

S-E-C-R-E-T

1 FEB 1960

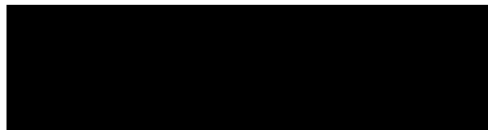
MEMORANDUM FOR: Agency Planning Group for a Mechanically Integrated Reporting and Communications System

SUBJECT : New Form for Evaluation of Single Information Reports

1. A new form for customer evaluations of single information reports was adopted early in January 1960. Designed by Requirements Division, FI Staff, in consultation with operating divisions and customers, the new form enables analysts to provide more discriminating evaluations with a minimum of effort, and thereby to furnish better guidance of reporting. Improved guidance, in turn, will make it possible to reduce the volume of marginal reporting which now burdens and impairs the functioning of the entire reports and communications system and the production of finished intelligence.

2. The principal means which the new evaluation form affords for serving these purposes is a refined and considerably expanded check-list. By merely checking statements on this list, the analyst can record his assessment of the report in seven different respects and can further indicate whether he intends to levy a requirement for further information on the subject of the report. The old form listed only three criteria--one of which was obscurely stated--for assessing reports. The new form also provides, as the old form did, for collectors' comments and questions and for evaluators' comments and follow-up questions, all of which can add greatly to the usefulness of an evaluation.

25X1A



S-E-C-R-E-T