T/II/M-11
25 February 1965

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

TASK TEAM II - ITEM IDENTIFICATION

Minutes of the Eleventh Meeting, 24 February 1965

Members or Their Representatives Present

25X1

CIA -

DIA -
NSA -
STATE - Mr. Curtis Fritz
ARMY - Mr. Robert Baxter
25X1    CSS - [                    ] Secretary

Others Present

None

25X1    1. Minutes of the tenth meeting were distributed and approved.
[                    ] reported that the NSA papers on present and planned item
identification systems and activities were still being coordinated.
Mr. Fritz indicated that the balance of the Department of State paper on
the same subject would be forthcoming in the near future.

2. The team then reviewed a paper prepared by Mr. Baxter on item
identification and description in conjunction with finalizing the data
elements for an authoritative item list. Mr. Fritz suggested the term
item register was more appropriate than item list in attaining task team
objectives since the idea of a register would include control points and
facilities for establishing and maintaining an authoritative item list.

25X1    3. [                    ] discussed a range of alternatives open to the task
team in its recommendations to CODIB.

    a. Plan for an item list, dynamic, centralized reporting
and listing.
    b. Plan for an item list, number of decentralized points
using common formats and elements for lists. These might
be existing control lists or mechanisms which could be put
together.

Group 1
Excluded from automatic
downgrading and
declassification

c. Departments develop their own local mechanisms. We recommend list of elements, perhaps categories, etc. Later, develop overall item list if needed.

4. The team then finalized data elements for an item list as follows:

a. Required

(1) Exact title of item.
(2) Classification of title/short title of item.
(3) Series designation and control, if any.
(4) Producing agency or department, major component thereof, and lowest organizational level identifiable from the item itself.
(5) Range of security classifications applied to item.
(6) Dissemination controls applied to item.
(7) Item status, i.e., is item currently being produced? If not, inclusive dates of publication.

b. Desired

(1) Short title of item, if any.
(2) Frequency of issuance.
(3) Form(s) in which produced.
(4) Categorization of item.

5. The team then turned its attention to categorization of items in T/II/W-9.1/5. In view of the short time remaining for the meeting only a general discussion occurred. It was decided that major purposes for attempting to categorize items were to aid the team in designing the item list, to aid in determining volumes, and ultimately to aid the potential user in selecting items appropriate to his needs from the list. It was pointed out that this particular categorization was strongly oriented to processing and the amount thereof. Also it was emphasized that there were numerous other orientations upon which to base a system of categorization, e.g., source, form, format, subject, area, use, etc. It was felt, however, that processing orientation offered the greatest potential if one had improved automatic data processing in mind.

6. The difficulties of categorizing military information reports was discussed at length. These difficulties arise from the fact that, in many cases, these reports include attachments which require different types and amounts of processing to achieve comprehensible form. This would tend to require that these reports be placed in the very general class of "information" or require that the individual issuances be categorized in accordance with the nature of their enclosures at the more specific levels provided. It was suggested that it would be helpful if we could differentiate between these reports. For example, we might distinguish between those reports which contain substantive information in textual form

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

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without enclosures; those which have substantive text and supporting enclosures, and those which have no substantive text and are solely for the purpose of transmittal and control. This would help not only in categorizing this type of report, but also in its subsequent processing and use.

7. The next meeting of the team will be held at CIA Headquarters on 8 March 1965 at 1330 hours.

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Secretary