

18 - 22 NOVEMBER 1946

I. Projects carried over from previous week:

1. Coordination of Agency Directives Implementing Biographic Plan.
 - a. Meeting held 18 November 1946. It was agreed to revise Summary Report Form to contain more factual data - agencies to send directives to field on 1 December - directives to be effective 1 January 1947 or upon receipt.
2. SDS at Baltimore
 - a. Visited this agency in company with Col. Perry. Complete report is pending study of GMDS in Pentagon.
3. Collection Plan for NIR-China.
 - a. Final meeting held. Upon telephone clearance of this plan by each agency, CIG will publish NIR-China.
4. Washington Document Center.
 - a. Prepared memo to Secretary of War informing him DCI will accept this responsibility. (Personnel ceilings were raised as requested by the WD).
 - b. Prepared memo from Director to ORE announcing policies for WDC in regard to Allied Force personnel.
 - c. Now awaiting written memo from Secretary of the Navy.

II. Projects planned but not yet initiated:

1. NIR-Middle-East
 - a. To be initiated as soon as NIR China is published. This to be handled by ORE with ICAPS member to follow the project and attend meetings.
2. Directive to ORE to have Librarian and business machine expert prepare study on CIG and interagency filing system and reporting manual.

III. Projects initiated during week report on:

1. None

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IV: Projects completed during week reported on:

1. Coordination of Agency Directives Implementing Biographic Plan.
2. Collection Plan for NIR China.

V. Projects expected to be completed during coming week:

1. Washington Document Center.

VI. Projects expected to be carried over to following week:

1. SDS at Baltimore
2. GMDS at Pentagon
3. NIR- Middle-East

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SHEFFIELD EDWARDS
Colonel, FA