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16 July 1953

MEMORANDUM FOR: Deputy Director, Intelligence
Deputy Director, Administration
Assistant Directors, Intelligence
Office of Intelligence Support,
Clandestine Services.

SUBJECT: Assumption by Department of State of
full responsibility for biographic intelli-
gence on personalities in the political,
social, and cultural fields

1. Effective this date, the Division of Biographic Information, OLI, Department of State, has assumed full responsibility for furnishing biographic intelligence on personalities in the political, social, and cultural fields to all offices of CIA. This completes an area-by-area transfer of responsibility which began on 15 March 1953 under the terms of an agreement between CIA and the Department of State reached in November 1952.

2. The Biographic Register, OCD, is transferring its files on political, social, and cultural personalities to State/BI on a continuing basis, and is now responsible for biographic intelligence only in the scientific, technical, industrial, and economic fields.

3. During this transitional period, and until a working liaison has been effected between individual CIA offices and the various area specialists in State/BI, that Division has asked that all requests for biographic information emanating from CIA be routed through Mrs. Barbara Finke, Assistant Division Chief, Room 301, State Annex #1, Telephone: code 191, extension 3265 or 5024. Personal visits for consultation with BI analysts are encouraged. However, in those instances where an individual is not already known as a member of CIA by someone at State/BI, the requester should, prior to undertaking such a visit, arrange with the requirements staff of his own office, or with the Liaison Division of OCD [Redacted] to have Mrs. Finke advised of his clearance beforehand. This procedure is not necessary in the cases of telephone or memo requests which may be handled directly at the discretion of the various offices.

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James M. Andrews
Assistant Director
Collection & Dissemination

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