

26 March 1962

MEMORANDUM FOR: Chief, Investigations Division  
Chief, Security Records Division

SUBJECT : The Security Index

1. At our most recent meeting of the Policy Committee on Automation, we agreed to have a study made of the policies, or lack of policies, on the Security Index.

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2. Mr. [redacted] was to be asked to look into this and report back to C/ID for subsequent reporting by C/ID to the Committee. Without intending to alter the proposed approach to the problem or the presentation of the proposed solution, I thought that I would put down on paper some thoughts that I had on the subject. These are contained in the attached draft which you may or may not find useful as a starting point.

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[redacted]  
Chief, Personnel Security Division

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**SUBJECT: The Security Index**

1. The purpose of this paper is to set forth the policies governing the addition to, maintenance of, and deletion from the master security index and, to the extent that they are an integral part of such policies, certain of the procedures to be followed by the various components of the office.

2. Clarification of these policies is made mandatory by the coming of automated systems of adding to and retrieving from our index. Even if the systems were not automated, the promulgation of uniform policies regarding the index would be necessary in order to permit us to:

- a. remove from the index entries which duplicate or which are made unnecessary by other entries;
- b. remove from the index entries which are filed under titles against which a meaningful search could not or normally would not be made;
- c. remove from the index entries which are of little or no future value.

3. At the same time as we remove from the index those entries which fall in the categories mentioned in Paragraph 2, we must provide for orderly additions to the index. New entries to the index must be made by judgment selection against or within the following criteria:

- a. entries into the index should not duplicate any other index which is readily searched unless the information falls within one of the other categories mentioned;
- b. it is not possible nor would it be worthwhile to index

- c. material going into the Master Index should be of general long-term interest and not of interest to a single office component or of only short-term interest;
- d. material going into the Master Index must go in under an entry name against which subsequent searches will be made; and
- e. material going into the Master Index should be meaningful, identifiable, and useful on retrieval.

4. To avoid having unnecessary entries in the index, the adoption of the following rules is necessary:

- a. reference cards will not be filed in the index if a subject card already exists on the subject of the reference card;
- b. inasmuch as our retrieval system calls for the pulling of a file, only one reference card should be filed on any title if the references are to the same file even though the references are contained in different reports or in different pages of the same report. (In these cases the individual reference cards leading to various documents should be stapled to a single sheet in the basic file.)

c. the limit on reference cards on any title should be flexible enough to provide for the establishing of a subject file to hold those reference cards whenever it is found that the searching of the index and the pulling of the files exceeds the work involved in setting up such a file.

5. All professionals must accept their share of responsibility in recording in one basic document all basic facts developed through a record search and file review in order to avoid subsequent searches and research and analysis by another professional checking on the same name. This document must be written and referred to SRD in such a form as to permit revision of the index.