

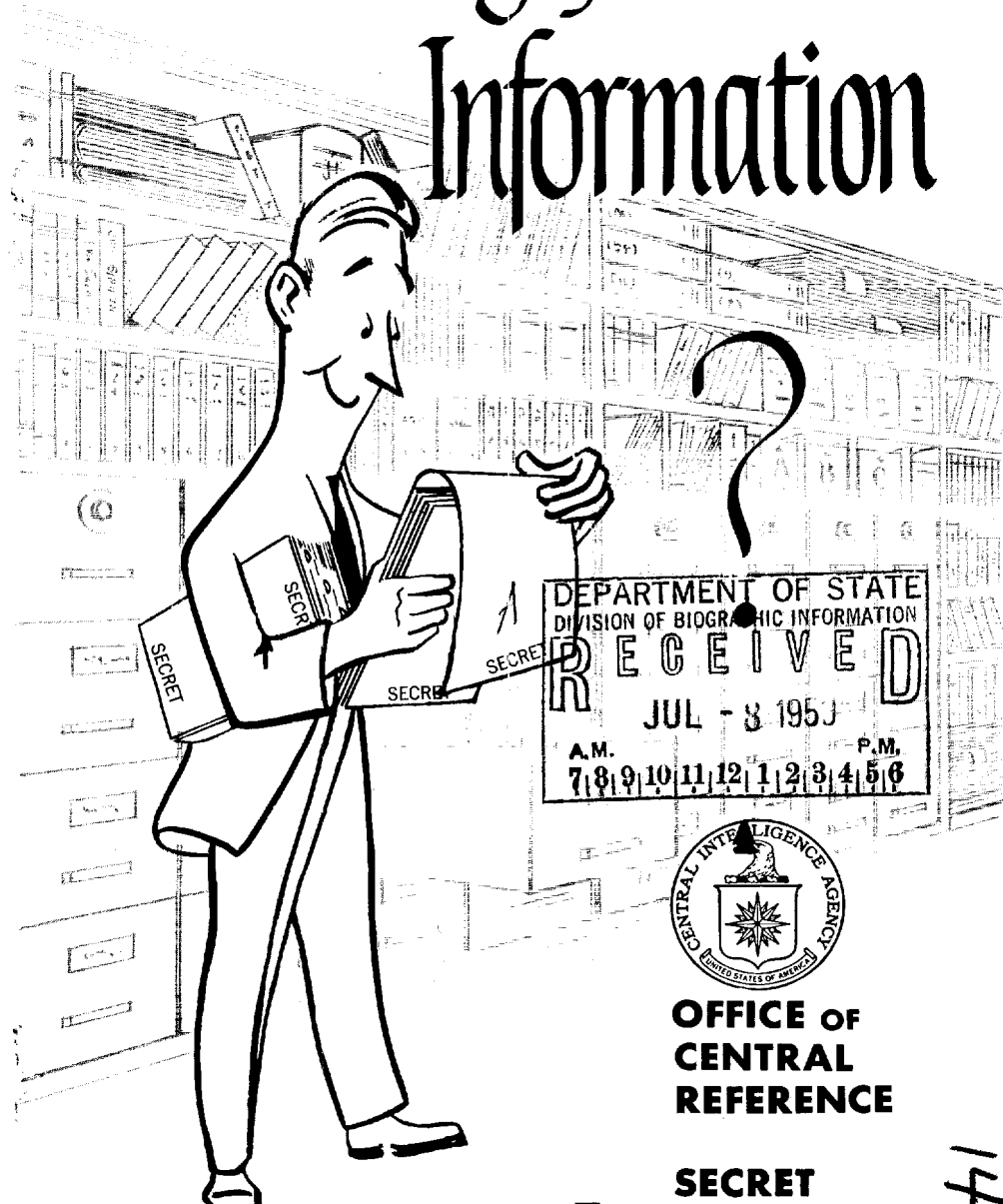
File CIA
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Searching for Information

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DEPARTMENT OF STATE
DIVISION OF BIOGRAPHIC INFORMATION
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**OFFICE OF
CENTRAL
REFERENCE**

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W A R N I N G

This material contains information affecting the National Defense of the United States within the meaning of the espionage laws, Title 18, USC, Secs. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law.

