

OFFICE OF OPERATIONS

Foreign Documents Division

31 October 1954

Functions and Activities

Under authority of paragraphs 2a and 3 of National Security Council Intelligence Directive No. 16, "Foreign Language Publications," (7 March 1953), Foreign Documents Division as a primary responsibility centrally exploits foreign language newspapers, periodicals, books, monographs and other documents for intelligence information in answer to continuing programs established on the basis of recommendations of the NSCID Advisory Committee on Foreign Language Publications and specific ad hoc requirements from the offices of the Central Intelligence Agency and the Intelligence Advisory Committee agencies.

In addition, the Division coordinates these exploitation and translation services with similar activities maintained by the intelligence agencies in accordance with their needs.

An extremely limited effort is provided in the analysis of Communist press propaganda at the specific request of consumer offices of the Agency.

Under FDD provides a central translation service for the offices of CIA. Classified translation service is handled entirely within the Division. Translation service on unclassified material is performed on contract by external commercial facilities.

On the basis of expressed information requirements, the documents are screened and scanned, and information of value is extracted, summarized, abstracted, collated, or compiled in answer to those requirements. The information thus collected is then issued by the Division in the form of reports, summaries, or translations for dissemination by OGD. Full reporting necessitates documentary research in a wide field of languages, many of which are rare and mastered by comparatively few linguists. The value of centering such linguist specialists in the common service effort of FDD is apparent. The majority of this reporting is in the form of regular scheduled reports, the scope, area and subject coverage of which has been determined by careful review of the various agency needs, which are not satisfied by any other existing facilities. Biographic, graphic and other specialized material is translated or abstracted and forwarded directly to the appropriate registry or office. Information compiled from foreign-language publications which is of a lexicographic or special bibliographic nature is published as "Reference Aids." The Division works closely with the offices of CIA and the other intelligence agencies in the interest of avoiding waste and duplication of effort in the exploitation and translation of documents. Through the cooperation and guidance of an interdepartmental committee on exploitation, FDD continually surveys the effectiveness of its own reporting program and the coverage of other facilities in order to be certain that the needs of the consumers are being effectively met and that FDD does not duplicate anything which can be provided satisfactorily elsewhere.

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A complete record of foreign language material which has been processed or on which work has commenced by US Government agencies, private enterprises, universities, or certain foreign governments is maintained by Foreign Documents Division for the benefit of the intelligence community. This is maintained in the form of a cross-indexed file. Intelligence agencies consult this record before commencing a project, thus avoiding an expensive duplicative effort. In order to keep the agencies abreast of all the work of this type being done, the Division publishes a monthly compilation of this information titled "Consolidated Translation Survey" which is disseminated by OCD to all the intelligence offices and agencies.

The value of foreign language publications as a source of information in the intelligence program has been demonstrated in many ways. For example, in the Soviet orbit, in order to maintain morale and the cooperation of the populace some facts must be released to provincial areas which are restricted or restricted in the metropolitan press. Intelligence officers reading these publications daily are quick to sense a change of pattern, the revelation of hitherto restricted information, or the germination of unrest and rebellion against the established order.

As intelligence requirements and emphases are fluid, easy referral to the newspaper or magazine, which is always available in appropriate repositories, can be made for information not needed at the time of its publication but urgently desired at a later date.

Office of the Chief

This office directs: (a) the exploitation of foreign language documents in implementation of NSCID No. 16 and in accordance with the information requirements of the offices of CIA and the IAC agencies; (b) the development of new sources, methods, and techniques for such exploitation in order to assure the best possible coverage of available source material; (c) the review of all available foreign language documents to determine their applicability to existing intelligence needs; (d) the provision of press propaganda analysis and psychological warfare support to certain CIA offices; and (e) the coordination with other government agencies and representatives of foreign governments in connection with foreign language document exploitation as directed by the Assistant Director for Operations. The office directs a central translation service to support informational and operational needs of CIA and to fulfill, when workload permits, the translation requests of other approved intelligence agencies.

