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ATTACHMENT

Study of CIA Publication Requirements  
and Capabilities

Recommendations

- A. We recommend that the Deputy Directors appoint a senior official to (a) set policy on what publications must be printed and the extent of graphics (color, etc.) required; (b) determine priority among Directorate publications when necessary; (c) validate the distribution list for each publication by polling recipients on a periodic basis; and (d) determine the minimum number of copies of each publication needed for immediate distribution and retention to service subsequent requests.
- B. We recommend that the use of contractual printing continue to be limited to large volume, unclassified publications.
- C. We recommend that as PSD acquires high capacity equipment, serious consideration be given to the centralizing of a larger share of Agency printing activities.
- D. We urge that the DD/I consider instituting a special review of the NIS Program to ascertain current needs for the various NIS sections and present validity of the updating cycle.
- E. We recommend that NPIC work closely with PSD in the development and testing of systems leading to the greatest feasible use of automation in NPIC printing. When these tests are completed and certainly by the time PSD acquires the Photon 770 a decision should be made as to whether NPIC's requirements warrant their acquisition of an independent electronic composing capability or whether their material can be handled satisfactorily in the central printing facility.

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- F. We recommend that since the Records Management Officer in each component of the Agency has a responsibility for the forms produced in his component, he be required to exercise greater control over their creation and reproduction and that all printing requests for forms including requests for reprints require the approval of the component Records Management Officer or the central Records Administration Staff.
  
- G. We recommend that Deputy Directors examine the present cable requirements of components under their jurisdiction for possible reductions in the number of copies of cables being printed and distributed.
  
- H. We recommend that PSD and CRS examine what activities and facilities of CRS should be absorbed by PSD.
  
- I. We urge that PSD continue to keep abreast of the rapidly changing developments in automatic composing and printing. PSD should be encouraged to design and implement new printing systems responsive to the efficient, economical and effective accomplishment of essential Agency printing requirements. We also urge that Agency units publishing reports and documents for extensive distribution examine the possibility of using non-printing means (such as Microfiche) for distribution and storage of their publications.

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