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30 January 1969

History of the Office of Central Reference

1953 - 1966

Outline

C. INFORMATION HANDLING

1. The Document Flow

a. Receipt and Dissemination

(1) Sources (see Section B for Collection details)

(2) Dissemination

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

Long documents

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 academic community

To the White House

Special dissemination (NSCID's, Special Register
material, NSA, cables, etc.)

Top Secret Control & Classification

Overseas dissemination (incl. to foreign governments) FLO_a

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

Volume statistics and manpower problems

Analysts' files

~~Administrative~~

Reading panels

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GROUP 1
Excluded from automatic
downgrading and
declassification

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b. Indexing

1. Development of the Intelligence Subject Code (ISC).
NODEX.
2. The Intelligence Publications Index (later Intelligence Periodicals Index) IPI *Periodicals*
3. Other OCR indexing: BR, IR, FDD (CTF), SR, CIA Library cataloging, accessions lists *GR*
4. Unclassified indexing operations supported by OCR (MIRA, EEAL, etc.)
5. Beginning the concept of indexing "all source" materials
6. The advent of CHIVE and new types of indexing

c. 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
8. Storage operations in other OCR Divisions: BR, GR, SR
9. Adoption of DARE equipment
10. Manpower, growth of files and space problems

d. Retrieval

1. 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

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*do not forget
microfilm*

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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
4. **Borrowing and lending policies for material from other agencies**
5. **Human (via ^{vis-à-vis} machine) reference services** *Graphics Register*
6. **User surveys**
7. **"All source" reference performance**
8. **CHIVE and other computer developments**

e. Inter-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

Consent to reproduce each agency's documents *(3rd Agency rule)*

Expansion of document titles

Phasing out of support to MIRA, EEAI

Organization of SCIPS

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

2. Systems Development and Machine Support

most

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

1. The Intellofax System

Consultants' 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

3. OCR interest in other Agency systems:

Walnut
COLEX

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

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