Administrative Staff

The Administrative Staff provides administrative control of Division personnel; plans and advises upon administrative policies and procedures; provides supply, property, budget, space, communications, and message center services; interviews applicants and processes personnel actions; objectively analyzes the capabilities and qualifications of branch personnel in the light of position requirements in order to effect more efficient utilization of personnel; supervises security, safety, fire,

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and other emergency matters in compliance with CIA regulations; coordinates training of FDD personnel with the Office of Training; controls internal routing of official correspondence; and in addition, is responsible for the internal receipt, routing, and control, of intelligence reports received from OCD, (a function formerly handled by the eliminated Documents Control Branch).

The USSR Branch

The USSR Branch exploits all of the nonscientific publications of the Soviet Union that can be procured through available channels, and all information on the USSR produced from the publications of the other area branches. The Branch is divided into functional sections with specialists in the various subject categories needed by the intelligence agencies. The amount of source material processed by this branch is variable dependent upon what can be acquired. Currently, this amounts to an average of 1269 newspapers, 287 periodicals, and 19 books per month.

The Scientific and Technical Branch

The Scientific and Technical Branch is composed of linguist intelligence officers with scientific backgrounds and is responsible for the exploitation of Soviet scientific literature and the coordination of pertinent scientific information produced from the source material of the area branches. Scientific publications are currently being received and processed at the average rate of 17 newspapers, 150 periodicals, and 150 monographs per month.

The Eastern Europe Branch

The Eastern Europe Branch is responsible for the exploitation of the publications of Bulgaria, Czechoslovakia, East Germany, Hungary, Poland, Rumania, Albania, and Yugoslavia. It coordinates all the information produced from the source material of the other area branches on the countries for which it is responsible. An average of 2961 newspapers, 512 periodicals, and 26 books per month are currently being received and processed from those countries.

The Far East Branch

25X11 About 60% of the effort of the Far East Branch is devoted to the production of required information on Communist China. The remainder is devoted to exploitation of the publications of Korea, Burma, Thailand, Indo-China, Indonesia, and the Philippines. An average of 3200 newspapers, 217 periodicals, and 40 monographs per month are currently received from the area and processed by this branch.

The Western World Branch

This branch exploits selected publications from Western and Northern Europe, Africa and the Arab States, Greece, Turkey, Iran, India, Pakistan, and Latin America for information on the Soviet Orbit and other subject categories satisfying requirements of the intelligence agencies. Source material is received and processed from this area as follows: An average of 7843 newspapers, 722 periodicals, and 14 books per month.

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The Reports Branch

The Reports Branch (a) assigns all requirements received by the Division and coordinates divisional projects as directed by the Division Chief; (b) screens all foreign language material received by the Division and controls document procurement requests; (c) edits and prepares for reproduction all material produced by the Division for publication; (d) maintains complete and continuous records of the Division's exploitation and reporting operations, and prepares monthly statistical reports of the Division's operations and other special reports as required; (e) processes and accounts for all material assigned for translation outside the Division; (f) directs and records the transmittals to the appropriate CIA offices of all reports and translations prepared in the Division; (g) controls and reports inter-agency liaison by Division personnel, as required by CIA regulations; (h) maintains in cooperation with other US intelligence agencies, a Document Exploitation File for prevention of duplication in the exploitation or translation of foreign-language documents; (i) publishes a monthly report on foreign-language exploitation and/or translation for use of the IAC agencies; (j) requisitions all reproduction work, copying and bookbinding, required by the Division; and (k) coordinates and controls the Division's Records Management program in compliance with Agency policy and in coordination with Management Staff.