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DEPUTY DIRECTOR (INTELLIGENCE)

15 June 1959

MEMORANDUM FOR INTELLIGENCE OFFICERS

The Office of Central Reference is your information center in the Agency. It is the only intelligence unit that comprehensively indexes and stores the mass of U. S. intelligence data collected abroad. As a service of common concern, it renders daily support to analysts at work in all parts of the intelligence community.

This booklet directs you to the many and varied special files and services available in OCR for your use. I trust that you will draw upon these information resources freely and often.

[REDACTED]

ROBERT AMORY, JR.
Deputy Director (Intelligence)

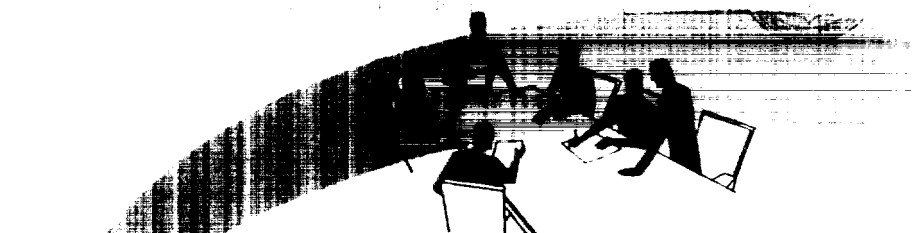
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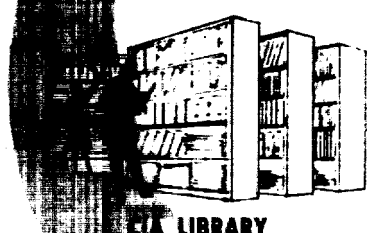
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INDEX TO THE OFFICE OF CENTRAL REFERENCE (OCR)



OFFICE OF THE AD/CR

Directs the Agency's central reference facilities, the dissemination of intelligence materials, and USIB cooperative efforts in the fields of information processing and publications procurement.



LIBRARY

Offers a general library and centralized intelligence document collection.



INDUSTRIAL REGISTER

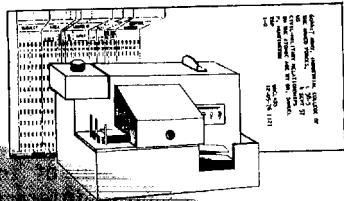
Provides information on foreign plants and industrial establishments.



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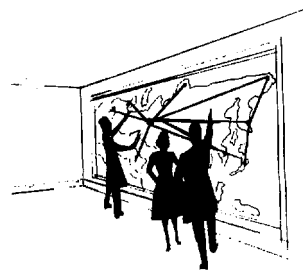


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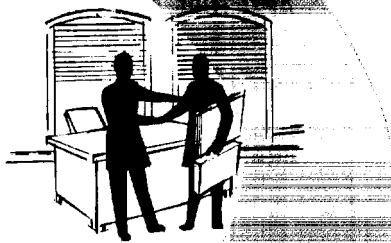
MACHINE DIVISION

Facilitates reference services through automation and mechanically compiles intelligence data for analytical support.



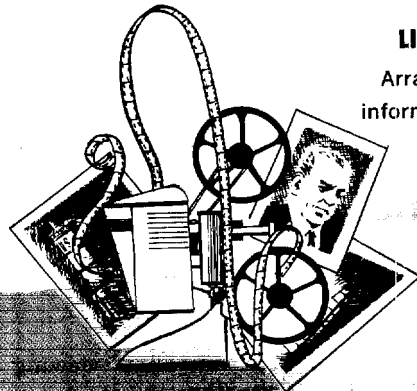
SPECIAL REGISTER

Supplies information on foreign radio frequency usage and stations, and intelligence from special source documents.



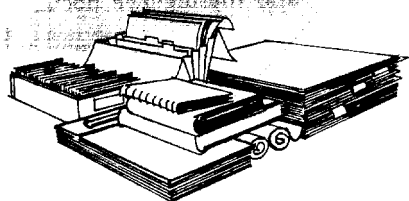
LIAISON AND COLLECTION DIVISION

Arranges liaison and collects intelligence information from U.S. government agencies.



GRAPHICS REGISTER

Maintains information in foreign films and photographs



DOCUMENT DIVISION

Receives, indexes, and disseminates CIA and USIB intelligence reports.

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THE CIA LIBRARY (LY)

Provides service from the most complete collection of U.S. intelligence documents in Washington. These reports represent both raw and finished intelligence. The Library's document files are established either on film or in the original. The Library also maintains a sizable collection of foreign and domestic books covering major CIA fields of interest.

