Summary

From the trickles of 1947, OCD has grown to be one of the

largest Offices in CIA. Machine techniques have enabled it to

index the tidal wave of intelligence material which swirls into

its Divisions. Changes in accepted procedures, some of them radi-

cal, have prevented the overflow of orderly channels. The Industrial

Register has begun to summarize information on individual plants

to keep the researcher from getting swamped in the floods of infor-

mation. The Biographic Register has departed from the traditional

dossier to undertake more complete coverage with its Four-Way Index.

The Graphics Register has successfully devised the only photographic

code which has not broken down in practice.

It is refreshing that in an office which deals annually with

tons of paper emphasis is laid on streamlining service and dispensing

with as much paperwork as possible. The following paragraph, by the

Assistant Director, from the Guide to OCD illustrates this tendency:[1]

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OCD wishes to operate with a minimum of controls,
paperwork and protocol. But it must serve all Offices
and Staffs of CIA, as well as the IAC agencies; and it
cannot assign highest priority to all requests. Therefore
some controls and channels are needed, but there is nothing
sacrosanct about them. Division Chiefs can and do find
shortcuts when really urgent problems come up.

In this regard the influence of the Assistant Director has

been paramount. He is dead set against anything which interferes

with the operation of OCD as a service to the Agency. He tries

to give that service with the least fuss. The performance of

OCD is judged, by those responsible for it, not as an end in itself,

but solely on the basis of the quality of support given the

operating Offices.

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