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PRODUCTS OF THE FOREIGN DOCUMENTS DIVISION, OO

<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<u>Scheduled Reports</u>			
<u>USSR</u>			
<u>USSR Territorial-Administrative Changes Report</u> [redacted]	Averages 15 pages in length published bimonthly	Includes all announcements and decrees published in USSR newspapers which refer to territorial or administrative changes.	50 to 70 copies 25X1
Authority: NSCID #16 7 March 1953			
<u>Data on USSR Extractive Industries</u> [redacted]	Averages 65 pages in length Published bimonthly	Information on mining, deposits, processing and distribution of ferrous and nonferrous metals, minerals, coal, peat, shale, petroleum, and chemicals.	122 copies 25X1
Authority: NSCID #16 7 March 1953			
<u>Report on USSR Production of Industrial Equipment</u> [redacted]	Averages 120 pages in length Published monthly	Information on the output of individual machine-building enterprises and ministries; gives model numbers, specifications, producing plants, production processes and statistics for instruments, tools, machine tools; textile, food and production equipment, agricultural machinery, tractors, motor vehicles, consumer goods, heavy industrial and construction equipment, electrical and communications equipment.	122 copies 25X1
Authority: NSCID #16 7 March 1953			

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<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<u>USSR Agriculture, Weather, Forestry, and Forest Products</u> Publication <input type="text"/> Authority: NSCID #16 7 March 1953	Averages 60 pages in length Published monthly	Information on crops, weather reports, animal husbandry, land improvement, forestry and timber industry.	122 copies 25X1
<u>Soviet Military Information from 'Krasnaya Zvezda' and Other Publications</u> Publication <input type="text"/> Authority: NSCID #16 7 March 1953	Averages 90 pages in length Published monthly	Information on military personalities, schools, districts, training, equipment, indoctrination, paramilitary organizations and activities, publications, including editorials.	110 copies 25X1
<u>Transportation and Communications in the USSR</u> Publication <input type="text"/> Authority: NSCID #16 7 March 1953	Averages 40 pages in length Published monthly	Information on rail, water, motor, air, and urban transportation; facilities and equipment; postal, wire, wireless, television and motion picture operations and facilities.	122 copies 25X1
<u>Semiannual Report on Education in the USSR</u> Publication <input type="text"/> Authority: NSCID #16 7 March 1953	Averages 115 pages in length Published semiannually	Information on the organization of schools, statistics of enrollment and graduation, courses offered, techniques of instruction, budgets, planning, comparative analysis.	115 copies 25X1

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USSR - Scheduled Reports

<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<u>Plan Fulfillment of USSR Republics</u> Publication <input type="text"/> Authority: NSCID #16 7 March 1953	Averages 80 pages in length Published semiannually	Translations of republic plan fulfillment announcements with comparative analysis by commodity, ministry and sector of the economy.	122 copies 25X1
<u>Semiannual Report on Functions of Ministries of the USSR</u> Publication <input type="text"/> Authority: NSCID #16 7 March 1953	Averages 35 pages in length Published semiannually	Information on the structure and allocation of functions of USSR ministries and other ministerial-level organizations.	123 copies 25X1
<u>Annual Report on USSR Republic Budgets</u> Publication <input type="text"/> Authority: NSCID #16 7 March 1953	Averages 130 pages in length Published annually	Includes excerpts from speeches of republic finance ministers and recommendations of budget commissions; information on income and expenditures for various sectors of the economy, budget laws, with comparative analysis.	122 copies 25X1
<u>Annual Report on Crime in the USSR</u> Publication <input type="text"/> Authority: NSCID #16 7 March 1953	Averages 30 pages in length Published annually	Reports on all types of crime with tabular presentation by type of crime and sentence.	105 copies 25X1

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FAR EAST - Scheduled Reports

