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17 June 1947

MEMORANDUM TO: Chief, Planning Staff, ORE

SUBJECT: Statements for Director of Central Intelligence
Report to the NIA

The Reference Branch which was activated in November 1946 has, during the first six months of 1947, put into operation its major components, namely, Contact Control Register, Biographical Intelligence Register, Foreign Industrial Register, Central Index, Intelligence Documents and Graphic Materials. There are now 25X1A clerical and professional personnel on duty and since the move to M Building on 12 June 1947, additional space which is available, 25X1A will allow this Branch to meet its personnel schedule calling for 25X1A by 1 October 1947. It is anticipated that personnel recruitments will be stepped up as soon as Civil Service Commission designations have been granted for the professional grades in the Reference Branch; so far only the professional Library positions have been approved and established.

Since February, reports from the Office of Naval Intelligence, the Military Intelligence Division and the Office of Operations, CIG, regarding domestic sources of foreign intelligence information have begun to flow to the Contact Control Register for indexing. A complete pooling of such information is thus being effected by means of which each IAB agency will have available to it the results of the efforts of all other agencies and the need for multiple files capable of locating needed sources of foreign intelligence is being eliminated.

The Biographical Intelligence Register has concentrated its efforts in carrying out CIG Directive No. 16. Major emphasis have been made with Biographical Information Division, State Department, and officers in charge of biographic material (Who's Who) in the Geographic Branches of the War Department, ID. Both of these Agencies have been most cooperative. The War Department has contributed some spotty information to date from military attaches in the field. More extensive material has been forthcoming from State Department representatives abroad. Steps are being taken to absorb the State Department's category files, at their request. This Register is in the process of completing procedures, codes and systems and it is anticipated it will be able to service all material within the next sixty days, providing personnel is available.

The Foreign Industrial Register was activated this month and has been participating in numerous meetings with CIG offices and IAB agency representatives on an operational level in working out various problems relative to processing and recording foreign industrial data particularly from the Eastern Europe area. Major emphasis have been placed in arranging

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for the absorption of the Industrial Card Files from SDS in Baltimore. Tentative arrangements call for the transferral of SDS's functions to the Office of Operations, CIG, where the final translation responsibilities relative to the Industrial Card Files will continue to be carried out. Arrangements are under way to transfer to ORE on or before 1 October 1947 the analytical, evaluative, recording and cross-indexing functions pertaining to the Industrial Card Files.

To date basic procedures and codes have been established for the operation of the Central Index in regard to intelligence documents deposited in the Reference Branch Library, documentary material in outside libraries and graphic materials both in CIG and available elsewhere. Through the records of the Central Index, all such materials can be readily located and made available to CIG and the IAB agencies. In establishing the basic procedures and codes, meetings with representatives of CIG and IAB representatives were held to benefit from their experience in regard to coding and indexing problems. Numerous studies and investigations have also been made to determine the best mechanical, electrical, and/or electronic equipment available to enable the Central Index to provide the desired results in the most efficient and economical manner.

The Intelligence Documents personnel have commenced operations for the establishment of a library in the Reference Branch. Key deactivated service libraries have been investigated and arrangements made for the acquisition of pertinent reference materials. To further satisfy IAB requirements through Central Index, a system was evolved whereby [REDACTED] will be classified daily, by the Library, for items of intelligence interest. A possible revision of the Basic Intelligence Directive to embrace a wider field of subject classification for CIG has been under discussion with responsible officials in the War Department. It is, in addition, being keyed to Navy and State Department requirements.

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Acting Chief
Reference Branch, ORE

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