

*Document Systems Group*  
*(DSC)*

CHIVE or not CHIVE? Amid survey after survey and a complete atmosphere of indecision and doubt as to which way OCR should go because of budget cuts balanced with the age of the computer on the horizon, D/ER finally opted for an intermediary reorganization. On 23 September 1966, the Acting Director/CR announced a regrouping of functional elements which would improve management and operational efficiency and provide acceleration towards the all-source document and information servicing goals of CHIVE.

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The Document Systems Group under the management of [redacted] (formerly Ex in OCR) as Group Chief consisted of three divisions:

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Indexing and Services Division [redacted] Chief), Dissemination and

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Files Division [redacted] Chief) and Machine Support Division

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[redacted] Chief). This chapter will present brief history of each division's activities and accomplishments.

INDEXING AND SERVICES DIVISION (ISD)

1966

(SR)

All indexing activities of the Special Register and the Document Division were placed under a single management.

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[redacted] became Chief of the Codeword Branch and [redacted] of the

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Collateral Branch. [redacted] headed the Customer Services Branch,

which included the former SR Special Section, the CIA Library Inter-Agency Services (IAS) and Search Units, and the IPI Section of DD.

This Branch handled all processing of finished intelligence, title and

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1/ OCR Instruction CR 1-4 "Document Systems Group" 23 September 1966 (in Document Systems Group Folder Box 68-487/2)

2/ Monthly Reports of ISD in files FY 66 and FY 67 3 vols 60-548/1 and 68-487/2  
cont. Chron. 1966 and 1967 in ISG files

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\* As Mr. [redacted] became more and involved in reorganization plans for

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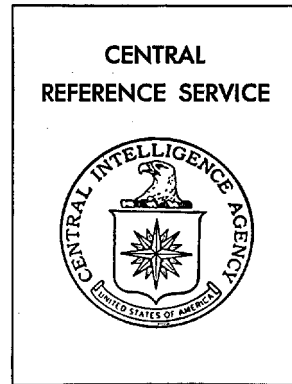
his duties as Chief, ISD were assumed by [redacted] Chief of Code-

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word Branch, in April 1967. When Mr. [redacted] resigned from the Agency in July, [redacted] Staff Assistant in SR and then in ISD, became Acting Chief, ISD until he transferred to the new Management Information Staff of CRS in December 1967.

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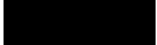
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The first copy of a keyword index to limited-distribution SI reports was published in October and covered receipts from 1964 through September 1966. The index was prepared using the direct keypunch-controlled keyword-full title technique.

A description of the Intellofax System and its services was written for distribution to all State/INR analysts on 19 October 1966. There was a brief flurry of Intellofax requests right after the receipt of the notice. (State had never been a heavy user of the Intellofax System and there had been no briefing or indoctrination on changes since the large-scale briefing of State analysts in 1958.)

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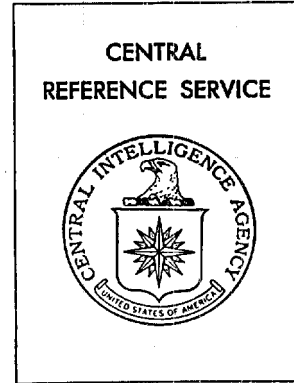
 appointed an ISD study group to examine indexing keyword title indexes of methods used in the former SR Special Section, the IPI and the China Task Force's SKAN.

### 1967

The fourth and last edition of the Intelligence Subject Code produced and printed by a computerized <sup>0</sup>Phon typesetting method known as EPIC was distributed in March 1967. The Department of Defense received 1000 copies.

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Problems with D/A

Reduction of document search and copying services to DIA

was announced in March 1967 as an economy measure to become effective in July. <sup>1/</sup> During calendar 1966, DoD accounted for 1005 of 1128 non-CIA Intellofax requests (non-Agency requests were 45% of the total Intellofax load). A 90-day trial period began 31 July with the Acting Chief, ISD as the <sup>OCR</sup> ~~CRS~~ Coordinator for the test and the point of contact with DIA. <sup>OCR</sup> ~~CRS~~ would not accept any DoD request unless DIAAP-10 had validated it, certified that the services requested were necessary and that DIA could not answer the request. An exception was made for accredited NSA, ACIC and SAC resident representatives who continued to have direct access to <sup>OCR</sup> ~~CRS~~ facilities. Validated requests which were unusual in scope or required a large manpower and resources expenditure had to be approved by the Coordinator before servicing. During this 90-day period it soon became evident that DIA had not effectively communicated the purpose of the validation process to DoD components and was not making a real effort to ~~use~~ <sup>use</sup> its own ~~DoD~~ resources could provide a response to an information requirement. The ~~CRS~~ Coordinator spent many ~~an/hour~~ man hours telling DoD requesters: where to, how to, when to, etc. During October 80 requests for Intellofax service were received, the highest since March of 1967. However, requests for the SI detail files <sup>were minimal-</sup> ~~continued near zero~~ - a reflection of CRS's prohibition against supplying the DoD documents referenced in such Intellofax searches. Two examples of DIA validated requests which were returned <sup>(Minicard)</sup> because they covered military subjects which DIA reference service controlled since 1964 were on combat vehicles and Chicom Navy electronics. <sup>3/</sup>