Maintains and supplies information from:

REFERENCE COLLECTION15,000 volumes
CIRCULATING COLLECTION150,000 volumes
HISTORICAL INTELLIGENCE COLLECTION6,000 volumes
DOCUMENT COLLECTION360,000 originals
MICROFILM 15,000 reels
APERTURE CARD FILE 1,300,000 documents on film

BRANCH LIBRARIES

J Building for Medical
K Building for DD/P
Barton Hall for OSI
R and S for Training
Alcott Hall for Commo

Assists inquirers in the solution of appropriate reference and other information problems.

Provides lending or retention services from basic CIA book and intelligence document collections.

Maintains inter-library loan relationship with over 100 major U. S. libraries.

Supplies bibliographic data upon request.

Offers the most modern equipment for microfilm viewing and for making retention copy from film.

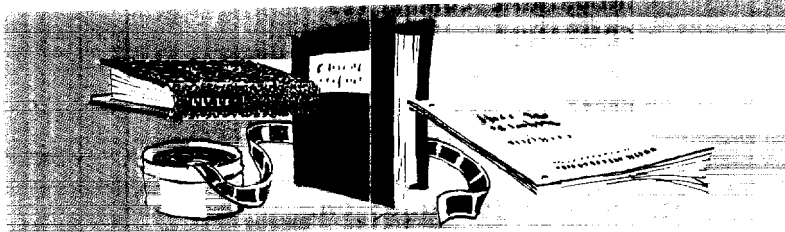
Maintains card catalogs, reading rooms, and various specialized collections.

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The Library can support your operations in many ways. For example, it can supply you with needed documentary or other published materials, purchase foreign publications for most of the major countries through U. S. Foreign Service facilities, or answer your inquiries regarding the procurement of both foreign and domestic publications.

When you wish to use the machine system for the retrieval of information indexed in the intelligence documents received by OCR, it is suggested you present your request to the Library in person.



You can obtain a more accurate bibliography of pertinent material by incorporating the following in your requirements:

SUBJECT

In consultation with a reference librarian, and basing your request on the Intelligence Subject Code, be as specific as possible.

AREA

Specify the country and, in the case of the USSR and Communist China, you may even limit your request to an oblast or province.

SOURCE

If desired, items from only one source can be selected, or can be listed separately.

SECURITY

Specify security limitations, if any.

DATE

Use this as a device for limiting the period of coverage.

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THE INDUSTRIAL REGISTER (IR)

IR draws upon the classified documents and publications of the intelligence community for most of its information. However, every possible source is tapped, and foreign and domestic newspapers, periodicals, brochures, catalogs, directories and the like are exploited fully.

Maintains and supplies information on foreign:

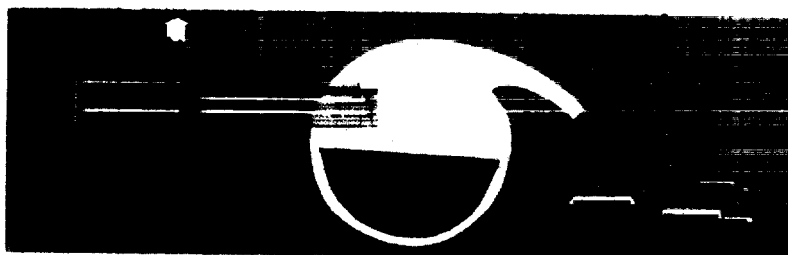
**INDUSTRIES
INDUSTRIAL COMPLEXES
COMPANIES
INDIVIDUAL PLANTS
RESEARCH ACTIVITIES
COMMERCIAL ACTIVITIES**

As well as information on:

**PORTS POWER PLANTS PIPELINES INLAND WATERWAYS
COMMUNICATIONS STORAGE NATURAL RESOURCES**

In addition to the usual IBM-machine control, IR has organized this mass of material into a dossier system under which all information relating to a specific installation is consolidated and kept current in a special file for that installation.

IR is organized on a geographical basis, comprising a group of specialists who are well versed in the industrial, scientific, and technical facilities of the particular areas for which they are responsible.



IR can support your operations in many ways. For example, it can supply information needed by headquarters or field posts for project planning, spur the collection effort by pin-pointing gaps in intelligence, and aid in formulating headquarters comments to field reports dealing with economic or industrial subjects.

