

CONFIDENTIAL

File
Mudger
3 November 1948

25X1A9a

Mr. [redacted] Acting Chief,
Biographic Register

3 November 1948

25X1A9a

[redacted] Management, Branch, A&M

Biographic Register Procedures

A. Operational Policy - Determination should be made as to the kinds of service the Register should give.

- 1. Index selection - yes
- 2. Reference to documents - yes
- 3. Organized, synthesized reports - probably
- 4. Analysis and appraisal of information - ?

B. Administrative Goals should be determined.

- 1. Extent of Service - This is contingent on policy determination of above question.
 - 2. Speed in incorporating biographic information into Register.
 - 3. Speed in servicing requests.
- (A determination is needed as to which goals dominate in importance since methods employed in obtaining goals 1 and 2 may be contradictory or methods to achieve goals 2 and 3 may contradict each other)

C. Present Difficulties

- 1. A basic difference exists as to approach: Professional vs. Machine
 - a. Is mainly a personality difference
 - b. Resolves around minor procedural defects - not the system itself.
 - (1) Professionals typing onto IBM cards
 - (2) Files retained in machine section
 - (3) Coded information being determined by machine section
- 2. The procedure is too slow.

D. Difficulties of Ahearn Card System

Dtrs: [redacted] RA: [redacted]

- 1. The professional dislike resulting from above listed procedural defects.
- 2. The inability to present an organized report when considerable information is on file.
- 3. The inability to appraise relationships and contradictions.
- 4. The inability to document lengthy passages of information.

E. Difficulties of Proposed Folder System

- 1. Typing by professional is not eliminated or substantially

CONFIDENTIAL

CONFIDENTIAL

- reduced.
2. Staff time employed in answering requests will be substantially increased as a report must be written each time - This will also cause a slowdown in speed of servicing requests.
 3. More staff time will be spent in maintaining files as three files (rather than two) will have to be maintained:
Folder file -
Biog. Card file - Biog. card file
Machine Index files - Machine index files
 4. Machine will not be able to spot errors.
 5. Retaining documents and publications will result in building up a biographic library.

F. Conclusions

1. The proposed system does not overcome a major gripe, - analyst typing information.
2. The proposed system is not basically changed as information is still taken off by the analyst and follows through the same steps.
3. The proposed system may slightly increase speed of putting information into the file since such data is not in a finished form. However, the time required to fill requests will be substantially increased since information will usually be reworked and always be retyped.

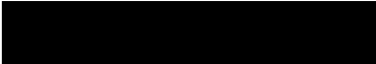
G. Recommendations

1. The basic procedure be given further study to arrive at a system which will:
 - a. Increase speed of both putting information into register and filling requests
 - b. Eliminate analyst typing
 - c. Permit best utilization of professional staff at each grade level
 - d. Include full utilization of machine service.
2. Thought be given to merits of a procedure which will provide for rapid assimilation of new data through identifying the individual after information has been processed or at time request is received and utilizing machine techniques for bringing together like items for analysis and identification.
3. Consideration be given to retaining dossier in card form when information is meager (master card plus four) and then changing to a folder dossier when information cannot be handled on five cards. This would not only permit speedier handling of the bulk of the information but would also provide means by which organized, integrated, appraised reports can be given when substantial information is available.

CONFIDENTIAL

CONFIDENTIAL

4. Immediate action be taken to increase analysts' effectiveness:
 - a. Release from typing
 - b. Ready access to files
 - c. Identify information to be coded

 25X1A9a

CONFIDENTIAL