Approved For Release 2006/10/17 : CIA-RDP67-00896R000100080058-2

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8 July 1958

MEMORANDUM FOR: Assistant Director, CR

VIA : Administrative Staff, CR

SUBJECT : June Activity Report for Document Division.

1. The following reports are attached:

   A. Documents and Non-CIA Cables Received - June 1958.

   B. Statistical Report for June 1958.

2. The volume of documents received and processed during the month was about average and no backlogs developed. However, more time is being spent in coding due to the increase in the expansion of titles and in revising by senior coders of work performed in their sections. During the month titles were expanded for over 54% of the documents coded.

3. The Chief, Analysis Branch began a study on the feasibility of indexing the FBIS Daily Reports and the possibility of contracting out the job.

4. The Release Section began the [redacted] of transmitting CIA publications to the [redacted] by duplicate receipt in lieu of individual memoranda with appreciable savings in typing work load.

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[redacted]
Chief, Document Division

Attachments:
As stated above.

OCR/DD (8 July 1958)
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Distribution:
orig & 1 - addressee
1 - Analysis Branch
1 - Processing Branch
1 - Special Control Branch

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