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State Dept. declassification & release instructions on file

BI - Mr. A. John Cope, Jr.

March 21, 1951

BI - Carl J. Nelson

25X1

Visit of [] to BI,
Monday, March 19.

25X1

In response to our invitation, [] came to see BI files, at ten o'clock Monday morning. I had discussed his visit with Anne Wheeler and Mr. Thursz, as well as yourself, and had noted the following points which I wanted to impress on him, to offset [] "doctrine" which favors indexing documents, rather than clipping and filing them, as is done in BI:

The BI procedure is flexible, permitting source materials to be handled in the most convenient manner in each case. Who's Whos and directories can be kept on a shelf, brief notes carded individually, lists of names carded by ditto process, or standard register cards, and clippings or entire documents can be put in folders.

BI files are immediately available.

Area specialization in BI permits clerks as well as analysts to become familiar with the names and political background of the countries they cover, to increase their ability to avoid duplication or filing of irrelevant material.

25X6

25X1

I showed [] files in the Japan Branch, the China Branch, and the Russian Branch. Leafing through the folders and cards it was, I hope, impossible to escape the contrast between the selected collection of excerpts on a given person, and a list of hundreds of references to documents--to be borrowed from a library--in which more or less important references to that person occurred.

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OLI:BI:CJNelson

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