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For headquarters personnel, support is normally rendered through personal consultation between the requester and experienced IR area analysts. If the request involves support to the field, written reports can be furnished in the form of plant digests, target briefs, or summaries of information covering specific points of interest concerning a given installation or target area. Such reports originate largely from unevaluated data and do not represent finished intelligence.

Information may be requested on the basis of:

NAME OF INSTALLATION

By present, former or alternate name.
By ministry-numbered plants.
Alphabetically by country.

GEOGRAPHICAL LOCATION

By city, town, village, or world area defined by geographic coordinates.

ACTIVITIES

Installations engaged in the same type of activity, either country-wide or at one or more selected locations. *Example:* What storage facilities for armament and ammunition are known to exist in the city of Brno, Czechoslovakia?

END PRODUCT

By specific product — through a detailed index to the specific end products, sub-assemblies and commodities produced by Sino-Soviet Bloc industry.

GENERAL REFERENCE DOSSIERS

The largest available combination of textual and graphic data, including special material such as plant layouts, production flow charts and town-and-city information, is maintained in dossiers for each individual installation or urban complex.

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THE GRAPHICS REGISTER (GR)

Maintains files on and services requirements for intelligence photography in the form of both still and motion pictures. A network of procurement sources throughout the world is utilized to obtain required materials. [REDACTED] Department of State, commercial producers and distributors, foreign and domestic newsreels, major television networks, and [REDACTED]

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COVERAGE:

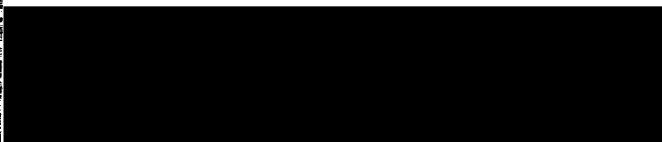


FOREIGN AREAS

All foreign areas are included, with particular emphasis upon the Sovbloc, Near East, and Far East. The collection includes an outstanding group of Sovbloc scientific, technical, and geographic documentary-type films and photographs.

VARIETY OF SUBJECTS

Photographic support can be provided for all categories of intelligence research and reporting-military, economic, scientific, topographic, sociological, transportation, etc. Still and motion picture coverage is available on current news subjects of high intelligence interest. Motion pictures covering all areas are available for orientation and training purposes.



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REPORT ENCLOSURES

All films and photographs mentioned as enclosures to the Agency's [REDACTED] Report series or to State Department communications, [REDACTED]

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[REDACTED] are available.

Direct support to field and headquarters: Still and motion pictures can be supplied in support of research, operations, training, interrogations, briefings, operational planning, and for morale and recreation purposes. [REDACTED]

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MOTION PICTURES



are other reference facilities including special files, foreign and domestic catalogs and trade journals. In addition to the Sovbloc collection, training films are available on a wide variety of subjects with special emphasis on items of a trade-craft nature. The films can be projected in the headquarters area, and are made available to field stations on a loan basis.

PHOTOGRAPHS

An extensive collection of ground and personality photographs is indexed by area/subject. Other reference files include a collection of color slides, indices to available aerial coverage, NIS Studies, maps and gazetteers, and various technical intelligence collection guides.

SLIDES, PROJECTORS, CAMERAS

GR maintains a loan service on color slides, still and motion picture projectors. Cameras and/or film can be supplied to Agency travelers on official business.

SERVICES:

You may request information by;

AREA

Town, city, province or country as defined by geographic coordinates.

SUBJECT

A field of activity or a specific installation. *For example*, identification of all mining installations in a country could be supplied, or the request could be limited to one specific coal mine.

REPORT REFERENCE

Enclosures to State, Army, Navy, or Air Force reports can be ordered by report number. Since CIA reports contain the GR photo accession number, photos cited therein may be ordered by either report or photo number.

DISCUSSION WITH GR ANALYSTS

Consultation between the requester and GR is encouraged on matters of coverage, technical problems, program planning for research, operational planning and training, and for current and long-range procurement needs.

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THE DOCUMENT DIVISION (DD)

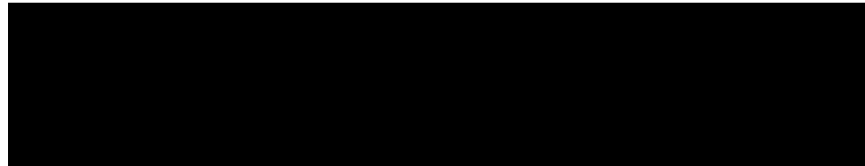
Document Division serves as the central and controlling point for the receipt, dissemination, and indexing of information and intelligence reports received by OCR for CIA.