1/ Memo from DD/I to Director, DIA "Reduction in Intelligence Support Services", 31 March 1967 SECRET (in Chrono 1967, 69-592)

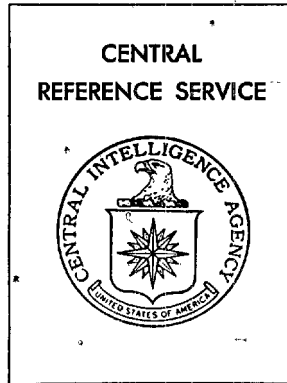
2/ Memo from Acting Chief/CR to all OCR Division Chiefs "Central Reference Support for Department of Defense Components", 27 July 1967 SECRET (in Chrono 67 69-592)

3/ Memo from Acting Chief, ISD to DIAAP-10 "DoD Requests for Service from Intellofax System and Foreign Installations Branch, Central Reference Service"

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The project to convert the pre-1961 codeword material on Chinese organizations to the new ~~organization~~ system implemented in SH in 1961 was finally completed in April and this provided a data base back to 1957.

A new system of using machine charge cards to replace the Intellofax tape for CIA users provided an immediate document ordering device for the consumer and eliminated the intermediary Intellofax tape stage, except for one page documents.

By August the personnel and activities of Search Section/CSB were transferred to the Document and Pictorial Services Division, in OCR's successor organization - one of the newly formed Divisions of the reconstituted Central Reference Service (CRS)

As new area divisions were formed in the Information Services Group of CRS, ~~during the fall and winter - FEPAC in September, USSR in October and NEA in December -~~ and analysts moved to FEPAC in September, to USSR in October and NEA in December. By the first of the year the remaining ~~of Western Hemisphere and Europe plus the Foreign Industrial Division area activities were~~ constituted as Indexing Services/Foreign Installation (IS/FI)

The remaining area activities of indexing, of Foreign Installations Division (which had been attached directly to the // Office of Director since the September 1966 reorganization) and the IPI were constituted as the Indexing and Services/Foreign Installation, Division (IS/FI) under 

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Cable Dissemination <sup>16/</sup>

OCD

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 Cable dissemination became part of Liaison Division's [redacted] headed this activity from its inception in ONE until her retirement in 1962) organizational structure in March 1951. Responsible for the receipt, dissemination and filing of all incoming cables received in the Agency as well as for providing reference service from its files, this Branch was transferred to the <sup>DD</sup> Document Division in November 1956 along with all the other dissemination functions. Called the OCR Cable Center (actually Cable Section) it disseminated the non-CIA produced cables on the basis of the requirements in the <sup>OCR</sup> Dissemination Guide.

18/

At the behest of OCR in mid-1958, the Management Staff had reviewed the organization, procedures and work load of the Cable Section of the Special Dissemination Branch. The results of the study indicated that non-CIA cable operations (approximately 14,000 cables a month with 14 multiple copies) should be continued as an OCR service. It also recommended that overtime should be eliminated during the regular five-day week with dissemination assistance provided on Saturdays and possibly holidays. To level out the work flow and cut down the work load at the end of the day for the Cable Section, an additional delivery of State Department cables was made at 1300 each day. The chore of disseminating TDCS reports was transferred from the <sup>Cable Section</sup> Special Dissemination Branch to the Analysis Branch; these reports were henceforth disseminated as regular reports (as they treated in coding) had always been intended)

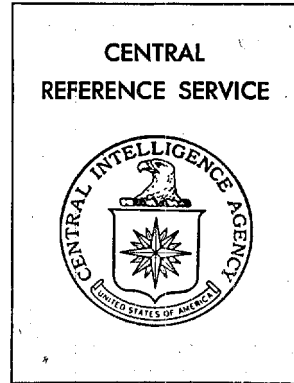
16/ A detailed guide on the cable function appeared as Reference Aid on Non-CIA Produced Cables, CIA/CR 25-1, June 1959 CONFIDENTIAL (CR 25-1)

18/ Memo from C/Document Division to AD/CR "Management Study of Cable Section" 10 August 1958 SECRET (Folder Document Division 1955-58 Box 60-548/1)

17/ ~~Deputy Director/Administration decision, March 1959 (Tab B Non-CIA Cable Dissemination of "Survey of OCR Functions" 15 December 1959 SECRET~~

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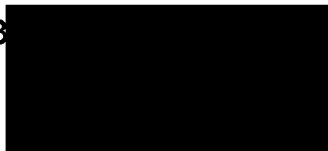


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More on Coding for Dissemination

