f) Access Controls (Circle as appropriate):

- N = None Applied
- S = SSO
- A = SAO
- R = Restricted Data
- X = Other, specify _____

8. Item Register Number _____ (leave blank)

9. Remarks (Clarifying information: Include brief, narrative description of item, its purpose, scope, etc.):

PROVIDES INFORMATION ON DEVELOPING
SITUATIONS OF POTENTIAL CONCERN TO
THE U.S.

10. Organization and address of individual completing this form:

BUREAU OF INTELLIGENCE + RESEARCH
DEPT OF STATE, WASHINGTON, D.C.

SECRET - NO FOREIGN DISSEM
Classification when filled in

SAMPLE
INPUT

ATTACHMENT #

ITEM REGISTER INPUT

1. Item Title followed by item title classification, if any, e.g., (U), (C), (S), (T): SCIENTIFIC INTELLIGENCE DIGEST

2. Associated Title followed by title classification, if any. If item title above is a recurring title within a specified series or subseries, enter series or subseries title here: NONE

3. Associated Title followed by title classification, if any. If above entry immediately above is a subseries title, enter series title here: NONE

4. Short Title (if any): NONE

5. Series Designation (if any): NONE

6. Producer: Dept/Agency CENTRAL INTELLIGENCE AGENCY
Major Component DIR OF SCIENCE & TECHNOLOGY
Producing Element OFF OF SCIENTIFIC INTELLIGENCE

7. Item Description:

(a) Production Status (Circle appropriate code):

- A = Active, currently being produced.
- I = Inactive, no longer being produced; specify final publication date: _____
- P = Planned for production, specify initial publication date: _____

(b) Frequency of Issuance (Circle appropriate code):

- | | | |
|--------------------------|--|-------------------|
| A = Irregular | W = Weekly | Q = Quarterly |
| D = 7 x a week | B = Every 2 weeks | T = 3 x a year |
| J = 6 x a week | C = Semi-monthly | S = Semi-annual |
| F = 5 x a week | <input checked="" type="radio"/> M = Monthly | Y = Annual |
| E = 2 x a week | N = Every 2 months | Z = Every 2 years |
| S = Other, specify _____ | | |

SECRET

SECRET

Classification when filled in

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(c) Form(s) in which available (Circle code(s) as appropriate):

- HC = Hard Copy
- NF = Microfilm
- PC = Punched Cards
- PT = Punched Paper Tape
- NT = Magnetic Tape
- TT = Teletype Transmission
- X = Other, Specify _____

(d) Classification Range (Circle Code(s) as appropriate):

- U = Unclassified
- S = Secret
- C = Confidential
- T = Top Secret

(e) Dissemination and Use Controls (Applied to any issue of the item)

(Circle codes as appropriate):

- P = None Applied
- N = No Foreign Dissem
- C = Controlled Dissem
- A = No Dissem Abroad
- X = Other Dissem or use controls, specify _____
- W = Warning notice - Sensitive sources & methods involved
- B = Background Use Only
- O = Official Use Only

(f) Access Controls (Circle as appropriate):

- N = None Applied
- S = SSO
- A = SAO
- R = Restricted Data
- X = Other, specify _____

8. Item Register Number _____ (leave blank)

9. Remarks (Clarifying information: Include brief, narrative description of item, its purpose, scope, etc.):

PROVIDES CURRENT SCIENTIFIC INTELLIGENCE IN
ABRIDGED FORM ON WORLDWIDE SCIENTIFIC
DEVELOPMENTS AND TRENDS

10. Organization and address of individual completing this form:

OFFICE OF SCIENTIFIC INTELLIGENCE, DDST
CENTRAL INTELLIGENCE AGENCY, WASHINGTON, D.C.

SECRET

CONFIDENTIAL - NO FOREIGN DISSEM
Classification when filled in

SAMPLE
INPUT

ATTACHMENT #

ITEM REGISTER INPUT

1. Item Title followed by item title classification, if any, e.g., (U), (C), (S), (T): CZECHOSLOVAKIA

2. Associated Title followed by title classification, if any. If item title above is a recurring title within a specified series or subseries, enter series or subseries title here: ORDER OF BATTLE DATA

3. Associated Title followed by title classification, if any. If above entry immediately above is a subseries title, enter series title here: MILITARY INTELLIGENCE HANDBOOK

4. Short Title (if any): NONE

5. Series Designation (if any): MIHB-OB-CZ

6. Producer: Dept/Agency ARMY

Major Component US ARMY, EUROPE

Producing Element DCS / INTEL

7. Item Description:

(a) Production Status (Circle appropriate code):

- A = Active, currently being produced.
- I = Inactive, no longer being produced; specify final publication date:
- P = Planned for production, specify initial publication date:

(b) Frequency of Issuance (Circle appropriate code):

- | | | |
|--|--------------------|-------------------|
| <input checked="" type="radio"/> A = Irregular | W = Weekly | Q = Quarterly |
| D = 7 x a week | B = Every 2 weeks | T = 3 x a year |
| J = 6 x a week | C = Semi-monthly | S = Semi-annual |
| F = 5 x a week | M = Monthly | Y = Annual |
| E = 2 x a week | N = Every 2 months | Z = Every 2 years |
| S = Other, specify _____ | | |

CONFIDENTIAL
Classification when filled in

- 2 -

(c) Form(s) in which available (Circle code(s) as appropriate):

- HC = Hard Copy
- PC = Punched Cards
- NT = Magnetic Tape
- MF = Microfilm
- PT = Punched Paper Tape
- TT = Teletype Transmission
- X = Other, Specify _____

(d) Classification Range (Circle Code(s) as appropriate):

- U = Unclassified
- S = Secret
- C = Confidential
- T = Top Secret

(e) Dissemination and Use Controls (Applied to any issue of the item)

(Circle codes as appropriate):

- P = None Applied
- N = No Foreign Dissem
- W = Warning notice - Sensitive sources & methods involved
- C = Controlled Dissem
- B = Background Use Only
- A = No Dissem Abroad
- O = Official Use Only
- X = Other Dissem or use controls, specify _____

(f) Access Controls (Circle as appropriate):

- N = None Applied
- A = SAO
- S = SSO
- R = Restricted Data
- X = Other, specify _____

8. Item Register Number _____ (leave blank)

9. Remarks (Clarifying information: Include brief, narrative description of item, its purpose, scope, etc.):

(U) PROVIDES READY REFERENCE MATERIAL FOR USE BY ANALYSTS, COLLECTORS, AND STAFF OFFICERS. IT IS AN ACCURATE SOURCE OF CURRENT ORDER OF BATTLE (OB) INTELLIGENCE

10. Organization and address of individual completing this form:

DEPUTY CHIEF OF STAFF / INTELLIGENCE
HQTS, US ARMY, EUROPE