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CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

MEMORANDUM FOR: Executive Director

THROUGH : Deputy Director (Intelligence)

SUBJECT : Indexing Non-CIA Cables

REFERENCE : DD/I Notice 30-100-35 dated 24 May 1963; Subject: All-Source Information Support

1. This memorandum suggests action on the part of the Executive Director; this action is contained in paragraph 4.

2. Reference (copy attached) assigns the responsibility of subject area indexing of non-CIA collateral cables to the OCR Document Division.

3. OCR has developed an indexing scheme for this purpose which includes the servicing of requests by subject from a hard copy file for cables received within the past 3 months. In addition selected cables (about 10%) will be indexed into the Intelligence System and will be retrievable from microfilm copies. Any requests by number and post for specific cables will continue to be relayed to the Cable Secretariat for service from its files.

4. It is requested that the Cable Secretariat forward one copy of each non-CIA cable received (including S/S telegrams, etc.) to the OCR Document Division for the above purpose.

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Orig & 1 - Addressee
1 - [redacted]
2 - OAD/CR
1 - CIA Librarian
1 - AB/DD
1 - DD
1 - Chrono

PAUL A. BOREL
Assistant Director
Central Reference

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