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28 September 1981

MEMORANDUM FOR: Deputy Director of Administration
Director, National Foreign Assessment

FROM: Robert M. Gates
Director, Policy and Planning

SUBJECT: Assistance in Developing an Automated Reference Center
for the Publications Review Board

25X1 1. The DCI has directed me to ensure that necessary personnel and other resources are available for development of an automated data storage and retrieval system to support the Publications Review Board. [redacted]

25X1 2. A recently-completed study performed jointly by DDA/ODP and NFAC/OCR recommended assignment of a full-time professional data base manager to the PRB Executive Secretariat. I have acted to fill this position. The study also concluded the next step to be taken is a file design/requirements study, which will require three months time from an indexer and a computer systems specialist working alongside the data base manager. [redacted]

25X1 3. I will notify you when the data base manager is in place. At that time, I will also ask you to provide the necessary experts to work with that person; i.e., an indexer from OCR and a computer systems specialist from ODP. [redacted]

25X1 4. Many thanks for the cooperation we have received on this project to date. Special thanks should go to [redacted] [redacted] [redacted] for their collaboration on an excellent preliminary study. [redacted]

[redacted]
Robert M. Gates

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