CODIB-D-111/1.2/5
18 November 1965

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Revised Draft CODIB Report to USIB re the
Task Team II (Item Identification) Recommendations

1. The attached revision is submitted in accordance with direction from the Chairman (see CODIB-M-67, 17 November 1965, para. 3). Cross references to the basic report have been deleted by expanding Section B; also the Recommendations Section D has been expanded.

2. May I have telephone concurrence or comments by Friday, 26 November.

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Secretary

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Report of Task Team II (Item Identification)

References: a. USIB-D-39.7/6 (6 May 1964)
b. CODIB-D-111/1.2 series (28 Jul 64 - 20 Aug 65)

A. Background

This is a report on the study undertaken by CODIB's Task Team II (Item Identification) pursuant to USIB direction contained in reference (a). The objective of this Task Team was to plan for a standard inventory and listing of series-type information items of use in the intelligence process, and to consider the problem of standardization of the bibliographic elements common to most of these items. This would facilitate data and file exchange within the Community, aid in on-going inter-system operations, and assist the system designers and system managers in planning and controlling their own operations.

B. Summary of Task Team Findings

1. General

The Task Team II report notes that the steadily increasing volume of information and intelligence items, both incoming and in files, manifests itself principally in the form of "documents" which, if systematically approached, can be

controlled and identified uniquely. These items, in effect, do tie the Community together, but truly useful interchange among Community information systems and avoidance of undesirable duplication in processing, can occur only when we can accurately and definitively describe the scope and content of our systems. This then points to a comprehensive and standardized inventory of information items in circulation or in file in the Community. The Team's conclusions are that a) such an inventory would best be met by the establishment of an Item Register; and b) that further standardization of bibliographic elements should be undertaken after the Register is in being.

2. Item Register

The Item Register System is envisioned as consisting of 1) decentralized input of requisite information by the producers of the item; 2) centralized processing of input information and maintenance of an authoritative item register and descriptive data base; and 3) diversified form, formats and orderings of item information to satisfy a spectrum of users, including catalog-type printouts, special bibliographies, and ad hoc query responses. The report discusses requirements for such a system, its elements of information, codes and other methods of representation, machine requirements, expected outputs from the system, and provides a scheme for implementing the system, together with cost figures.

The elements of information which most nearly meet the criteria for unique identification are listed in both required and desired categories, as follows:

Required

a. Exact title of the item
b. Classification of the title
c. Series designation and control, if any
d. Producing agency or department, major component thereof and lowest organizational level identifiable from the item itself
e. Range of security classification applied to the item
f. Dissemination control applied to the item
g. Item status, i.e., is it currently being produced? If not, inclusive dates of publication
h. Unique reference number

Desired

a. Short title of item, if any, and its security classification
b. Frequency of issuance
c. Form(s) in which produced
d. Categorization of item (Substantive; Substantive Support; Non-Substantive - defined in the report)
e. Remarks

3. **Implementation and Community Impact**

Implementation would take place incrementally, in the following general steps: 1) detailed design, programming, initial collection of data and initial input to the machine system, plus the production of an initial set of output products; 2) a thorough evaluation of this initial product by the Community; 3) redesign and further collection (if found necessary during evaluation); 4) a continuing phase of maintenance and operation of the system. The report recommends that this system be implemented by a single agency acting as executive agent, but does not specify which agency should be chosen.

The initial system would control and identify between 5000 - 7000 items at the series level. Preliminary manpower and cost estimates for the

designing, testing, evaluating and reaching operational capability in about six months) include 28 man-months of analyst and programmer time, 12 man-months of clerical support and 170 machine hours (based on IBM 1401). Once in operation, maintenance of the Item Register, production of periodic products and servicing of ad hoc requests will require an estimated 10 machine hours per month, one-half of one analyst's time and one-fourth of one clerical. Full evaluation by Community users is provided for during the buildup period.

C. CODIB Comment on the Report

In the view of CODIB, the report addresses a fundamental problem that needs to be solved: identification of the information-bearing "documents" which are processed in the Community. CODIB feels that the Task Team has adequately discussed the goals, objectives, alternative solutions, and cost implications. CODIB therefore agrees with the conclusion that an Item Register System should be initiated and evaluated. CODIB further agrees with the Task Team that the executive agent route is the best way to implement this proposal, provided that sufficient continuity and expertise can be obtained.

D. Recommendations

It is recommended that USIB:

1. Note the general findings and conclusions of the Task Team II report.

2. Direct the CIA to undertake the task of implementing and operating an Item Register System as outlined in the report, obtaining such

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assistance and guidance from the CODIB Support Staff as is

appropriate and necessary.

3. In addition, direct the CIA to develop item description element

standards and recommend them to CODIB together with an

implementation plan.

4. Call for periodic progress reports during the implementation

phase, including Community evaluation when appropriate.

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Chairman

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