<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<u>Weekly Economic Information Report on China</u> Publication [redacted] Authority: NSCID #16 7 March 1953	Averages 50 pages in length Published weekly	Information on agriculture and forestry, trade and finance, heavy and light industry, mineral resources, transportation, water conservation, cooperatives.	129 copies 25X1
<u>Sociological Information Report on China</u> Publication [redacted] Authority: NSCID #16 7 March 1953	Averages 30 pages in length Published biweekly	Reports on minority groups, manpower, education, and personalities (excluding the science field).	112 copies 25X1
<u>Military Information Report on China</u> Publication [redacted] Authority: NSCID #16 7 March 1953	Averages 45 pages in length Published monthly	Reports by areas of China all order of battle and other pertinent information on military activity, participation, personalities, appointments, morale, decorations, equipment, movements, districts.	112 copies 25X1
<u>Tables of Contents of Chinese Communist Periodicals</u> Publication [redacted] Authority: NSCID #16 7 March 1953	Averages 40 pages in length Published monthly	Translations of the tables of contents of all available Chinese Communist periodicals-economic, political, sociological.	119 copies 25X1

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FAR EAST - Scheduled Reports

<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<u>Index of Two Chinese Communist Newspapers</u> Publication [redacted] Authority: NSCID #16 7 March 1953	Averages 30 pages in length Published monthly	Indexes all items of the <u>Peiping Jen-min Jih-pao</u> and the <u>Tientsin Ta Kung Pao</u> by source, title, and subject.	119 copies 25X1
<u>Report on Overseas Chinese Activities in Southeast Asia</u> Publication [redacted] Authority: NSCID #16 7 March 1953	Averages 40 pages in length Published semiquarterly	Covers overseas Chinese activities in Southeast Asia in the fields of economics, politics, education and labor.	114 copies 25X1
<u>Monthly Information Report on Indochina</u> Publication [redacted] Authority: NSCID #16 7 March 1953	Averages 40 pages in length Published monthly	Information on national and local government and political organizations and activities, manpower and labor, ethnic groups (including religious sects), popular reaction toward internal and external affairs, agriculture, industry, transportation, telecommunications, domestic and foreign trade (excluding Communist Bloc), [redacted] Organized by areas..	110 copies 25X1 25X1

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FAR EAST - Scheduled Reports

<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<u>Political, Economic, and Sociological Report on Burma</u> Publication [redacted] Authority: NSCID #16 7 March 1953	Averages 60 pages in length Published semiquarterly	Covers national and local governments, political organizations and activities, subversive activities, manpower, labor, ethnic groups, popular reaction to internal and external affairs, agriculture, transportation, telecommunications, domestic and foreign trade (excluding Communist Bloc), industry, cultural and sociological activities, [redacted]	110 copies 25X1 25X1
<u>Political, Economic, and Sociological Report on Thailand</u> Publication [redacted] Authority: NSCID #16 7 March 1953	Averages 25 pages in length Published semiquarterly	Reports on national, local governments, political organizations and activities, internal security, manpower, labor, ethnic and regional groups, cultural and sociological activities, popular reaction, agriculture, transportation, telecommunications, domestic and foreign trade (excluding the Communist Bloc), industry, and [redacted]	110 copies 25X1 25X1

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FAR EAST - Scheduled Reports

<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<u>Information from the Manila Tagalog Daily 'Bagong Buhay' Report</u> [Redacted]	Averages 10 pages in length Published biweekly	Reports on reaction toward public issues and toward the United States, provincial information, resettlement of HUKS, appraisal of national and local government activities, local political party action and personalities, and labor organization.	50 to 70 copies 25X1
Authority: NSCID #16 7 March 1953			

EASTERN EUROPE - Scheduled Reports

<u>Weekly Economic Report on Eastern Europe</u> Publication [Redacted]	Averages 65 pages in length Published weekly	Reports on Eastern Europe in the fields of agriculture, forestry, fishing, chemical industry, construction and construction materials industry, consumer goods and domestic trade, economic organization, planning and management, geographic information, manufacturing industries, power and extractive industries, transportation and communications.	121 copies 25X1
Authority: NSCID #16 7 March 1953			

<u>Military Information Report on Eastern Europe</u> Publication [Redacted]	Averages 40 pages in length Published monthly	Information on military personalities, non-military use of military personnel, tactics, weapons, equipment, ships, order of battle, schools, training, sports, para-military organizations and activities.	112 copies 25X1
Authority: NSCID #16 7 March 1953			

