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Document Control Branch Organizational Annex

Tab 3

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1. Basic Function: To coordinate, supervise, and plan document control activities of FE/█ and FE/█, Washington Headquarters.

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2. Background of Present Organization: The Document Control Branch was organized in the Far East Division in December, 1951, in order to maintain a control of all Sensitive and Top Secret documents, perform message center functions with respect to all documents and cables received by, or dispatched from, the Division, and to perform the many other related activities pertaining to document control. This action was fundamentally a result of the fact that, with the terrific volume of classified documents being handled within the Division, it was necessary for an orderly internal control to be established over the receipt, dispatch, and distribution of all such material.

3. Statistical Concept of Workload:

a. Limitations: Statistics do not, and can not, convey more than the end product of a long prior process of planning, coordination, and liaison. Therefore, while not by any means completely indicative of the magnitude of any specific activity, the most reliable concept of the workload which has been required of each component is offered by the statistical resumes set forth below.

b. Distribution: The Document Control Branch is responsible for receiving and routing all incoming communications. A recent survey revealed that during an average week a conservative estimate of the documents received would be the following:

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<u>Type</u>	<u>Number</u>
Cables	1,410
Top Secret and Sensitive	386
Other Documents	<u>2,775</u>
TOTAL	4,571

The distribution for a week within the Division involved handling some 8,132 documents, newspapers, packages, books, and similar material for FE/█ alone.

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c. Registration: The Document Control Branch is responsible for the logging and control of all action documents. The Office of Registration which is responsible for this activity, except where cables and Top Secret or Sensitive documents are concerned, conducted a week's survey recently and recorded the following results:

<u>Type of Document</u>	<u>Number Logged In</u>	<u>Number Logged Out</u>	<u>Distribution*</u>
Secret	244	325	178
Dispatches	<u>474</u>	<u>246</u>	<u>137</u>
TOTALS	698	571	315

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*This does not include FE/█ due to the fact that desk distribution is desirable in their case.

In addition, 100 to 120 requests for information or locator service are handled each week in this activity.

d. Cables: The Document Control Branch is responsible for processing all incoming and outgoing cables. The office of Cable Control which is responsible for this activity conducted a week's survey recently and recorded the following results:

1,410	Number of cables received by Division
634	Number of cables dispatched by Division
126	Number of services (such as locating cables, information, etc.) rendered
7,848	Number of copies of cables distributed within the Division

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e. Top Secret and Sensitive Documents: The Document Control Branch is responsible for maintaining a control procedure for all Top Secret or Sensitive documents. The office of Top Secret Control which is responsible for this activity conducted a week's survey recently and recorded the following results:

<u>Type of Document</u>	<u>Number Received by Division</u>	<u>Number Dispatched by Division</u>	<u>Number Transferred within Division</u>
Top Secret	278	228	420
Sensitive	<u>108</u>	<u>-</u>	<u>17</u>
TOTALS	378	228	437

4. Organization:

a. Current: The presently-approved Table of Organization provides a total of 7 slots for the Document Control Branch. In reality, 9 persons are currently being utilized by the Document Control Branch. All major offices of the Document Control Branch are presently in existence.

b. Proposed: The proposed Table of Organization contemplates 10 slots for the Document Control Branch.