Approved For Release 2006/09/27 : CIA-RDP67-00896R000100120085-7

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11 June 1962

MEMORANDUM FOR: CIA Librarian

SUBJECT : Requests for Documents in Processing System

1. The Document and Machine Divisions have followed an unwritten policy of searching for documents in the processing system for those requests which the Circulation Branch indicates are urgent. In order to provide more efficient service, we will now accept requests for all documents which can reasonably be expected to be found in the processing system.

2. Urgent requests will be searched with maximum effort as in the past. Routine requests will be given a dissemination card check and results reported to Circulation Branch as follows:

A. No record of receipt. Or,

B. In processing; copy to be sent shortly. Or,

C. Near completion of processing; copy will arrive in Circulation in due course.

3. If the current average of 4-5 urgent requests per work day is increased excessively, this change of policy may have to be reconsidered.

[redacted] 25X1

Chief, Document Division

[redacted] 25X1

Chief, Machine Division

Distribution:

Original & 1 - Addressee
1 - Branch Chiefs of DD/OCR
1 - Chief Machine Division, OCR
1 - DD/OCR File

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