DOCUMENT DISSEMINATION

Receives and disseminates approximately 400,000 information and intelligence reports, and approximately 165,000 non-CIA produced cables, of all classifications, in multiple copy from all sources per year. These reports are disseminated according to requirements levied by CIA components.

INDEXING AND THE ISC

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TOP SECRET DOCUMENTS

Provides Top Secret Control, procedural guidance, and central reference facilities for Top Secret intelligence documents.

NON-CIA PRODUCED CABLES

Maintains the Agency reference file for non-CIA produced cables.

COMPILES AND PUBLISHES IPI

Compiles and publishes the Intelligence Publications Index (IPI) which is a current, cumulative guide to selected intelligence articles and finished intelligence studies available in the CIA Library. Monthly issues and semi-annual cumulations are distributed for retention.

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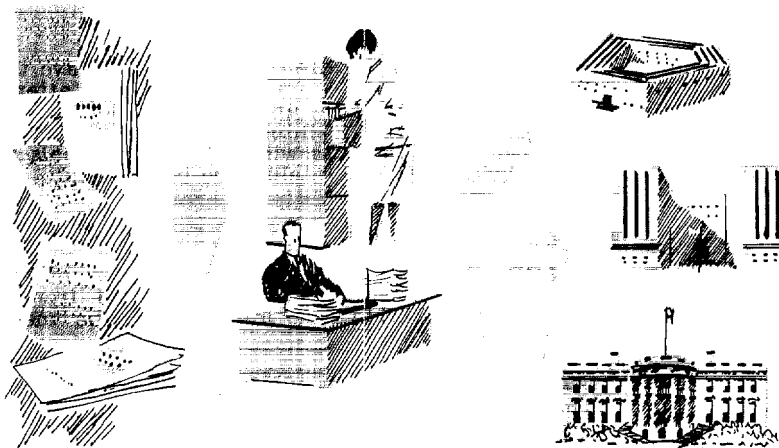
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RELEASE OF CIA PRODUCED INTELLIGENCE

Releases CIA produced intelligence documents to governmental organizations and foreign governments.

ABBREVIATION SERVICE

Provides an abbreviation service which identifies organizations that are commonly referred to by their abbreviations or symbols. The abbreviation file consists of approximately 30,000 references obtained from information and intelligence reports processed by Document Division.



Requests for individual documents should be submitted to the CIA Library.

Contact

Document Division for information on the following:

**DOCUMENT DISSEMINATION
INDEXING AND THE ISC
COPIES OF THE IPI AND ABBREVIATION INFORMATION
TOP SECRET DOCUMENTS
NON-CIA PRODUCED CABLES
RELEASE OF CIA-PRODUCED INTELLIGENCE**

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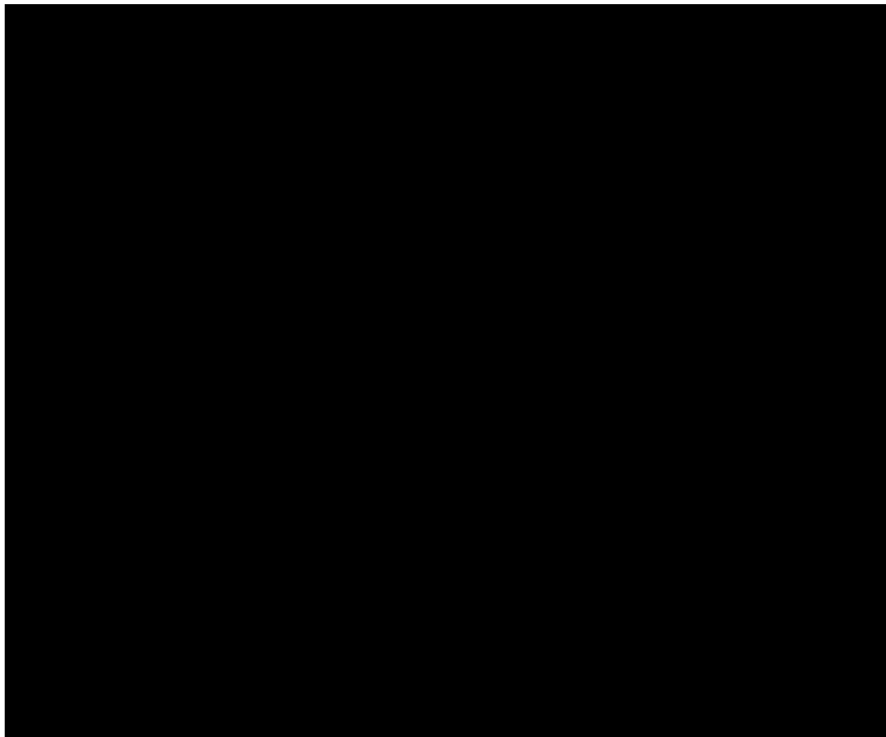
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THE LIAISON AND COLLECTION DIVISION (LCD)

