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 25)						
	Task Team I	Task Team II				
NSA -						
CIA -						
DIA -						
STATE -	Mr. Robert Whipp	ARMY - Mr. Robert Baxter				
	CSS -	Secretary	25X1			
Others Present						
			25X1			
		·	25X1			
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 25X1 meeting was made by the chairmen.						
2. [turned the meeting or		25X1			
addition to her membership on Task Team I is chairman of an NSA working group which is studying product serializations in NSA.						

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Group 1
Excluded from automatic downgrading and declassification.

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perialization, its original design, subsequent design modifications and developments cince its inception in 1947. 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 oriteria 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 comparibility 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 Wessage 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 Sureau 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 sharts were then the subject of considerable discussion to determine appropriate points in the flow where a content control ochem might be applied. 7. raised the question of scope in applying such a scheme. 25X1 gence reports and not "finished" intelligence. Some discussion persue to determine whether application should logically be restricted to certain categories. Memorania pholi			- 2 -			
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Secretary