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INTELLOFAX PROCEDURES

In August 1948 OCD management decided that a review of the handling existing and contemplated document procedures should be made with the view to determining if such procedures could be modified to expedite the distribution, classification and indexing of documents pending the fulfillment of T/O requirements. [redacted] of Administration and Management worked closely with [redacted] in setting up a [detailed] procedure for the use of multilith mats in controlling and indexing intelligence document. This was the beginning of the so-called "batch" system which was modified many times during the next 19 years. *A batch usually contained 20 documents of like source.*

Put into operation in December 1948, the system included the complete processing cycle of dissemination, distribution, indexing, key punching and final filing of the documents in the Library document files. On one multilith mat with a preprinted distribution ladder for dissemination points within the Agency was typed bibliographic information (source, date, title, security classification, etc.) ; this mat was the basis for the preparation of control slips to be attached to each distributed copy of a document. The indexer used one of the these control slips on which to write the necessary codes for ultimate key punching. The typist prepared another multilith mat but without the distribution ladder to be married with the punched IBM card. The resulting Intellofax card *(which were automatically reproduced)* contained fields on the left end for the codes; on the right end of the card was the printed bibliographic information which could be read by the naked eye. This duplicate

12 Intellofax cards were printed by Reproducer for each control slip. If more than cards were needed the indexer wrote "MATS" on the back of each slip accompanying each batch to indicate that more

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Intellofax Procedures

preparation of multilith mats was continued until 1956 when a revised batch system eliminated the preparation of control cards for distribution purposes.

In September 1949 each member of the Analysis Section was assigned an Intellofax stamp bearing his individual number. Used instead of the analyst's initials, the stamp was affixed (1) on the face of the document to indicate that indexing had been completed, (2) on the control card for the codes, and (3) on the Batch Control Sheet which followed the group of 20 documents through the various processing steps.

A review of the first Procedure Manuals written in 1948 and 1949 for the machine operations and for the indexing of documents shows the intricacies of the Intellofax System as it developed. A procedure had to be written for every exception. For example, just to mention a few: extra IBM cards were printed for a number of offices' Top Secret Control in order to set up a source card, ^{file} Contact Office for every OO-B document coded in order to match it with OO's own contact card (and this continued ~~to the end of the~~ until 1967), ~~the~~ Reference Branch of the Library for every Finished Intelligence or Basic Intelligence document, and ORE and OSI offices which were engaged in the abstract program (see page) • If more than 14 subject codes were coded

for setting up a number of files under the subject's name (this started in 1953)
As to the multilith mats

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on the control slip, the classifier wrote "MATS" on the Batch Control Sheet opposite the CIA control number in the "coded" column to indicate that additional Intellofax cards had to be printed.

As the years progressed, the system became more involved and procedures were constantly revised and hopefully improved. The Machine Division and the Analysis Section/Branch personnel worked closely in developing better and faster methods of processing the document flow and in taking care of users' needs.

~~As the system became better known,~~

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