

S-E-C-R-E-T

T/III/M-3

4 February 1965

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

TASK TEAM III - FOREIGN PUBLICATIONS

Minutes of the Third Meeting, 27 January 1965

Members or Their Representatives Present

25X1	CIA	-	
	DIA	-	
	STATE	-	
	NSA	-	
	NAVY	-	
	AIR FORCE	-	
	CSS	-	

25X1 Others Present

[Redacted area for Others Present]

25X1 1. [Redacted] opened the meeting noting that the following briefing
is the first in a series for the purpose of obtaining data pertaining to
25X1 unit costs in procuring open source foreign publications. This will aid
us in determining those systems which seem to be preferable before we go
into the next phase dealing with processing of foreign publications.

25X1 [Redacted]

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Group 1
Excluded from automatic
downgrading and
declassification.

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- 2 -

25X1



3. The team was then briefed by [redacted] concerning experience with various procurement channels for foreign publications. He provided considerable statistical data on the subject which is contained in attachment 1. Following the formal presentation, there ensued considerable discussion concerning procurement information provided. It was noted that in some cases direct costs included costs of transmitting the items. This was done because it was the way available figures were broken out.

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4. A question was also raised concerning the ratio between material ordered and material actually procured. [redacted] pointed out that date of publication was a factor--an item five years old might be very difficult to procure. He also stated that the geographic area within which the item is published might affect its expeditious procurement. Africa was cited as a comparatively difficult area. However, on relatively recent publications in Europe, [redacted] estimated 90% procurement. A variety of reasons why a publication might be difficult to procure including items which might be denied by the source government, [redacted] publishers, and dealers, and publishing inconsistencies were touched upon.

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5. Interest was also shown in the manner in which a requester goes about ordering an item. [redacted] described the ordering procedure which includes a search of the library to see if a copy of the requested item is already available. In cases where procurement must be initiated, the appropriate procurement officers are notified and acquisition is initiated. The requester is not notified that procurement is initiated, he will receive the item when it is procured. Time lag between initiation and procurement varies as indicated by the averages provided in attachment 1. However, "hard to get items" as described in paragraph 4 above extend the range of time lag substantially.

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6. A question was raised as to whether the urgency of requirement might influence the procurement channel utilized. [redacted] indicated that an urgent requirement might result in an immediate effort to acquire the item locally, if available. Depending on urgency, the procurement request may be sent by airmail or cable requesting that the procurement officer expedite procurement and handling. If a request is urgent enough, all procurement channels may be exercised in order to satisfy an urgent requirement.

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7. A question was raised as to when CIA makes its own additional copies and when it goes out for procurement of additional copies. [redacted] indicated that this depends on the urgency of requirement and, how the required item was acquired. Usually it is much less expensive to procure additional copies than to reproduce them. However, if the requirement is urgent, the item might be reproduced.

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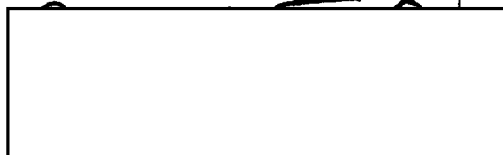
10. Reference was made to information contained on page 2 of attachment 1 regarding the ancillary costs of 18 cents per item for [redacted] system. [redacted] indicated that these are primarily Department of State costs for procurement including those in Washington headquarters and in the field.

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11. [redacted] was asked concerning any policy whereby there is a national repository that inherits surplus publications or any accessioning to the outside world as to holdings--primarily in East European and Slavic areas. Library of Congress inherits whatever is surplus. These are items procured primarily under the selection program, either too many of them or the wrong subjects. In case of Russian books, a Russian Book List is published. [redacted] stated that he was not aware of any similar listing of surplus books from the East European and Slavic areas.

12. Your attention is directed to attachment 2 to these minutes. Members should be prepared to discuss and finalize these terms of reference for a working group to examine the transliteration problems at the task team meeting scheduled for 25 February 1965.

13. The next meeting of the task team will occur at 1000, 11 February 1965 at CIA Headquarters. Have main CIA receptionist call CODIB Support Staff on [redacted] for necessary escort to 1E78. At this meeting, we will hear from DIA and the Army Library. DIA will brief on procurement of foreign publications by military attaches and other overseas defense activities. This will be followed by a briefing on procurement conducted by the Army Library.



Secretary

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- Attachments: 1. Foreign Publications Procurement
by Acquisitions Branch, CIA Library
2. T/III/W-1

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Approved For Release 2005/08/03 : CIA-RDP80B01139A000400200016-1

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