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7 July 1958

MEMORANDUM FOR: SA/CR

SUBJECT : Document Division Progress During Fiscal 1958.

1. The processing of some 30,000 intelligence documents per month (over 490,000 copies) through the dissemination and indexing stages was materially speeded up and backlogs eliminated. Information reports not meeting indexing requirements are now selected but at the head of the line for simplified processing. Controls have been introduced into the system to enforce processing schedules. Arrangements have been effected with the Office of Logistics for direct distribution by the printer of copies of CIA Information Reports to the regular IAC recipients.

2. In order to make the indexing for the Intellofax System more uniform and useful, the revising of the indexing work by senior coders has been increased from less than 5% to over 15% and the expansion of titles (which show up in the bibliographic references) has been increased to over 50%.

25X1

[redacted]

Chief, Document Division

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