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WESTERN WORLD - Scheduled Reports

<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<u>Monthly Information Report on Greece, Turkey, and Iran</u> Publication [redacted]	Averages 35 pages in length Published monthly	Reports on national and provincial political developments, minority and religious groups, labor developments, popular reaction to internal and external affairs, public welfare information on Greece, transportation, telecommunications, industry and agriculture, geographic information, air force and navy, [redacted]	99 copies 25X1 25X1
Authority: NSCID #16 7 March 1953			
<u>Monthly Information Report on India, Pakistan, and Afghanistan</u> Publication [redacted]	Averages 65 pages in length Published monthly	Includes data on Soviet economic penetration of Afghanistan, comment on external affairs, developments in India's relations with neighboring states, political activities and developments in Pakistan, characteristics of people in major regions of Pakistan, religion, education and public information in Afghanistan, Hindu-Moslem relations, organized labor, military information, transportation and telecommunications, industry and agriculture, geographic information, Afghanistan central and local government.	104 copies 25X1
Authority: NSCID #16 7 March 1953			

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WESTERN WORLD - Scheduled Reports

<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<u>Monthly Information Report on Africa</u> Publication [redacted] Authority: NSCID #16 7 March 1953	Averages 65 pages in length Published monthly	Covers political parties and organizations, agitation and tribal unrest, reactions to political and social reforms, developments affecting growth of nationalism, organized labor, military information south of the Sahara, transportation, telecommunications, industry and agriculture, geographic and [redacted]	94 copies 25X1 25X1
<u>Military, Political, and Economic Report on Western Europe</u> Publication [redacted] Authority: NSCID #16 7 March 1953	Averages 65 pages in length Published monthly	Covers foreign and internal affairs, labor activities, biographic data, military, economic and geographic information as indicated by specific program guidance relating to the respective national areas of Western Europe.	99 copies 25X1
<u>Index of 'La Stampa' and 'La Stampa Sera'</u> Authority: NSCID #16 7 March 1953	Averages 10 pages in length Published weekly	Lists selected articles on events of national and international importance under major categories of political, domestic, foreign affairs, economic, military, scientific and sociological.	50 to 70 copies

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WESTERN HEMISPHERE - Scheduled Reports

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SCIENTIFIC AND TECHNICAL - Scheduled Reports

Science News Items:
Publication

Averages 30 pages in length

Published monthly

Reports on selected articles of intelligence interest in the fields of science and technology in the USSR and Soviet orbit countries. 130 copies 25(1)

Authority: NSCID #16
7 March 1953

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SCIENTIFIC AND TECHNICAL - Scheduled Reports

<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<u>Abstracts of Articles From Unavailable Soviet Scientific and Technical Periodicals</u> Report [redacted]	Averages 10 pages in length Published monthly	Presents by subject and source, author, title of article, and a translation or abridgement of abstract references found in non-English abstract journals to information in USSR scientific and technical serial publications, which	50 to 70 copies 25X1 [redacted] 25X1

Authority: NSCID #16
7 March 1953

<u>Survey of Scientific and Technical Dissertations Submitted at USSR Higher Educational Institutions</u> Publication [redacted]	Averages 40 pages in length Published monthly	Reports on dissertations by subject, degree, author, title of dissertation, date of defense, institutional affiliation and sponsors.	117 copies 25X1
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Authority: NSCID #16
7 March 1953

GENERAL COVERAGE - Scheduled Reports

<u>Selected Briefs From the International Press</u> Publication [redacted]	Averages 40 pages in length Published weekly	Reports from the world press on items concerning Communist movements, international conferences and fairs, East-West travel and contacts, intra-Orbit travel and contacts, East-West trade, intra-Orbit trade, East-West cargo shipments, smuggling, Orbit trade advertisements in non-Orbit countries, resistance and sabotage activities, Orbit security police activities, and arms traffic.	165 copies 25X1
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Authority: NSCID #16
7 March 1953

