

May 14, 1947

CONSIDERATIONS IN THE PROPOSED TRANSFER OF FILE REFERENCE  
MATERIALS AND FUNCTIONS TO REFERENCE BRANCH, ONE

1. MATERIALS TO CONSIDER - TYPE AND QUANTITY

- a. Text or summary of all broadcast intercepts monitored by NSA, received by mail chiefly in form of onion-skin carbons - one filed by transmitter, date and hour. Present accumulation occupies 21 filing cabinets, 432 linear feet. Monthly accrual approximately 30,000 pieces occupying 15 linear feet.
- b. NSA publications, filed by title and date - Present accumulation occupies 27 filing cabinets, 329 linear feet. Duplicates of this file are maintained by Library of Congress and National Archives. Monthly accrual approximately 3 linear feet.
- c. Publications discards, i.e., broadcast intercepts received from field missions by teletype but not used in publications - filed by subject. Present accumulation occupies 8 filing cabinets, 43 linear feet. Monthly accrual approximately 15,000 pieces, occupying 8 linear feet.
- d. Other publications, e.g., NBC Discard, Soviet Monitor - filed by title and date. Present accumulation occupies 10 filing cabinets, 66 linear feet. Monthly accrual approximately 2 linear feet.

2. PROPOSED USE OF MATERIAL

- a. For routine operations: Editors must have available publications discards for a period of 48 hours after discarding. Filing

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and indexing is not necessary for this purpose. It is desirable that editorial policy-makers have reference to all materials for a period of some sixty days after receipt. The Special Reports Division requires reference to all materials indefinitely.

2. Queries regarding other than current material (e.g., all references to a particular individual broadcast by a particular radio over a certain period; general nature of a particular radio's newscasts for a specified past period) require reference to all materials indefinitely.
3. The interest of certain agencies in unpublished material of limited general interest (e.g., of Federal Reserve Board in financial references, of State Department Bibliographical Division in personal references) makes it desirable to screen publications discards for items to be dispatched to their individual attention. This practice has been followed insofar as the limited personnel available for this purpose has permitted.

### 3. DEFICIENCIES OF PRESENT PRACTICES

- a. Inadequate indexing and cross-reference. No index is made of the inclusive file of mailed material filed by transmitter. Publications are indexed only by periodic tables of contents. Discards are filed by subject without adequate cross-reference.
- b. The mailed material file in part duplicates the publications and publications discards files.
- c. Queries, standing orders and special distribution receive insufficient attention and are difficult to handle because of

f. Unpublished material is not available outside FBIB.

4. POSSIBLE SOLUTION

- a. Material mailed from field missions could be reduced to eliminate material already available in publications or publications discards. This step, however, is contingent upon establishing a complete master file to include all published and unpublished material, and to provide sufficiently thorough indexing and cross-reference to answer both the needs of FBIB Special Reports Division and queries from other agencies.
- b. From the standpoint of FBIB it is desirable that control of this file remain with FBIB to insure convenient accessibility and to provide for its operation in accordance with the needs of FBIB Special Reports Division, anticipated to be its chief user. It is also believed that personnel thoroughly familiar with and closely associated with FBIB operations could more efficiently perform these functions.
- c. Since it will be necessary for the branch maintaining this file to perform the functions outlined in 2 h and g above, it appears that it would be more appropriate for FBIB to operate this file for this purpose.
- d. FBIB officials are not in a position to know whether or not there are other considerations which make it more desirable that this file be established, maintained and operated by ORR.
- e. In any case an adequate staff should be provided, and the

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proposed filing and indexing in accordance with instructions from OHE for the purpose of standardizing should begin at the earliest practicable date. Reference cards should then be furnished the branch which does not maintain the file.

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