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DOCUMENT DIVISION, OCR

26 May 1964

Activity Log of Selected Items for Week of 25 thru 29 May

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 intelifax codes in lieu of copies of reports. Completion date 1 July 1964.
4. Filing of RFE Telex enclosures to CS&T Reports. Procedures being reviewed. The 29 different categories of RFE material now being reviewed so as to determine needs of the several CIA offices and to combine distribution channels. Discussion with CA/INT continuing. No action this week.
5. Indexing of FDE 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. Target date 1 June 1964.
7. [redacted] meeting with Agency Committee on Handling of TI and Codeword material. Committee visiting OCI on 5 June.
8. Study of average number of dissemination points for documents and publications - 1 June 1964.
9. Processing of documents bearing "Warning Notice: 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 Intelifax System which will be compatible with the SR. SR reviewing sample. Completion date 1 August 1964.

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Excluded from automatic
downgrading and
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11. Working with [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 DOI two letter Area Code.
 14. Due to mechanical difficulties, the May issue of the Intelligence Publications Index will include receipts for first half of the month only.
 15. There are indications that the Defense Information Reports may soon reach above normal receipt, however, they are still sporadic.
 16. Completed the distribution of J. F. K. Library Contribution envelopes.

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[redacted]
Acting Chief, Document Division

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