

27 May 1948

SECRET

MEMORANDUM FOR Mr. Mathias F. Correa

Subject: Office of Collection and Dissemination

1. Since its inception, OCD has been variously referred to as "a bottleneck, nuisance and fifth wheel," and, basically, this criticism would appear valid. OCD thrived on analysis and paper work. If a simple request were received from an IAC member for a document, it would necessitate analysis by OCD as to whether the request were a proper one, five or six separate papers to be made out, involved process by which the document was secured and forwarded, and then a somewhat lengthy analysis as to whether OCD had performed its function in a prompt and suitable manner. This, needless to say, caused endless delay and frequent complaint. Some months ago, Management Branch of A & M did a survey of OCD. As a result of this survey, upon the resignation of Admiral Olsen on the first of May, OCD was combined with the Reference Center under Dr. Andrews. As of this week, the combined Reference Center-OCD has been reconstituted on the Office level as the Office of Collection and Dissemination.

2. Needless to say, there has been great confusion during the merger of these two units. This is still continuing, as OCD is physically being moved into M Building in close proximity to Reference Center and ORE. I have, therefore, spent very little time with Dr. Andrews, but a vague picture is beginning to emerge.

3. Reference Center performs, in general, a library function and has physical possession of some 4,000 reference works. The Center is broken down into the following divisions:

(a) Central Index -- This is a reference index or catalog of all library and graphic material held by CIA. It will also include an index of all material available in Washington and the rest of the country. This obviously will take time to build up, but Andrews says they have made a good start.

(c) Foreign Industrial Register -- To include as much information as possible on foreign industry, transportation system, mining, petroleum, etc.

(d) Biographic Intelligence Register -- Will include biographical information of foreign persons and societies. This register will be built up both from information derived inside CIA and also from information supplied by the other IAC members.

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(e) Graphic Materials Division -- As the name implies, this Division would be the custodian of such graphic materials as maps, photographs, etc. I believe they will also have an index of where such materials, not physically held by CIA, may be obtained.

(f) Intelligence Documents Division -- Will consist of files of CIA product and also intelligence material received from other agencies.

(g) Central Records Division -- These are primarily the administration records, top secret control and messenger and courier service.

It is the purpose of the Reference Center through machine searching to be able to produce at a moment's notice all available material on any given subject or the source from which this material may be obtained.

4. OCD

Prior to consolidation with Reference Center, OCD had three branches:

(a) Requirements Branch -- which received, coordinated and processed all requirements for intelligence information from internal CIA units and other outside agencies. They also did a certain amount of new business work trying to drum up information requests from outside agencies and to determine the intelligence requirements of the IAC members.

(b) Collection Branch -- handled the physical collection of documents and issued directives for field collection of intelligence.

(c) Dissemination Branch -- formulated coordinated policies and procedures pertaining to dissemination and handled the physical dissemination of all material issuing from CIA.

To a certain limited extent, Dr. Andrews will retain these three branches. The Requirements Branch will be stripped of all of its functions except that of actually processing requirements. It will work on a much closer and more free basis with ORE, and through its liaison officers, Andrews hopes to speed up and simplify the processing of requirements from outside agencies. The Collection and Dissemination Branches have continued to perform their normal functions but with a minimum of paper work and practically no analysis of their performance. I have mentioned above the lengthy and complicated process of acquiring a document for an IAC member. From now on this will be purely a library function and a member may obtain such a document by means of a telephone call or a written request.

5. Dr. Andrews is a professional anthropologist of some note and was assistant to Professor Hooten at Harvard. He has a keen analytical mind and is going about his new job with a good deal of simple efficiency. His main idea is to cut all red tape and speed up the operations of his Office. Instead of being a "bottleneck", he hopes that OCD will be in a position to serve and expedite matters for CIA and the outside agencies. He made a very good impression on me and I think he will do a good job.