CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

C O P Y

OFFICE OF THE DIRECTOR

27 July 1972

Awards Committee
Association of Records Executives
  and Administrators
Post Office Box 89
Washington, D. C. 20044

Gentlemen:

STATINTL

     In reply to Mr. Judd's letter of 27 March 1972, we are
pleased to nominate [ ] for the Eighth Annual
Federal Paperwork Management Award.

STATINTL

     [ ] as Chief of our Systems Analysis Staff,
developed a novel machine-assisted storage and retrieval system
which provides automatic message dissemination based on content
analysis, the first of its kind in the Agency. In view of his inno-
vative development of this unique system and its potential application
to other dissemination problems, we believe [ ] merits   STATINTL
this recognition.

                              Sincerely,

                                 /s/
                            W. E. Colby
                         Executive Director

Enclosures

STATINTL

B.   Machine-Assisted Dissemination (MAD)

    1.   Before MAD

        Prior to MAD, a certain class of incoming classified
electrical messages, 1200 a day, were received via teletype
printer in 21 copies each--about 25,000 message copies/day.
Disseminators, who scanned the messages, determined the
recipients from a list of some 300 potential recipients.
The messages were then sorted for later courier delivery.
Extra copies--about half of those received--were put into
the classified trash. Records were required on the fate
of each message copy.

    2.   The MAD System

        MAD was put into operation in August 1971. The
same electrical messages are received in a small computer,
collected on magnetic tape which is used as the input to
an IBM 370/155.

        The requirements of the 300 recipients are compiled
into sets in the MAD Directory which is put into the computer
memory. Dissemination is now performed primarily by the
computer which performs a textual search of these messages.
The computer compares the textual content of each message

C.   Future Developments

    1.   The basic MAD system and use has already been expanded to process and disseminate a voluminous classified publication. Savings are apparent in analyst time for searching, duplicating copies of items of interest, filing, and storage space.

    2.   Tests are being conducted on the feasibility of processing other types of electrically-received messages via the MAD system. The results are favorable.

    3.   Studies are under way to determine the feasibility of modifying/enlarging the basic MAD capability to provide:

        * On-Line Indexing of Documents - This would be an extension of the present on-line dissemination feature of MAD whereby the disseminator adds or deletes addresses. Present manual indexing requires significant paper, paper handling, and processing steps--more paper.

        * Automatic Message Extract - Abbreviated versions of messages can be produced by the computer using the basic techniques of MAD. These may be substituted for whole messages in order to reduce digital storage required to support information storage and retrieval or they may be used as a basis for index listings.

        * User Interaction - There is the potential for certain users to review their message traffic on a Visual Display Device in lieu of receiving hard copy paper form. The user could then opt to reject the message knowing it would be available in a central storage system or he could indicate permanent storage in a selected file.

D.   Digest

STATINTL   [   ] has been instrumental, a prime mover in the development of an automated dissemination process that is now a demonstrated success. The basic system has the capability to do more of the same and can be modified to accomplish further significant changes/improvements in the processing of essential papers. His contribution is a significant one, in an essential area, and worthy of recognition.

against the user's requirements. A match in text words against Directory words causes the computer to process a message against a fixed set of rules which identify the dissemination points for that message. Output is in the form of high speed printer runs, segregated by customer rather than messages. Dissemination is totally machine-assigned on 50% of the traffic. Of the remaining 50%, much of the dissemination points are machine-supplied. Additions or deletions are made by a disseminator sitting at a Visual Display Unit (VDU). In less than 5% of the take, the computer is unable to determine any addressee. This is indicated to the disseminator at the VDU who then determines the recipient of the message.

3. MAD Benefits

* Did away with unnecessary printing and disposal of some 12,000 message copies per day.

* Increased accuracy in Dissemination. The machine memory is better able to cope with 300 dissemination points.

* Better copy, more information. Formerly, the copy was a blue carbon printed on unpaged paper rolls--difficult to read or process. Now each recipient receives a clear computer printout, plus a list of all addressees receiving the same message.

* The messages are stored on magnetic tape. Retrievals are made on a special purpose computer. Filing and searching of voluminous paper is eliminated. Filing space is significantly decreased.

* Collating and record-keeping is done by the computer since output is by customer. This saves clerical effort.

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