

and

Foreign Documents Division (Central Intelligence Agency)

on the

Joint Operation of a Translations Announcement and Reference Service

A. Background

1. For a number of years, CFSTI (formerly OTS -- Office of Technical Services) and CIA have operated separate translations announcement and reference services, with a considerable overlap in coverage by each.

2. CFSTI's service -- represented by its announcement journal Technical Translations (TT) -- was established on the basis of Public Law 776, 81st Congress, and is intended to serve both government and private organizations and individuals. Technical Translations is available on subscription at a reasonable rate to any interested party.

3. CIA's service -- represented by its announcement journal Consolidated Translation Survey (CTS) -- is intended to serve the US Intelligence Community primarily, but unattributed copies are disseminated to a select non-government audience. The CTS is published in two editions, one of them classified, and dissemination is made without cost to recipients.

4. As a result of recent discussions, and based specifically on the proposal of the Director, CFSTI, dated 2 November 1966 (copy attached), both CFSTI and CIA recognize that a joint, merged reference and announcement service for unclassified translations will result in economies and other benefits to the U. S. Government and in faster, more complete service to both government and private users of translations.

5. Therefore, CFSTI and CIA agree to the following:

**B. Agreements:**

1. The Clearinghouse for Federal Scientific & Technical Information, U. S. Department of Commerce, hereafter called CFSTI, and Foreign Documents Division, Central Intelligence Agency, hereafter called FDD, agree to establish a joint, merged translations reference and announcement service to be called JPRS/TT (Joint Publications Research Service/Technical Translations).

2. The mission of JPRS/TT will be fourfold:

a. To establish and maintain a reference card-file of unclassified translations completed ~~xx~~ or in process by government agencies and private or commercial parties, said card-files to be based on the separate holdings of each party.

b. To provide a reference service on translations completed or in process to any requester, with precedence and priority given to requests from Federal agencies.

c. To prepare at biweekly intervals, 26 times a year, camera-ready, shingled issues of the announcement journal, Technical Translations.

d. To provide within the resources available such other services as both CFSTI and FDD deem necessary.

3. Recognizing the need to hold in confidence the relationship of FDD (CIA) to both the Joint Publications Research Service and JPRS/TT, JPRS/TT will be collocated with the Joint Publications Research Service and operate as a component of CFSTI, as JPRS itself now nominally does.

4. FDD will assume management and supervisory responsibility for all aspects of JPRS/TT and will fund for and administer three positions, one of which will be the supervisor of JPRS/TT.

5. CFSTI will fund for and administer seven positions -- in grades

7. FDD will fund for those contractual services necessary to prepare cards for the reference file and the announcement journal.

8. CFSTI and FDD will each provide reasonable office supplies, and each party will provide for its own personnel the necessary desks, chairs, tables, typewriters and other office equipment necessary to operate JPRS/TT. Non-expendable office equipment thus provided will remain the property of the supplying organization.

9. CFSTI's reference files (TT indexes, author and source files) and their containers will be moved by CFSTI to the Joint Publications Research Service, where they will constitute the initial working core for JPRS/TT.

10. CIA will cease publishing its announcement journal, Consolidated Translations Survey (CTS), unclassified edition, effective with the [month, year] issue. Immediately thereafter, FDD's current input of information on translations will be channeled to JPRS/TT. As quickly thereafter as selection and review (purging) can be accomplished, the appropriate portions of the existing CTS file will be transferred to JPRS/TT.

11. If for any reason in the future it becomes necessary for either party to abrogate this agreement, the JPRS/TT files will remain immediately available to FDD, either in fact or via reproduction of its holdings.

12. CFSTI and FDD will draw up supplementary working agreements to spell out the workflow, operational details and day-to-day procedures for JPRS/TT, and such supplementary agreements will become part of the agreement as a whole. However, such supplementary agreements must allow for the following:

a. CFSTI will receive the camera-ready copy of the announcement journal, arrange for its printing and dissemination, and manage all

c. Only one hard copy of any translation received by CFSTI for indexing or sale will be sent to JPRS/TT. Stock copies, if any, will ~~be~~ be held in CFSTI.

d. As regards translations received which meet CFSTI criteria (produced by a Federal agency, reproducible-quality copy, and from a non-copyright source), a TT-number will be assigned and a copy returned to CFSTI for sales purposes.

e. The announcement of translations by JPRS/TT will be effected most expeditiously, either upon receipt of hardcopy or advanced or retrospective listings, and it will not be restricted by the actual availability of the item to a potential purchaser.

13. This agreement can be abrogated by either party by notification in writing of intent to do so, such notification to be given at least six (6) months in advance.

14. This agreement will become effective 31 December 1966. Inputs received by FDD from 1 January 1967 on will be channeled to JPRS/TT for inclusion in the first 1967 issue of Technical Translations.

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BERNARD M. FRY  
Director, Clearinghouse for Federal  
Scientific & Technical Information

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Chief, Foreign Documents Division

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