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GENERAL COVERAGE - Scheduled Reports

<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<u>Consolidated Translation Survey</u> Publication <input type="text"/> Authority: NSCID #16 7 March 1953	Averages 135 pages in length Published monthly	Lists translations completed or started the previous month as reported in monthly listings provided by 19 foreign-language units of the IAC. The listings are not cumulative. Translations are listed by geographic areas and a scientific-technical section. All available bibliographic data and translation identification is provided, and the repository is noted. Translations by other than IAC organizations are also included when they are made available.	259 copies 25X1
<u>Abstracts of 19 USSR Scientific and Technical Periodicals</u> File Card <input type="text"/> Authority: NSCID #16 7 March 1953	Averages 200 cards per month	These abstracts are produced in 5x8 card-file form and disseminated to appropriate components of Navy, Army, Air Force, AEC, and CIA.	76 sets 25X1

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Nonscheduled Reports

Name and Authority

Translation
Publication

[Redacted]

Authority: CIA Regulation
[Redacted] Paragraph 3b(2),
23 April 1954

Size and Frequency

Size varies according to
length of material

Published irregularly (upon
completion of specific
translation)

Description of Contents

This is a publication used
to present specifically
requested lengthy, verbatim
translations of foreign-
language publications.

Production

Averages 100 25X1
copies

25X1

Summary
Publication

[Redacted]

Authority: NSCID #16
7 March 1953

Size varies according to
length of project

Published irregularly (upon
completion of specific report

This is a publication used to
present lengthy collated or
compiled report from numerous
sources on a specific subject.
Represents exploitation, not
translation, of source materials.

Average 100 25X1
copies

25X1

Information Reports,
Report

[Redacted]

Authority: NSCID #16, 7 March
1953 and CIA Regulation [Redacted]
Paragraph 3b(2), 23 April 1954

Size varies, but averages
under 20 pages

Published irregularly

This is a standard form for
reporting spot information from
one source or a limited number
of sources not covered in
scheduled reports.

50 to 70 copies 25X1

25X1

25X1

Information Reports,
Report

[Redacted]

Authority: NSCID #16, 7 March
1953 and CIA Regulation [Redacted]
Paragraph 3b(2), 23 April 1954

Size varies, but averages
under 20 pages

Published irregularly

This designation is for reports
prepared from source materials
other than overt publications.
May present translation or
exploitation.

50 to 70 copies 25X1

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Nonscheduled Reports

<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
25X1 25X1 Information Reports. [redacted] Report [redacted] Authority: CIA Regulation [redacted] Paragraph 3b(2), 23 April 1954	Size varies, but averages under 20 pages Published as individual translations are completed	This is the standard short form for presenting contract translations published in unedited form to expeditiously meet a specific requirement.	50 to 70 copies 25X1
Reference Aid Publication [redacted] Authority: NSCID #16 7 March 1953	Size varies Published irregularly	This is a publication used to present reference material for use by an analyst, e.g., glossaries, annotated biblio- graphies, or indices.	Averages 125 copies 25X1
Research Aid Publication [redacted] Authority: Approved by DD/I on 23 July 1952	Size varies Published irregularly as projects are completed	This publication is a vehicle for presentation of propaganda analyses.	Averages 100 copies initially restricted to CIA internal distri- bution
25X1 Information Reports. II Report [redacted] Authority: CIA Regulation [redacted] Paragraph 3b(2), 23 April 1954	Size varies Issued irregularly as reports are completed	These are unpublished reports issued to comply with specific requests and usually in a field of restricted interest. One copy is supplied the requester and a second copy on ozalid transparency is deposited in CIA Records Center to provide for supplementary distribution as required. These reports are accessioned in the <u>Consolidated Translation Survey</u> .	2 copies (reproducible) 25X1