A member of the Document Division was ~~a member of~~ active on CODIB Task Team on Content Control which looked at community dissemination

activities to see if improvements could be introduced, particularly at the point in the field-to-analyst flow where control was simplest, <sup>55/</sup> i.e. at the ~~dozen or so~~ headquarters points (such as FI/DD/P and DCS) where field reporting was put on mats for subsequent large volume reproduction and distribution. The objective was to develop a system

for use throughout the Intelligence Community for identifying and controlling at or near time of publication the substantive content of the intelligence items received. <sup>a</sup> The scheme was designed primarily to

facilitate dissemination of documents <sup>by means of</sup> with simple subject and area codes appearing on all reproduced ~~added to all~~ copies of the report. The final upshot of the Content Control activity was <sup>that after 2</sup> years of deliberation and establishment of a suitable code, ~~that only NSA and Domestic Contact Service of CIA assigned~~

~~codes~~ the Task Team in its final report of 1967 admitted ~~that~~ that "although everyone pays lip service to a test of the approved Code, there is

<sup>56/</sup> much foot-dragging." Only NSA and <sup>25X1A</sup> of CIA <sup>actually</sup> assigned these codes ~~to~~ to their reports prior to dissemination and; whether any office used them for dissemination is questionable.

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Certain members of the OCR management team questioned such agonizing by the entire community, but stated "If the Task Team had come up with an automated dissemination system, based on some breakout of the ISC which would be compatible with that being used by DIA and had delivered a nice universal software package, the time would have been well spent. <sup>LET/</sup>

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46/Memo from Chief, Reference Librarian to D/OCR "Notes on CODIB Meeting, 29 June 1967" 30 June 1967 CONF (in Folder CODIB 69-592)

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STATISTICS

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	1959	1960	1961	1962	1963	
Library Book Catalogs	1,500,000	1,500,000	1,549,700	483,300		
Library Document Source Cards	3,057,000	4,187,600 (sic)	4,486,500	3,939,300 ?	4,194,900 (sic)	4,606,939
Library Intellofax	8,080,000	9,155,900	9,671,700	10,165,000	12,393,000	11,785
Library Document File (aperture)	1,849,000	2,189,000	2,487,456	2,742,000	2,972,000	
Library Services						
Library Services Info Requests	83,050	84,800	84,700	88,200	100,397	83,500 83,500
<del>Information</del> Requests	180,357	250,900	252,000	400,900	740,500	530,500 *
<del>Loan &amp; Retention</del> Requests				2,100	2,100	
Intellofax Requests	2,070	1,900	2,250	2,300	2,601	2,400
" References Furnished	809,581	747,400	931,400	1,162,300	660,405	1,104,000
Pages Reproduced from Microfilm	561,337	512,800	510,900	843,400	828,055	430,400
Bibliographies Prepared	114	145	165	170	125	200
Documents Disseminated	327,283	264,700	332,400	350,900	409,656	382,100

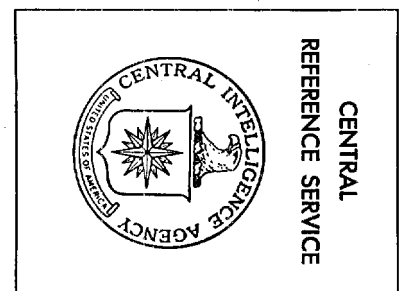
	1964	1966	1967
Catalogs	388,600	302,600	330,083
Doc Source Card File	4,464,900	5,022,200	5,298,179
Library Intellofax	11,282,900	18,873,600	20,518,522
Document File (aperture)	3,175,600	3,633,900	4,839,554
Services			
Info Requests	105,447 *	44,300	41,875
Loan & Retention	823,543 *	165,000	177,113
Intell. Requests	2,450	2,500	2,310
Pages Reproduced	696,213	920,300	786,442
Biblio	454,600	377,100	480,179
	123	143	200
Disseminated	323,897	363,700	368,641

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Includes Acquisitions In.

*Annals*  
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GROWTH OF INTELLIGENCE REPORTING

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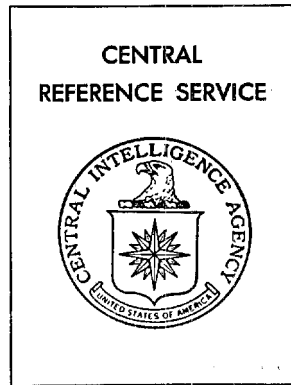
In 1970 the Chief of the Dissemination Branch prepared a chart plotting the growth over a ten year period of the three main categories of intelligence communication: collateral cables, collateral reports and compartmented intelligence reports. The chart showed a significant growth for collateral cables and a very significant growth for compartmented intelligence, while collateral document receipts, particularly ~~tended to~~ after the establishment of DIA in 1963, tended downward during the 1960's. However, during a specific two year period (1962-63) collateral reports showed a substantial increase after years of relative stability. The ensuing period of gradual decline only partially offset the very steady growth of collateral cables throughout the decade. There was doubtless - and definitely evident in the 1970's- some tendency in the field to shift from reports to cables .

From DD Monthly Report <sup>June</sup> ~~August~~ 1965

Fiscal Year	COMINT	No. of Documents	
		Code word	Collateral
1961	259,072		332,381
1962	306,017		350,921
1963	377,880		409,446
1964	445,182	5,798	373,639
1965	495,070	9,080	382,124

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