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DOCUMENT DIVISION NOTICE

13 July 1962

Reorganization of Document Division

In order to provide more efficient dissemination service and to concentrate like functions together, the following changes are to be made in the Document Division organization as soon as specific procedures can be worked out and an orderly change over can be assured:

- a. Transfer the Dissemination Section to the Control Branch and change the name of the Control Branch to "Dissemination Control Branch".
- b. Transfer the Typing Unit to the Analysis Branch as the Typing Section.
- c. Transfer the ISC Training Officer, the Dictionary Editor, and the specific functions of the Selection Section and the Batches in the Incoming and Dispatch Unit related to the Intellofax System to the Indexing Section of the Analysis Branch. Change the name of the Indexing Section to the "Intellofax Section".
- d. The CTSC and IPI Sections are not affected by this reorganization.



Chief, Document Division

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification