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JUN 25 1947

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MEMORANDUM FOR ASSISTANT DIRECTOR FOR REPORTS AND ESTIMATES  
ASSISTANT DIRECTOR FOR COLLECTION AND DISSEMINATION  
ASSISTANT DIRECTOR FOR OPERATIONS  
ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS  
CHIEF OF ICAPS

Subject: Functions of the Reference Branch, ORE

1. Reference is made to paragraph 2j, CIG Memorandum dated 19 December 1946, addressed to all Assistant Directors, subject: Functions of the Office of Reports and Estimates.

2. In order to establish a clearer understanding of the functions and capabilities for service to be developed by the Reference Branch, ORE, there is attached for your information a detailed statement of functions for this Branch, including its subdivisions.

3. The Reference Branch is now prepared to begin operations in each of its stated functions. All CIG activities will make such adjustments in current operational procedures as may be necessary to conform therewith.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

1 Attach.  
Statement of Functions

Exec for P&A  
Exec Registry  
Central Records-2  
1 ICAPS Chrono  
LTS Chrono

SHEFFIELD EDWARDS  
COLONEL F.A.  
ASSISTANT EXECUTIVE DIRECTOR

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11 April 1947

CENTRAL INTELLIGENCE GROUP

REFERENCE BRANCH, ONE

Statement of Mission

To be the repository for all intelligence and intelligence information to be permanently filed by CIG, to maintain records of all available intelligence sources, intelligence information and intelligence; to provide a reference library for CIG; and to establish, in coordination with OGD, procedures for utilization of its materials and catalogues by other agencies.

OFFICE OF THE CHIEF

The Office of the Chief will:

1. Establish the central reference activities for CIG, and maintain appropriate liaison, administrative and policy making activities.
2. Establish a machine operations center for recording and filing intelligence information and intelligence in a readily accessible state for later listings, tabulations and statistical reporting by machine research techniques.
3. Establish a central reference repository for intelligence documents and materials including library facilities for CIG.
4. Establish central record files of the actual location of all available potential intelligence sources and existing intelligence documentary materials pertaining to the national security (whether immediately accessible within CIG or available elsewhere).
5. Represent the Reference Branch in all major inter-office and inter-agency coordination, correlation and functional activities.

EXECUTIVE STAFF

The Executive Staff will:

1. Coordinate administrative procedures of the Reference Branch, including the establishment of tables of organization; personnel administration; budgetary space and property and equipment allocations; and security and other regulations.
2. Prepare administrative reports for signature of the Chief as required.

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COORDINATING STAFF

The Coordinating Staff will:

1. Coordinate the employment of machine facilities and services to satisfy administrative requirements as they develop, and to satisfy intelligence requirements calling for special machine techniques and methods.
2. Coordinate the establishment of appropriate record files to enable prompt and efficient location of any available documentary material when and as requested.
3. Initiate action to secure inter-office and inter-departmental coordination in the fields of foreign intelligence of interest to the Reference Branch.
4. Coordinate activities between machine operations and library functions within the Reference Branch.

CONTACT CONTROL REGISTER

The Contact Control Register will:

1. Record, by machine techniques, pertinent information regarding all available potential and actual, individual and organizational sources of foreign intelligence within the United States and its possessions, together with information as to any restrictions relative to contacting such sources.
2. Record the nature and extent of the foreign intelligence potential of each such source.
3. Locate for authorized recipients any recorded source capable of supplying intelligence information to satisfy stated requirements.
4. Maintain dossiers on all sources to augment the information contained in the machine records and to refine the selectivity of the machine searching technique.
5. Supply, upon request of authorized recipients, details of the background of any recorded source.
6. Maintain current records of security "name checks" of all active or potential sources.
7. Insure, where necessary, by appropriate codes the anonymity of each source.
8. Survey the Register at regular intervals to ascertain the scope and extent of the foreign intelligence potential of recorded sources within the United States, and inform authorized recipients of the general capabilities of the Register.
9. Prepare statistical reports and calculations on the points of strength and weakness in domestic source coverage, and bring all inadequacies to the attention of appropriate authorities for remedial action.

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BIOGRAPHICAL INTELLIGENCE REGISTER

The Biographical Intelligence Register will:

1. Maintain, by machine techniques, a current file of biographical intelligence data concerning important foreign personalities in all fields of human endeavor.
2. Record the membership, nature, and type of business, professional, social or fraternal organizations.
3. Maintain a Master File on all foreign personalities and organizations and such other biographic files deemed necessary to augment the information contained in the machine records.
4. Provide and/or locate upon request detailed biographical information regarding any important foreigner.

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7. Survey the Register at regular intervals to ascertain the scope, intent, and timeliness of available foreign biographical intelligence, and inform authorized recipients of the general capabilities of the Register.
8. Prepare statistical reports and calculations on the points of strength and the gaps in available biographical information, and bring all inadequacies to the attention of the appropriate authorities for remedial action.

CENTRAL INDEX

The Central Index will:

1. Index, by business machine procedures, the subject matter of all available reports, and other documents of a foreign intelligence nature, regardless of physical location of such materials.
2. Locate and identify upon request all available intelligence materials pertaining to any specific foreign subject or area.
3. Analyze the Index at regular intervals to determine superabundance or dearth of available documentary foreign intelligence on any subject of interest to the national security, and inform authorized recipients of the results of such analyses.
4. Prepare and distribute accession lists of all newly acquired, important foreign intelligence documents.

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5. Provide, upon request from authorized recipients, complete bibliographies of available intelligence material on any specific foreign subject or area.

6. Maintain and analyze the available special card files acquired from other agencies for listings and statistical intelligence information, within the capabilities and physical limitations of the Reference Branch.

7. Acquire, code and process available special documentary files within the limits set down by responsible intelligence and research offices, within the capabilities and physical limitations of the Reference Branch.

FOREIGN INDUSTRIAL REGISTER

The Foreign Industrial Register will:

1. Maintain an up-to-date general file, by machine methods, of foreign industrial installations, developments and resources, and their international or functional relationships.

2. Correlate these data by machine techniques, upon request from authorized recipients, for the purpose of economic analysis on country or world-wide scale or for statistical computations.

3. Provide, by machine techniques, appropriate economic or operational details of any particular foreign industrial installation.

4. Survey the Register at regular intervals to determine the nature and extent of available intelligence regarding all foreign industry, and inform authorized recipients of its general capabilities.

INTELLIGENCE DOCUMENTS DIVISION

Intelligence Documents Division will:

1. Classify and catalogue all intelligence documents of a foreign intelligence nature available to CIG.

2. Maintain one copy each of such documents for permanent reference file and a second copy (when available) for limited loan purposes.

3. Establish efficient procedures for the prompt documentation of single copy items upon arrival in the Reference Branch.

4. Initiate the procurement of reference material.

5. Provide the Central Index with the cataloguing information required for the preparation of accession list cards.

6. Provide the Central Index with classification information and a classification breakdown on every document processed by OCB.

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GRAPHIC MATERIALS DIVISION

Graphic Materials Division will:

1. Operate a central reference and loan file of charts, maps and blueprints required for intelligence purposes and a complete index of available graphic materials and their location.
2. Establish and maintain a central reference and loan file and a single index of available intelligence films throughout the government agencies and elsewhere.
3. Set up a central pictorial records reference and loan file, and produce the required classification information for maintaining the Central Index machine records on available photographs.

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