

16 January 1957

CONFIDENTIAL  
Suggestion No. 2230

Date of Suggestion: 2 February 1956

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██████████ Office of Central Reference Information  
Control Officer GS-9

A. Summary of the Suggestion:

Suggester proposes that a directive be circulated to all offices of the Agency warning them of the seriousness of the removal of documents which are sent through the batch system. He stated that frequently an office which was second or third on the routine routing never got to see the document because it had been pulled by someone on earlier routing.

B. Evaluation of the Concerned Office:

On 28 December 1956, ██████████ DD/I (Admin) recommended an award of \$100 for intangible benefits (local-moderate)  
See attached DD/I Notice

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C. Recommendation of the Executive Secretary:

1. Approval. Award of \$100 for intangible benefits (local-moderate) for adoption in the DD/I component.
2. SAS Close the case.
3. SAS send to DD/S and DD/P for evaluation. (referred already).
4. Re-open if DD/S or DD/P feel that suggestion has value.

*OK - #25 (for DDI benefits only)  
close. Reopen if adopted in DDS or DDP*

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Suggested DD/I Notice  
No.

DUI # 110-100-7  
19 October 1956

**EXPEDITIOUS ROUTING OF INTELLIGENCE DOCUMENTS**

1. The expeditious flow of intelligence material, from receipt to final disposition, is a responsibility of all members of CIA. Multiple copies of documents are obtained whenever possible and routing held to a minimum on each piece of material; nevertheless, constant complaints are received that materials are being held up. The value of intelligence information is easily vitiated when routed documents are delayed.

2. The CIA Library is now microfilming; virtually all information reports of CIA, State, Army, Navy, and Air Force. Filmed material is identified by a seven digit number preceded by the letter "D" or "C" stamped on the face of the document. Therefore, the routed copy of a document with a "C" or "D" number should serve as advice of the existence of a microfilm copy which can be read in the Library (it is never "out on loan") or from which retention prints can be obtained promptly from Room 1040, M Bldg., Ext. 3505. Under no circumstances should an analyst ever clip a marked Library copy or a copy with further routing.

3. To insure the expeditious handling of routed documents, no Office or individual will hold a routed copy for more than a maximum of two working days. When a document is forwarded to the next recipient on routing, the date it is released will be indicated on the document along with the symbol of the releasing office. The effectiveness of any system that requires that documents be routed is only as good as the cooperation of the users make it.

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*circulated by [redacted] 10/21/56*

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**Deputy Director/Intelligence**