

C-O-N-F-I-D-E-N-T-I-A-L

T/I/M-10
T/II/M-9
28 January 1965

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

TASK TEAM I - CONTENT CONTROL
TASK TEAM II - ITEM IDENTIFICATION

Minutes of a Joint Meeting, 19 January 1965

Members or Their Representatives Present

25X1

Task Team I

Task Team II

NSA -
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CIA -
DIA -

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STATE - Mr. Robert Whipp

ARMY - Mr. Robert Baxter

CSS - [] Secretary

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Others Present

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1. The meeting was opened by [] who noted that various task team concerns tend to converge on a number of points. Today's briefing by [], on Series Titling is of vital concern to both Content Control and Item Identification. Therefore, the decision for a joint meeting was made by the chairmen. 25X1

2. [] turned the meeting over to [], who in addition to her membership on Task Team I is chairman of an NSA working group which is studying product serializations in NSA. 25X1

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Group 1
Excluded from automatic
downgrading and
declassification.

3. [] briefed the teams on the NSA system of product serialization, its original design, subsequent design modifications and developments since its inception in 1947. 25X1

4. Following the briefing there was a general discussion on various aspects of item identification and content control. The need for standard definitions and processing criteria as well as for current, authoritative operating procedures was discussed. Consistent application of rules, codes, etc. both in item identification and content control as well as the need for compatibility between related segments of an overall system were discussed at length.

5. Mr. Whipp, Department of State, was called on to discuss item flow in his department. He distributed a series of flow charts. The first chart showed the flow of State Airgrams from overseas posts through the Office of Communications, the Division of Records Management, the Division of Publications and Reproduction, the Message Centers and thence to the bureaus (55 points) and to other agencies (70 points).

6. A second chart depicted the flow and processing of telegrams through the Communications Center to the Bureau of Intelligence Research and its Foreign Service and USIB Units to the research offices and thence to 50 other points in the Department. Also indicated was the flow of Research Memoranda from the Finished Intelligence Unit to the rest of Department of State, Foreign Service Posts and other government agencies, U.S. and Foreign. Other charts presented by Mr. Whipp dealt with the flow of finished publications other than to the Department and flow and processing of Foreign Relation volumes, the Daily Summary, the Morning Summary, and the Afternoon Summary. The charts were then the subject of considerable discussion to determine appropriate points in the flow where a content control scheme might be applied.

7. [] raised the question of scope in applying such a scheme. Specifically, are we going to consider application of content control to all types of intelligence information products or just the "raw" intelligence reports and not "finished" intelligence. Some discussion ensued concerning categorization of intelligence products during which [] indicated that initially the scope would be comprehensive but that we would attempt to determine whether application should logically be restricted to certain categories. [] mentioned the on-going effort by Task Team II to develop effective categorization for intelligence information products which might be useful in these deliberations. 25X1 25X1

8. The next meeting of Task Team II will be 1 February 1965 at CIA Headquarters. The next meeting of Task Team I will be 1300, 2 February 1965 at NSA Headquarters.

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Secretary 25X1

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