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13 October 1964

MEMORANDUM FOR THE RECORD

SUBJECT: Details to be included and general points to be considered in preparing CS historical papers.

I Details which will properly stage and validate the paper.

- a. Identify the drafter and his relationship to the area or substance of the study.
- b. Specify the overall period being covered, the date the paper is drafted or revised and the limit of the field under consideration.
- c. Maintain a record of document collections used -- ER, SGO, RI, OGC, DC, Desk files, Compt., Pers., Log., Cover, DDP/PG, etc.
- d. Develop a bibliography of contributive material either by footnote or as a terminal listing.
- e. Include cable and dispatch references in the body of the report -- post designation, control number and date.
- f. Compile a list of all persons interviewed for substantive contributions and attach separate summaries of the information contributed by interviewee or a copy of his actual paper if drafted by him at your request or taped.
- g. List at least the senior officers responsible for the activities giving their positions and periods of tenure, and any personalities whose individual talents and contributions were significant to the project.
- h. Classify the total paper. Separately evaluate the sensitivity of each annex and footnote.

TAB E

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- i. Have a "table of contents" for ease of handling any complex report.
- j. Consider the probable value of an index or indices to a paper; i.e., persons, organizational entities with alphabetical abbreviations, topics (clandestine techniques or lessons learned).
- k. If the paper covers an extended period and is a complicated narrative, prepare a chronological listing of important incidents and dates which can assist in weaving the total manuscript into a cohesive paper.

II. Probable uses of the paper, for consideration in organization and writing.

- a. As a summarization of operations to speed up and support urgent requirements for papers on the subject.
- b. As documentation to facilitate debriefings.
- c. As a basic chronicle for the indoctrination of new Chiefs of Station, Branch Chiefs, Desk Chiefs and other key officers.
- d. As a type of case history for use by the Office of Training in the conduct of operations courses.
- e. As a monitoring review and summation of operations for later analysis and postmortems.

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