

CONFIDENTIAL

Month: _____
Year: _____
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16 DEC 1948

Chairman, Joint Committee on Printing
United States Senate Post Office
Washington, D. C.

Dear Sir:

In accordance with letter dated 30 September 1948, information requested therein is furnished herewith.

1. The estimated breakdown of production of various types of material follows:

- a. Reproduction of intelligence reports by mimeograph, offset printing, and photostat - - - - - 95%
- b. Reproduction of forms by both mimeograph and offset printing processes - - - - - 3%
- c. Reproduction of administrative instructions and other material by various processes - - - - - 2%

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2. Information requested in connection with budgetary figures is furnished in letter dated 22 November 1948, signed by [redacted] [redacted] Director, Central Intelligence Agency, and the information contained therein, it is assumed, is not necessary to repeat.

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3. Information requested by paragraphs 3 and 6 is attached & hereto, for each unit of the Reproduction Division of 6. CIA listing:

- a. Inventory of Equipment in Unit
- b. Average Monthly Production in Unit
- c. Total Number of Employees on Duty
(This is not average, but has increased each month)
- d. Total Monthly Payroll
- e. Estimated Cost of Production Including both Personnel and Material Costs.

DOCUMENT NO. 3
NO CHANGE IN CLASS.
LI DECLASSIFIED
CLASS. CHANGED TO: TS & C 2011
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: 2/04/91 REVISED BY: [redacted]

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The figures used in these tables represent the monthly average figures for the period 1 May to 31 October 1948. Without great detailed study, it is difficult to furnish average time element factors in connection with quantities produced as this would entail an analysis of different types of reports involving many and varied formats, as well as reproduction processes. If the Committee desires such a detailed study to be made, it will require considerable time to prepare the report in a manner which would be useful for your purposes. However, if this is necessary, it will be undertaken upon your request.

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4. The information requested under this paragraph is identical to that furnished with letter dated 22 November 1948, signed by [redacted] Executive Director, Central Intelligence Agency.

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5. There were no services furnished by CIA to other Government agencies during the fiscal year 1948, and it is not anticipated that services will be furnished during the fiscal year 1949.

7. Each unit of the Reproduction Division of CIA is in continuous operation and is being used to maximum capacity. The great demand for reproduction of intelligence material requires that this plant be operating to maximum capacity daily, and this has been true over the period of the past several months.

8. It is essential that the Reproduction Division of CIA be continued as a facility of this agency for the reason that the reproduction and dissemination of intelligence information must be performed with the least possible delay, in order that intelligence information so distributed will have useful value. If it should be considered by the Joint Committee on Printing to require CIA to obtain its reproduction services from one or more other Government agencies, it would require security investigation of all employees having access to CIA material, and extensive requirements of physical security in operation which would be difficult to meet. The administrative and security problems would be greatly increased, and it is my opinion that such a step would seriously affect the efficiency and operation of this and other intelligence agencies of the Federal Government.

It is my sincere desire to comply with all regulations issued by the Joint Committee on Printing of the Congress, and I am therefore hopeful that the information furnished herewith will be found to be complete and satisfactory for the purposes of the Committee. I sincerely urge that the Joint Committee on Printing approve the continued operation of

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the Central Intelligence Agency's reproduction facilities under the administrative and operational supervision of the Director, CIA. Any additional information or justification required in this connection will be furnished upon your request.

signed

Encls.
5 Tables

R. H. HILLENKOETTER
REAR ADMIRAL, USN
DIRECTOR OF CENTRAL INTELLIGENCE

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[redacted] vm (14 Dec. 48)

cc: Courtesy
Signer's chrono ✓
Exec. for A&M
Admin. Files

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[redacted]
MIM chrono
MIM Repro. file

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