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9 April 1973

MEMORANDUM FOR: OCI Historical Officer

SUBJECT : Review of History Entitled "The Office
of Current Intelligence, 1951-1968"

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1. The DDI Historical Officer has reviewed the history titled "The Office of Current Intelligence" by [redacted] has produced a thorough study of the Office of Current Intelligence, noting the accretion of its responsibilities, the progress of its efforts to improve its services, and the place of OCI in the Agency and the Intelligence Community. Because of the great variety of OCI's functions, the history contains a number of parallel story lines, but, nevertheless, the overall development of the Office is clearly signalled.

2. This history is somewhat flawed by an overdependence on documentation and by a structure which tends to break up the continuity of the story. In neither case, however, is the problem serious enough to warrant major revision.

3. The biggest problem encountered by the reviewer relates to the handling of the source references.

a. The list of source references needs considerable revision to bring this paper into conformity with the Historical Staff format.

1) Data should be presented in the following order: identification of document, date, location, classification. (See Style Manual for variants for various types of sources.)

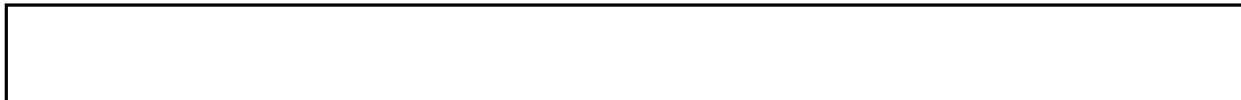
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2) Maximum use of abbreviations is encouraged, specially for dates, titles, office designators, and classifications. The first volume is the worst offender in this matter, but additional shortening should be made in the later volumes.

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4) The author's name is normally used with op. cit. for clarity.

5) Job No. is usually cited for material at the Records Center, with the depositor not given (this is indicated by the Job No.).

6) Foreign words and abbreviations are underlined as usual in source references.

b. A large number of source references could be deleted if a general statement were made at the beginning that record copies of all OCI publications (with the exception of a few tightly held items) are available at the Records Center. The exceptions, where pertinent, would then be the only ones cited.

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c. It is strongly recommended that the  file of documents not be retained as a permanent collection. Because this position may turn out to be a transitory one, regular Agency depositories would be preferable. Those items which are unique copies could be turned over for registration in the Historical Collection; files such as that of the Production Staff could be sent to the Records Center; and materials which are part of the regular record of the Office (OCI Notices, etc.) could be identified with their official repository.

d. Sourcing within the text also presents some problems, especially in regard to consistency. The preferred placement of a source reference is at the end of the unit (phrase, sentence, or paragraph) to which it applies. In many places in this manuscript, the reference now appears at the end of the first

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sentence of the passage to which it applies; in other instances, it appears at the end of a paragraph even when there is intervening information not based on the cited source.

e. There are occasional cases where the source cited does not appear to fit the text. The reviewer has attempted to note these, and suggests that these cases be checked again to confirm that the citation is a proper one.

f. The citation of source references drops off dramatically in the last volume. Some attention should be given to adding references in the final portion of the paper to document key developments and to bring this section more nearly into conformity with the rest of the history.

4. The front material should be typed according to the Historical Staff format described in the Style Manual. More importantly, headings and subheadings should have the appropriate numbers when they appear in the text. All figures should be cued into the text. At present, Volumes II, III, and V do not have any list of figures or appendixes, while Volumes I and IV are complete in this respect. Some suggestions for revision of headings and subheadings have been noted directly on the manuscript. In addition, the reviewer suggests that an organizational chart be provided to show the structure of the Office near the end of the period covered by the history.

5. There are a number of instances where factual information is updated to 1970, the original cut-off date. The reviewer suggests that, where feasible, this updating should be done as of 1972. The manuscript also contains many notations of cross references; these could be cut back considerably without serious loss to the reader.

6. While this history contains a wealth of information on various undertakings by OCI and its analysts, there are omissions. One activity which warrants inclusion is the publication of books written "on sabbatical". This could be added to the section on long-range research in Volume V. Other examples may come to mind during the revision process.

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7. Near the end of Volume V, there is a divergence between the topics listed in the Table of Contents and the topics covered in the text. Furthermore, the history in its present version ends very abruptly, without any conclusion to tie it together. OCI is urged to rework and expand slightly the concluding portion of this history.

8. For convenience in publication and binding (the practical limit for a single volume is between 200 and 300 pages), Volume V should be divided. The first two chapters and their list of sources will make one standard-sized volume. The last chapter, together with its list of sources -- renumbered -- and the Chronology will be Volume VI. [redacted] Senior Editor, Historical Staff, will supply any needed guidance on preparing the volumes for publication and on processing the supporting Figures.

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9. In addition to these general comments, the DDI Historical Officer has made a detailed review of the manuscript. Substantive comments are forwarded as Attachment A, while editorial changes and routine questions have been noted directly on the manuscript.

10. The Chief, Historical Staff, has also reviewed this manuscript. His memo containing both general and specific comments is forwarded as Attachment B.

11. The history should now be revised along the lines suggested by the two reviewers. The DDI Historical Officer is available to answer questions or provide other help during the revision process. When the revisions have been completed, a clean copy of the paper should be prepared in OCI. It will then be circulated for review by the DDI Historical Board.

[redacted]

DDI Historical Officer

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