

20 May 1951

MEMORANDUM FOR: INTELLIGENCE SECTION  
Hq. 137th Fighter-Bomber Wing  
Alexandria, Louisiana

Attention: Wayne B. Lee, 1st Lt. USAF  
3416 Technical Training Squadron  
Lowry Air Force Base  
Denver, Colorado

SUBJECT: Indexing of Intelligence Publications

REFERENCE: Lt. Wayne B. Lee's Memorandum to Intelligence  
Advisory Committee, "Indexing of Intelligence  
Publications", dtd. 24 April 1951

1. Your suggestion to simplify intelligence documentation by having each producing agency index its own publications before distribution has been referred to me and has been studied with great interest.

2. The form of "cooperative cataloging" which you propose is an ideal solution to a very complex problem. The application of its principles to the intelligence family, however, would be a monumental undertaking. The major difficulty lies in the fact that we have so many report-producing sources. As of today, there are hundreds of them, and they change frequently. To put your proposal into effect would mean that all sources would have to agree in advance to standard rules of index-card preparation, the use of a single classification scheme, and a uniform filing system. With so many different interests to be considered, it is questionable if a practical method could be evolved that would satisfy the needs of all.

3. In the interest of achieving inter-Agency indexing uniformity, the CIA Library with the cooperation of representatives of other intelligence agencies developed an Intelligence Subject Code in March 1948. The purpose of this ISC is to provide a single method for the classification of documents which treat intelligence subjects. The Code is gradually gaining acceptance, and several intelligence document centers are now using it. You are welcome to review a current copy of the ISC to determine if it can serve a useful purpose in your operations.

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4. The interest you have shown in the broad problems of intelligence documentation is greatly appreciated. Constructive suggestions such as yours contribute to the general good by stimulating thought, discussion, and improvement.

JAMES M. ANDREWS  
Assistant Director  
Collection & Dissemination

cc: Addressee - Orig  
AD/IC ✓  
Chief, CIA Library (2)  
Central Records

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