12/7/49

TAB A

Comparison of OCD paper "Central Reference Facilities, Status and Objectives" with Management Staff Proposal on Abstracting and Indexing.

A. Points of Agreement

1. The Intellofax System is the best system for handling library materials.

2. OCD should maintain finder files for location of specific documents.

3. The classification system should be tailored to the needs of the specialists within an over-all standard framework.

4. Abstracting in substantive divisions will serve as a training vehicle. Coding further enhances the training endeavor.

5. Technically difficult reports will be immediately processed in substantive divisions.

6. Files space will be saved by the Intellofax System and by substantive divisions' participation in the abstracting and coding activity, providing duplicate tab-fax files are not maintained in the substantive divisions.

7. Extension of classification and abstracting to substantive divisions should be achieved by "evolution not revolution".

8. Objectives of the Intellofax System as set forth by OCD, providing the index and abstract files are merged.

9. It is desirable to retain abstracts of cables, newspaper articles and other materials which are not indexed by OCD, but which are selected as important by ORE or OSI analysts.

10. There is no useful distinction in CIA between "classifying" and "coding". It is one process generally referred to as "coding".

11. It is not desirable to provide an exact count of documents received by CIA.

12. It is uneconomical to index cable flow unless ORE-OSI specialist so indicates.

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13. It is not desirable to <u>index</u> every document but they should be retained and located through finder files.

14. Attack on the reference problem should be "two-pronged: <u>mechanical</u> and <u>substantive</u>".

15. The classification scheme must be "adequate from the <u>user's</u> stand-point".

16. OCD should continue to write "<u>table of contents</u>" type abstracts for serials, periodicals, bound books.

17. "If we can't assign a code number to what we want, then we can't call on machines to deliver."

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B. Points of Disagreement

1. Intellofax System application to Biographic and Industrial data.

   a. Management Staff - Can be applied in same manner as to library materials.

   b. OCD - Has no application.

2. Number of files to be maintained.

   a. Management Staff - There is only one file, the intellofax file.

   b. OCD - Two files should be maintained and searched, index file prepared by OCD - abstract file prepared by intelligence specialists.

3. Primary purpose of intellofax files.

   a. Management Staff - Primary purpose of files is to serve ORE-OSI researcher.

   b. OCD - Service should be geared to IAC, all parts of CIA, with ORE-OSI on same priority as all other users.

4. *Need :* For ORE analyst to retain carbon copies of abstracts he prepares.

   a. Management Staff - Tab-fax run will serve the same purpose.

   b. OCD - Specialist should maintain his own file for the preparation of summaries.

5. Need for more OCD personnel.

   a. Management Staff - OCD personnel can be reduced if they cease duplication of coding done by substantive divisions and if mats are typed in substantive divisions.

   b. OCD - More hands are needed in OCD to type abstracts and to review coding of substantive divisions.

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6. Coding of all incoming intelligence information documents.

    a. Management Staff - Should be performed by ORE-OSI.

    b. OCD - Should be performed in OCD, but duplicate action taking place in ORE-OSI if abstracts are written.

7. Determination of materials to be indexed.

    a. Management Staff - Should be decided by ORE-OSI.

    b. OCD - Should be decided by OCD.

8. Review or amplification of codes supplied to abstracts by ORE-OSI.

    a. Management Staff - Review by substantive division chiefs.

    b. OCD - Review by OCD.

9. The adequacy of the classification scheme.

    a. Management Staff - It presently is not serving the needs of the specialists. In a few cases e.g., Human Resources, OSI, Medical, OSI, it was determined that the system could not serve the specialists needs.

    b. OCD - "Scheme . . . proved sufficiently elastic to encompass many unforeseen requirements."

10. Typing of mats.

    a. Management Staff - Be done in producing office to eliminate duplicate typing.

    b. OCD - Be done in OCD to insure uniformity of typing and to permit review of coding.

11. Technical classification.

    a. Management Staff - Should be achieved by fine breakdown within an over-all system or if necessary a separate system, but should not be classified under two systems.

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b. OCD - Technical materials should be classified twice:

    (1) the general system

    (2) the specialized system

12. Maintenance of technical files.

    a. Management Staff - Should be maintained in OCD to permit IBM and facsimile servicing by machines located in OCD.

    b. OCD - Should be maintained <u>manually</u> by the specialist in his office.

13. Mass data problem.

    a. Management Staff - The same intellofax procedures can be employed in abstracting, coding and servicing biographic and industrial files. More specific and detailed classification will be required and these files should be separately maintained in the OCD Library.

    b. OCD - "It does not now seem likely that the Intellofax System could profitably be applied to their (sic., biographic and industrial) problems."