Approved For Release 2006/09/27 : CIA-RDP67-00896R000100090047-3

~~CONFIDENTIAL~~

13 August 1959

MEMORANDUM FOR: Chief, Records Integration Division, DD/P

FROM : Chief, Document Division, OCR

SUBJECT : Transmittal of Certain Documents to DD/I Representatives Abroad

1. CIA publications on standard distribution for DD/I representatives abroad are currently listed on Non-Accountable Material Manifests by OCR/Document Division before being forwarded to RI-DD/P for pouching. As discussed with [redacted] we could give faster service if the listing chore for such material were eliminated. The following plan is proposed as a means of accomplishing this end. 25X1

2. Each document involved would be tagged with a pre-printed label specifying the appropriate station and individual for whom it is intended. Multiple copies of a document for a single recipient would be bound together with rubber bands and the label stapled to the top copy. The material placed in a mail bag would be forwarded daily to RI-DD/P.

3. Approximately 75 to 125 items per week are distributed to DD/I representatives at 10-12 stations. Among those items on standard distribution are the [redacted] Consolidated Translation Survey, OSI Reports, Intelligence Publications Index, SRS-DD/I Reports, EIC-WSR Series, NIS Quarterly Production Report, National Intelligence Estimates, CNI Review, Air Intelligence Summary, Intelligence Analyst, Scientific Information Report and State Department Bulletin.

FOIAB3B1

FOIAB3B1

FOIAB3B1

4. If you approve this procedure, please sign a copy of this memorandum and return to me. Detailed arrangements can be made directly between [redacted] of this office and [redacted] of the Pouch Section.

25X1

25X1

25X1

[redacted]

Approval _____

cc: FCS-DD/I
Chief, Analysis Branch
Chief, Control Branch

~~CONFIDENTIAL~~

Approved For Release 2006/09/27 : CIA-RDP67-00896R000100090047-3