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17 April 1962

**STAFF STUDY**

**500TH ICG REPORTS**

**PROBLEM**

Duplication and inconsistencies in the processing of 500th ICG reports (Formerly USACRAPAC).

**BACKGROUND**

These reports are in great demand by a few offices; whereas most offices have little interest. There is a long history of confusion regarding their procurement from several sources. A detailed log maintained by the Analysis Branch Secretary has now shed some light on the situation.

**DISCUSSION**

- A. Receipt. There are four known sources of receipt by the Agency and the statistics indicate that we receive about 75% of all reports issued. Of those received:
1. The largest group is received by DD from the BDI representative [redacted] (about 75% or 10 docs/day).
  2. The next largest is received by Ly/Acq. Br. [redacted]  
[redacted]
  3. A few, including some of limited distribution, are received by DD as enclosures to IR's from ACSI. (About 5% or 1 doc/day).
  4. The latest group uncovered is a special collection effort on reports relating to mapping for ORR. ORR now sends a copy of these to DD for processing.
- B. Processing. All are logged and the duplicated destroyed except the ACSI transmittals which are processed to provide a cross reference. Processing follows the normal routine of code or nodex as selected. The Ly/Acq. group is given a standard distribution by that office\*. Recently, the Library copy has been sent to DD for selection and appropriate processing with the other groups.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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- C. Duplication. Statistics developed by the log indicate less than 1% duplication between the two main sources (Ly/Acq. and the DBI rep). There was almost complete duplication between the items received from ACSI and the two main categories (except for the limited distribution E series received exclusively from ACSI). The few items received from GRR to date also duplicated items already received.

CONCLUSIONS

- A. The duplication between the two main categories is a negligible problem (2% or 1 doc per week).
- B. About 93% of the two minor categories duplicates reports previously received. The remaining 7% (about 2 documents per month) represents only 1% of the total number of documents received.
- C. The documents received by Ly/Acq. do not merit indexing since they are press summaries.

RECOMMENDATION

- A. Discontinue the log.
- B. Continue receipt of the items from ACSI in order to check for any new series which in addition to the E series should be processed. Other items may be destroyed.
- C. Discontinue receipt of the copy from Library Acquisitions (copy to go direct to Ly/Docs as before).
- D. Continue to check the special category from GRR to be sure the duplication continues, in which case terminate receipt of these reports.
- \* 1 - GCR/SEA
  - 1 - RI/DI
  - 1 - BR
  - 1 - IR
  - 1 - FDB
  - 1 - Ly/Docs



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