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DOCUMENT DIVISION, OCR

5 June 1964

Activity Log of Selected Items for Week of 1 thru 5 June

1. Double handling of Open Literature Serials - Library & DD. Review in progress. Estimated completion date 1 July.
2. Number of copies of MAC-V Reports via DD/P - FE Division. Mr. [redacted] FE Division, is going to Saigon in May and will attempt to make the arrangements. No action this week.
3. Test underway to determine feasibility of disseminating bibliographic (DARE) references to analysts pertinent to intelref codes in lieu of copies of reports. Completion date 1 July 1964.
4. Filing of RFE Telex enclosures to CSLT Reports. Procedures being reviewed. The 20 different categories of RFE material now being reviewed so as to determine needs of the several CIA offices and to combine distribution channels. Draft proposal received from CA Staff.
5. Indexing of FDD Summaries and other weekly and monthly Summaries. Studying possibility with Machine Division to index article by article. Completion date 1 August.
6. Gradual reduction of overtime spent in Special Section. [redacted] transferred to Special Section - training begun.
7. [redacted] meeting with Agency Committee on Handling of TS and Codeword material. Committee visiting OCI on 5 June.
8. Study of average number of dissemination points for documents and publications. Report being compiled.
9. Processing of documents bearing "Warning Notices: Sensitive Sources and Methods Involved," under consideration. Notice in process.
10. [redacted] in conjunction with the Library and SR is studying procedures for incorporating the names of industrial organizations into the Intelref System which will be compatible with the SR. SR reviewing sample. Completion date 1 August 1964.

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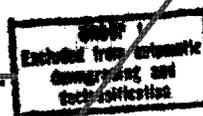
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11. Working with Mr. <sup>25X1</sup> [redacted] on "Sorting" requirement in Special Section for teletypes. Still pending.
12. Discussing with DIA, the direct dissemination by us of certain publications to the service schools. Waiting for DIA reply.
13. Working up Subcommittee position for CODIB regarding DOE two letter Area Code.
14. Briefing J. O. T. Class today.

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[redacted]  
Chief, Document Division

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