The LCD is a central Agency facility which arranges and conducts inter-agency liaison — for a wide variety of intelligence purposes — and collects intelligence information from US Government agencies and officials in the Washington area — for the benefit of the intelligence community.

LCD services and activities include:



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CR Information Reports are disseminated throughout the intelligence community.

REQUIREMENTS

The LCD is an important link in the Washington processing of intelligence information requirements which involve overseas collection action.

CIA requirements for such field action are centrally coordinated, assigned to the proper collection agency, and followed to their conclusion by the LCD.

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USIB agency requirements for CIA field collection action are similarly received and processed by the LCD as a central service.

GENERAL LIAISON

On behalf of the Agency the LCD maintains a wide range of accredited liaison contacts in all US Government agencies — at all levels. By Regulation, the LCD controls most inter-agency liaison with non-USIB agencies and upon request assists Agency components to establish liaison with USIB agencies. The LCD also helps other US Government agency personnel to conduct official liaison with Agency personnel.

INTELLIGENCE SUPPORT

The LCD is a principal channel for obtaining information and services from other US Government agencies which are required to support intelligence research and operations.

As a corollary to this service the LCD also coord'nates requests for CIA intelligence, information, and action which may be required by other US Government agencies.

DEBRIEFING

The LCD administers the Agency program for the debriefing of ambassadors, ministers, Foreign Service officers, and military attaches who have returned to Washington for consultation or reassignment after a tour of duty abroad.

BRIEFING

The LCD arranges for the briefing by Agency personnel of outgoing Foreign Service officers, military attaches, and other more senior US diplomatic officials.

How to obtain LCD services

TELEPHONE

WRITE

VISIT

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THE SPECIAL REGISTER (SR)

SR is CIA's central library and reference facility for special source documents. SR also operates, through its Radio Stations Branch (RSB), a central service facility for data on foreign radio stations and radio frequency usage.

Supplies information on:

**FOREIGN USAGE OF THE RADIO FREQUENCY SPECTRUM
TECHNICAL ASPECTS OF FOREIGN RADIO FACILITIES
PHYSICAL CHARACTERISTICS OF FOREIGN RADIO FACILITIES**

RSB's machine-controlled files contain information extracted from radio monitoring reports, classified documents, and foreign and domestic periodicals, brochures, and listings.

In addition to the machine card files, selective data have been collected into a dossier system. The information, including photographs and sketches on specific radio transmitters, is maintained on a current basis.

RSB also provides service from a machine card file of data appearing in the International Telecommunications Union publication "Radio Frequency Record."



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Supports:

International and Domestic Frequency Management Programs
Broadcast Evaluation and Jammer Identification Programs
Radio Communication and Monitoring Organizations
Scientific, Economic, and Military Intelligence.

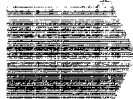
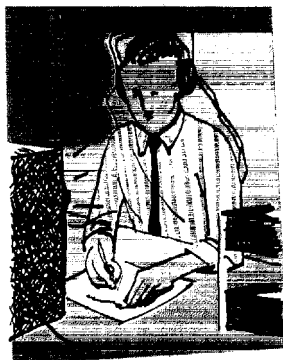
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**IBM LISTINGS
PERSONAL CONSULTATIONS
WRITTEN REPORTS**

Information may be requested by:

**FREQUENCY
CALL SIGN
GEOGRAPHIC LOCATION
RADIO FACILITY
TECHNICAL OR PHYSICAL CHARACTERISTICS**

RSB maintains a small reference library of publications concerned with radio communications and radio frequency assignments. The collection includes publications of the International Telecommunications Union.



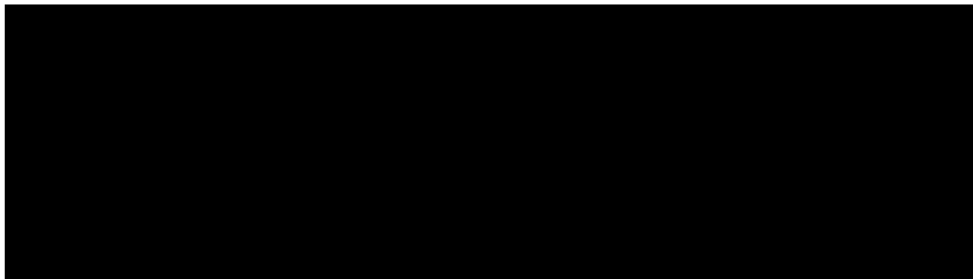
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THE MACHINE DIVISION (MD)

Provides machine indexes to intelligence material. Plans and effects machine support to intelligence data handling problems.



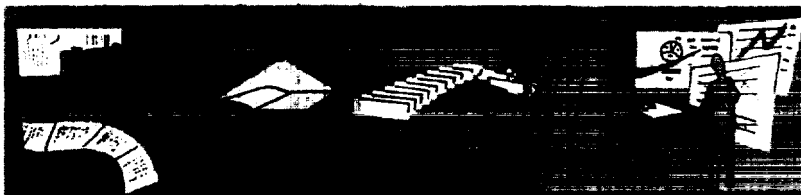
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THE DOCUMENT FILM STORAGE SYSTEM

The Document Film Storage System assures ready access to documents from a compact, inviolate central collection. The system utilizes microfilm to record document text, drawings, enclosures, etc., and special machines to cut the film and mount the images for each document in punched IBM cards. The CIA Library provides document viewing and retention print services from the organized file of these cards.

THE AUTOMATION DEVELOPMENT GROUP

An OCR Automation Development group studies the requirements and the operations of the community's information centers seeking ways to improve the quality and timeliness of information and to economize the processing costs. It maintains contacts with the producers of appropriate equipment. Within OCR's own facilities or through its contacts in government and industry, the Automation Development Group and the Machine Division contribute to the design, installation, and operation of information systems employing mechanical aids.



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| HISTORICAL INTELLIGENCE COLLECTION | 2970 | 1348 | M |
| DIVISIONS and Branches | | | |
| CIA LIBRARY (LY) | 2045-6 | 1029 | } M |
| Reference Branch | 4350 | 1415 | |
| Circulation Branch | 8135-6 | 1315 | |
| Acquisitions Branch | 548 | 2201 | |
| DOCUMENT DIVISION (DD) | 3541-2 | 2A | } 350-26 th ST |
| Analysis Branch | 2883-4 | 2B | |
| Processing Branch | 4419 | 5E | |
| Special Control Branch | 8060 4583 | 5B | |
| LIAISON AND COLLECTION DIVISION (LCD) | 776-7 | 2E | } 350-26 th ST |
| Liaison Branch | 781 2807 | 1D | |
| Collection Branch | 3415 2123 | 1C | |
| | 2191 | 119 | } NORTH |
| | 3083 | 208 | |
| | 2495 | 202A | |
| | 2076 | 206 | |
| INDUSTRIAL REGISTER (IR) | 2995-6 | 10D | } 350-26 th ST |
| Information Control Staff | 2648 | 11E | |
| USSR-Asiatic-European Branch | 4532 4628 | 20 | |
| East Europe Branch | 4645 4618 | 19 | |
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| Machine Branch | 2308 | 1235 | |
| Radio Stations Branch | 8385 4289 | 1602 | |
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| Programming Staff | 8670 | 9F | |
| Equipment Service Staff | 8144 | 10 | |
| Operations Branch | 2734 | 7F | |
| Microphotography Branch | 2525 | 8E | |
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OCR *an all reference service for intelligence work*

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• INDUSTRIAL PLANTS • PHOTOGRAPHS • RESEARCH ASSISTANCE
 • COMMODITIES • MOTION PICTURES • FILMS • HISTORIES
 • OPERATIONAL SUPPORT • BIBLIOGRAPHIES • LISTINGS • TRENDS

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