Approved For Release 2000/04/18: CIA-RDP84-00951R000100080012-2

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30 January 1969

History of the Office of Central Reference

1953 - 1966

Outline

C. INFORMATION HANDLING

- The Document Flow
 - a. Receipt and Dissemination
 - (1) Sources (see Section B for Collection details)
 - (2) Dissemination

Definition of categories to be disseminated: documents, contractor output, translations, unclassified, etc.

To CIA (How far down: to Office, Division, Branch?

To Department of Defense

To Department of State (incl. Mik's and SE's)

To other agencies (NIS contributors, etc.)

To contractors (Rand, etc.)

To the scademic community

To the White House

Special dissemination (MSCID's, Special Register

material, MSA, cables, etc.) To secut Control & Userquation Overseas dissemination (incl. to foreign governments) FLOA

Security problems (DCID 1/7) warnings, ite.

Volume statistics and manpower problems

(Analysto files (Reading panels



GROUP 1 Excluded from automatic declassification

long become

b. Indexing

1. Development of the Intelligence Subject Code (ISC).
NODEX.

Aviodicals

2. The Intelligence Publications Index (later Intelligence

3. Other OCR indexing: BR, IR, FDD (CTF), SR, CIA Library cataloging, accessions lists

 Unclassified indexing operations supported by OCR (MIRA, EEAI, etc.)

 Beginning the concept of indexing "all source" materials

6. The advent of CHIVE and new types of indexing

a. Storage

1. Hard copy versus film, space problems

2. Full scale microfilming of documents

3. Intellofax, including use of aperture cards, actifilm, source card files, etc.

4. Development of new equipment within OCR or at its suggestion (card list camera, aperture card automatic mounting equipment, etc.)

5. Establishment of ADG

6. Minicard as a form of storage

7. Purging of files

5. Storage operations in other OCR Divisions: BR, GR, SR

3. Adoption of DARE equipment

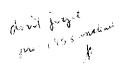
10. Manpower, growth of files and space problems

d. Retrieval

- Steady growth of number of reference and document requests on all OCR
- 2. Intellofax retrieval

Hard copy, microfilm, aperture cards, actifilm Development of the listings on tape User requirements

25X1X8



25X1X8

Composite group (later Intellofax Reference Group IRG) Use of the list out for large volume requests Improvement in machine developments (DARE, ETC.)

- 3. The retrieval capabilities of these OCR Divisions: BR, IR, GR, SR, FDD
- Borrowing and leading policies for material from other agencies
- 5. Human (vie vie machine) reference services Graphus Registe.
- 6. User surveys
- 7. "All source" reference performance
- 8. CHIVE and other computer developments
- e. later-agency information processing
 - 1. AHIP coordination activities, later CODIAC and CODIB

 Utilization of the ISC by other agencies

 Training programs

 Common numbering system

 Common document format

 Improvement of document loan system

 Coasent to reproduce each agency's documents (3d pagency rate)

 Expansion of document titles

 Phasing out of support to MIRA, EEAI

 Organization of SCIPS

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LDX?

(Note: CODIB and predecessor community activities will be covered in depth by a separate paper)

2. Systems Development and Machine Support

mos

This is a collection of topics/of which, it is anticipated, will be dealt with by separate monographs. The shetchy outline below will be given only a broad treatment, in order to maintain the integrity of the whole paper on information Handling.

1. The Intellocal System

Considerate Report

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2. Development of other unique OCR systems for:

Biographic Register
Foreign Documents Division (ALP)
Graphics Register
Industrial Register (later FIB)
Special Register

5. OCR interest in other Agency systems:

Walnut COLEX

- 4. Use of outside contractors
- 5. The MINICARD evaluation
- 5. OCR computer needs
- 7. CHIVE
- 8. Post CHIVE
- 9. Manpower and training problems